

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Meadowburn Primary School

Date: 28th September 2017

Time: 7pm- 8.30pm

Attendees- Yvonne Stevenson, Yaeger Major, Sam Mclean, Claire Watson, Fiona McInnes, Aileen Macdonald-Haak, Elaine McCauley, Mr Glancy (MG)
Mrs Craig (CC)

Apologies- Georgia Patterson, Anne Henderson, Gillian Stack, Diane Wright, Lynn Grayson, Jackie Cinquegrana.

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Previous Minutes	Minutes from meeting dated 24/08/17 have been circulated electronically to all members and were agreed. Chair and Secretary position are currently vacant. New members welcomed	Minutes from 24/08/17 are now updated onto PTA section of school website. AGM minutes, Chair and Treasurers Reports also now detailed on school website.
2. Balance	Georgia has advised that the current balance stands at £6713.55. Profit from disco is estimated at £467.30 with anticipated costs of roughly £125. Cheques still to be paid £460 Ardmay buses, £50 cheque.	Invoice for stamps has been forwarded to Georgia.

<p>3. School Funding Requests</p>	<p>1. <u>Chess Club Funding</u></p> <p>2. <u>Ardmay Bus Payment</u></p> <p>3. <u>Outdoor space</u></p> <p>CD enquired whether funding from Michael Mann's half marathon (£910.00) could be made available for marking the daily mile route around the school in his name. Financial support for improving the outdoor space was agreed by members last session and school requirements are awaited. Discussion took place in respect of remarking other playground areas. Costing to be established as specialist paint believed to be required owing to nature of use by children. Yaeger also reminded members of the suggestion of a friendship bench for the outside area should finances permit. Members were in agreement this should be carried forward. Sam advised that Councils can provide high estimates and alternative suitable contractors should also be considered.</p>	<p>1. MG confirmed this has been funded.</p> <p>2. Invoice has been provided to treasurer.</p> <p>3.1 This is still ongoing – confirmation needed that notification of requirement has been made to council in first instance by janitor on school property maintenance log. Council may be able to fund some of this.</p>
<p>4. Lets</p>	<p>Yvonne has amended Lets for meetings to avoid any charge.</p> <p>EDC will charge for any lets that are not for fundraising, meaning we could be charged for the cinema afternoon and P7 leavers disco. (As previous minutes detail general discos, summer fair and Christmas fair would be free as these are fundraisers.)</p>	<p>Sam continuing enquiry re legal implication of creating cinema afternoon as a fundraiser. Clarifying whether Public entertainment licence required.</p> <p>Yvonne will confirm Lett matter with council, there appears to be some discrepancy whether being charged for non-fundraising events is the case or not.</p>

<p>5. Forthcoming Events</p>	<p>1. 26th October – Disco</p> <p>2. Calendar</p> <p>Agreed date of 04/10/17 for photographs; Photographer has been arranged and Diane is organising the production and is in the process of confirming advertisers.</p> <p>3. 2nd December - Christmas Fayre</p> <p>Let has been confirmed.</p> <p>Anne is organising tables, progressing well with only 3 left to sell. Banner has been approved by the council. Gillian Stacks Dad has offered his help if required, Elaine will organise this.</p>	<p>1. Lynn advised that doodle poll had successfully generated plenty of response for both discos and those volunteering would be notified by her for Oct disco. First disco on 21/09 had gone very well. Challenges had been experienced with volume of younger children entering first disco and delay in starting. Consideration of three booking in tables – one per year, at Oct disco to alleviate this. Juice and sweet bags worked well.</p> <p>2. School to send out a reminder in respect of coloured props for photographs.</p> <p>3.1 Doodle poll to be created for Adult helpers for Fayre – to confirm with Lynn how to organise</p> <p>3.2 PTA provisional availability and responsibility;</p> <p>Sweet Stall – Yvonne & Sam.</p> <p>Toys – Lynn</p> <p>Raffle Tickets and Hampers – Claire</p> <p>Face painting – Aileen will enquire with Mrs McMillan if she can assist.</p> <p>CC – will send note round classes for Christmas hampers</p> <p>MG –</p> <ul style="list-style-type: none"> • will arrange P7 children as reindeers (elves?) • check School choir availability • will enquire about kitchen access for urn with Helen <p>Selection boxes – Claire will research costs</p> <p>Yaeger will provide Gazebo for grotto.</p> <p>Tables – Sam will contact Cairns and Scott for hire of 25 tables. Anne organising stall holders</p>
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<p>6. Eco project</p>	<p>CC advised that Eco committee are working on this presently. Discussion took place regarding suitable uniform protection to prevent damage by paint, this is being addressed by school.</p>	<p>CC to advise in due course, this is being progressed and bulb costing will be advised shortly.</p>
<p>7. AOB</p>	<p><u>Fundraising suggestions</u></p> <p>1. Crazy hair day on St. Andrews Day, 30th November. £1.</p> <p>2. CD suggestion of Bag for life was considered a good option for fund raiser, web site previously identified http://www.classfundraising.co.uk/school-tea-towels/printed-bags/</p> <p>3. Members also discussed tea towels and considered this a valid fundraiser. Volume of order would need to be considered as last time the quantity purchased exceeded demand. Gillian Stack will be able to advise.</p> <p>4. Sam advised that in celebration of 30th anniversary of Meadowburn Gaelic unit next year, Parent Council had discussed consideration of replacement of current school tie with a tartan version. PC had suggested funding for this may be considered and assisted with by PTA.</p>	<p>1. Parentmail to be sent out week before</p> <p>2 & 3 Elaine & Claire to make enquiry re bags and tea towels. Updated that Jute bags £2.00 and Canvas bags £1.00 each to purchase. These are considered a valid fundraising option with a school logo and would be ideal for gym kits, discussion took place regarding names also detailed, however believe personal key ring / identifiers may be better solution to minimise organisation. Ongoing.</p> <p>4. Discussion took place in respect of this matter and members felt that considering the large outlay of cost, (current ties for high school obtained at £3.50 each for orders over 100, unknown whether tartan would be same price) currently funding this would be disproportionate to the use the children would get out of this.</p>
<p>Ready Steady Read</p>	<p>Didn't discuss this at meeting but adding so we don't forget option for doing this in future</p>	

8. Next meetings

Yvonne advised that next meeting Let is 23rd November, Meeting required prior to this in order to organise Christmas Fayre. **Next meeting 2nd November TBC.**

1. Yvonne to confirm Let 2nd November.