

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Meadowburn Primary School

Date: 2nd November 2017

Time: 7pm- 8pm

Attendees- Carol Craig (CC), Martyn Glancy (MG), Elaine McCauley, Yaeger Major, Yvonne Stevenson, Lynn Grayson, Aileen Macdonald-Haak, Fiona McInnes, Sam McLean, Fiona Walker, Fiona Munroe, Christine Robertson, Jackie Cinquegrana

Apologies- Georgia Patterson, Diane Wright, Caron Doherty (CD).

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Previous Minutes	<p>Minutes from meeting dated 24/09/17 have been circulated electronically to all members and were agreed.</p> <p>Chair and Secretary position are currently vacant.</p> <p>New members welcomed</p> <p>Jute Bags- agreed that key rings are not required. AI file or high resolution PDF or vector based logo required for logo or charge £15 to design. Sam to check with Diane for image for the calendar. Canvas bags - 150 for 2.70 each or jute 100 @ £2.55 or 150 @ £2.40. Agreed to order 150 canvas and 100 jute (navy).</p>	<p>Minutes will be forwarded by Sam for update onto PTA section of school website.</p> <p>AGM minutes, Chair and Treasurers Reports will also be detailed on school website.</p> <p>Sam to check with Diane for school logos.</p> <p>Bags to be ordered following samples to see colours.</p>
2. Balance	Balance TBC	Georgia to advise on balance

3. School Calendar	<p>Photos done and agreed, sent to graphic designer. Price to be confirmed by Diane. Return form to be sent to parents when costs agreed. Possibly still £6.50 but may increase to £7.</p>	<p>SM to confirm costs of calendars and send updated letter to School Office for distribution.</p>
4. Mad Hair Day	<p>Agreed to proceed with this on St. Andrew's day. Parent mail to be sent, £1 per child</p>	<p>SM to send draft email to school for distribution.</p>

<p>5. Christmas Fair</p>	<p>Tables- 12 paid, 5 to pay, Gaelic nursery free, 4 said want stall but not paid.</p> <p>25 tables to be ordered and after school care to be advised or delivery.</p> <p>Fair times 2-4pm</p> <p>Face painting- Tracey agreed to organise this.</p> <p>Sam has breakdown of helpers per stall in email from Anne.</p> <p>P7s required for Tombola, name the teddy stall, elves, guess the teddy birthday (enterprise team- teddy required- elf on the shelf- £10)</p> <p>Games room- to be supervised by teachers</p> <p>Labels to print- teddy names (sticky labels and paper copy), Santa tickets,</p> <p>Reindeer dust- more bags to be made up by P7s.</p> <p>Arts and crafts- Jacqui to ask about volunteer for arranging this.</p> <p>Lynne to send doodle poll for volunteers</p> <p>Selection boxes have been bought. Still to get nut free options.</p> <p>Hair- 3 adults required per hour.</p> <p>Kitchen access- to be confirmed by school</p> <p>Choir available- Mr Glancy confirmed they will be able to sing at the fair</p> <p>Donations required for baking, bric a brack, toys, books, Tombola, gift bags,</p> <p>Hampers- classes to choose theme. PTA to provide 13 boxes.</p> <p>Send donations Monday to Wednesday, hamper donations to be sent in earlier.</p> <p>Charges £2 per adult, £2.50 for Santa</p>	<ol style="list-style-type: none"> 1. Tables to be ordered 2. Labels to be printed 3. P7 volunteers to be arranged by school. 4. Teachers to supervise the games room to be agreed. 5. Reindeer dust- additional bags to be made up by P7s 6. Doodle poll- Lynn to send this out. 7. Nut free options for selection boxes to be bought 8. Kitchen access to be confirmed by school. 9. Hamper boxes to be delivered to school. 10. Email request for donations to be sent to parents.
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6. Cinema Afternoon	Sam to confirm requirement with east Dunbartonshire council and PTA to do one in 2018. Aileen to see if CNP want to put one on prior to Christmas prior to any communications with parents	Sam to confirm outcome of discussion with EDC Aileen to discuss cinema afternoon with CNP
7. Eco Project	Mrs Craig pricing bulbs but need more soil prior to ordering these	
7. AOB	Mr Glancy has example of Tesco school jumper. Potential concerns about quality. This has still to be agreed by the Parent Council. Still need to investigate options further for managing the current provider better or a deal through Baru	To be discussed at next PC meeting
Ready Steady Read	Didn't discuss this at meeting but adding so we don't forget option for doing this in future	
8. Next meetings	Date of next meeting: 23 Nov 2017 at 7pm	