

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA AGM

Venue: Virtual Microsoft Teams

Date: 17th September 2020

Time: 7.00pm – 8.15pm

Attendees- Lyndsey McAlorum, Gayle Don, Sam McLean, Claire Hedley, Fiona Walker, Tracy MacMillan, Mrs Doherty, Alasdair Crawford, Susan Lang, Georgia Paterson

Apologies- Alyson McDade, Lisa O'Donnell

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Minutes of previous AGM	Previous minutes agreed.	Confirm already available on school website
2. Accounts and Treasurers Report	<p>Thank-you to all PTA members, volunteers and teaching staff, who donate their time and effort ensuring fundraising events are conceived, organised, staffed and supported. Thank-you to all parents, carers, teachers, children and our wider community for supporting our events. Without your valuable assistance, the PTA would not be able to financially support the school in the manner that it has to date done so.</p> <p>A full audit of the Income and Expenditure account for 2019 - 2020 has been undertaken. A copy of this will be forwarded to be attached to the PTA page of the school web site. In summary:</p>	

Income

Balance at commencement of year £9908.61

Summer Fair 2019 - £3966.44

Sept 2019 Disco - £704.02

Nov 2019 Disco - £600.10

Calendar 2020 - £1758.10

Calendar 2019 - £330.00

Christmas Fair 2019 - £4866.04

Health Week 2019 - £25.00

Feb 2020 Disco - £668.80

Fundraising - £98.95

Donations - £350.99

Sports Day 2019 - £82.90

Quiz Night - £4015.00

Income Total: £17466.34

Expenditure

Summer Fair 2019 - £2505.57

Sept Disco - £151.49

Nov Disco - £330.14

Calendar 2020 - £806.60

Christmas Fair 2019 - £1825.73

Feb Disco - £247.16

Sports Day 2019 - £55.10

Quiz Night - £633.26

Swimming - £675.25

Insurance - £143.00

Buses - £1940.00

P7 Disco - £626.23

P7 Ardmay - £600.00

School Requests - £1122.49

Picnic Benches - £4325.30

Expenditure total: £15987.32

Balance carried forward to 2020/21 - £11387.63

The accounts detail the PTA distribution of funds as

follows;

Payment for the buses for 2019 Ardmay trip for the P7's, buses for the 2019 school trips, P7 ties, leavers disco and contribution to the leavers book. Payment for 2019 swimming lessons for P6. At request of school, purchase of new gym mats and trolley with an ongoing annual £200 commitment towards replacement gym items, contribution to chess club and new Santa/nativity outfits. New playground furniture has been provided this year at considerable expense to funds, (unsuccessful grant applications to both East Dunbartonshire Council and Cala had been made in an effort to recoup some of the expense). Thanks are extended to Capital Radio for their sponsorship of one of the benches.

PTA Support has been offered for the development of an outdoor learning area at the school. PTA await intended detail and anticipated expenditure for this project from the School.

New Playground Markings are due to be laid imminently. I would take this opportunity to again thank Michael Mann for his half marathon effort resulting in a previous donation to PTA funds of £910, this fundraising being earmarked towards the cost.

My thanks, along with the rest of the PTA, are extended to Garry Spence whose assistance in masterminding the massively successful Quiz Night was fundamental in the event proceeding. Our thanks also to George Bowie, Amy Irons and Des Clarke (particularly for his extraordinarily generous donation in lieu of his absence) along with everyone who whole heartedly supported the event, resulting in a huge income, as detailed above, for our

funds.

Following assessment by staff, in respect of the Lego previously provided to the school, there is sufficient for use throughout the school presently with no additional items required.

Owing to the Coronavirus Pandemic and school shut down, the forthcoming year will detail no school trip bus payments, health week support, class topic payment, P7 Leavers event or swimming lessons for 2020. Reliable Fund-raising events such as The Summer Fayre, Health Week Sponsored event and May Disco were all unable to proceed, the impact of this will only be apparent in account period 2020 – 2021. It is presently unknown what manner of fundraising going forward will be available to PTA.

Audit

I would like to thank Paul Whittet, accountant, for carrying out our audit this year. His time and effort are greatly appreciated. The audit was certified correct on the 28/06/2020 and is available for viewing, a scanned copy of the original will be forwarded for inclusion within the PTA section of the school website.

The closing balance for 2019 – 2020 is £11387.63

I hope we can look forward to another productive year

	<p>where we will continue to try and raise funds, in order to support our wonderful school and children in their learning journey. Once again, thank you, as without your ongoing support we could not be a successful PTA.</p> <p>Fiona Walker Treasurer</p>	
3. Matters arising	<p>Freedom of Information Request discussed in respect of maintenance of Trim Trail / Jungle Gym areas around school (inclusive of Gaelic play area) and Education Authorities legislative requirement to undertake this. No progression of works is planned following repair of trim trail steps. Health and Safety Inspection considered possible manner of ensuring ongoing maintenance. Matter considered Parent Council matter to discuss and oversee on an annual basis in order to ensure compliance by EDC</p>	PC to be made aware in order to add to Agenda - Sam
4. Chair's Report	<p>Chair's Report:</p> <p>Chair – Sam McLean</p> <p>Vice Chair – Claire Hedley</p> <p>Treasurer – Fiona Walker</p> <p>Secretary – Gayle Don</p> <p>Lets co-ordinator – Gayle Don</p> <p>PTA Committee members throughout 2019-2020</p> <p>Georgia Patterson, Lyndsey McAlorum, Samantha McLean, Fiona Munro, Fiona Walker, Claire Hedley, Gayle</p>	

Don, Yvonne Scott, Alyson McDade, Mhairi Colston,
Claire McKeown, Tracy Macmillan

Teaching staff:

Miss Campbell, Mrs Doherty

PTA members detailed above have all contributed in some manner towards the organisation and undertaking of events, sometimes accompanied by additional support from volunteering parents and carers. Extensive thanks are expressed to all members and volunteers for their hard work and dedication as without it, some of these events would simply not be possible. Particular thanks to new members joining the PTA this year.

Special thanks are expressed to the committee members who have undertaken the background organisation for the PTA. Claire has diligently worked on ensuring new play ground furniture has been both sourced and fitted (with the kind assistance of Mr McDade) along with grant application submissions - disheartening that these were not favourably supported. A big thank you is also necessary for the sourcing of the great variety of stall holders for the highly successful Christmas Fayre, this was no easy feat due to it's coincidence with another couple of Fayres in the locality, thank you! Gayle has been hugely organised with her correspondence in respect of Calendar Invoices, Lets organisation, endless Disco/Fayre shopping and restocking the store cupboard

when required, thank you! Fiona has taken on the mantle of the treasurers post and with considerable electronic payments being made throughout this last year with raffle and calendar payments, substantially more money has been going through the account. Our books tallied for audit purposes and all invoices and receipts were available along with relevant minutes detailing ratification for those payments not receipted. Thank you for your work with this Fiona, it is not an easy job. Our audit was again conducted by Paul Whittet with our thanks and appreciation for his time undertaking this.

Particular thanks are extended as well to both David Hedley for his highly entertaining and enthusiastic DJ skills at all of the discos this year and Debbie Crawford for her assistance in producing the many wonderful posters and tickets for our events, their assistance is very much appreciated by the PTA and children alike.

Thanks are also expressed to those members of the PTA who, through circumstance, have needed to step down or are no longer able to commit, our thanks to Deanna Greaves, Yvonne Scott and Elaine MacCauley.

Due to the situation with COVID-19 the academic school year was dramatically shortened. As a result of this the children did not benefit from the end of school trips, swimming lessons, leavers event or service. Fortunately due to prior preparation, Leavers ties were able to be

distributed to all P7s before school lock down and Leavers books were funded entirely by the PTA in lieu of the usual event which was unable to take place.

If circumstances allow, it would be my wish that swimming lessons be provided to P7,6 and 5 during the forthcoming academic year, in order that no child misses this essential opportunity. This would also return the swimming lessons to the P5 year slot that it once occupied.

We will endeavour to work around the challenges that COVID presents in our fundraising efforts and hope that the school will be able to do likewise in order to provide our children with alternative opportunities to those usually offered.

Going into 2020-21 members stand as being Georgia Patterson, Lyndsey McAlorum, Fiona Walker, Fiona Munro, Mhairi Colston, Sam McLean, Claire Hedley, Gayle Don, Alyson McDade, Tracy Macmillan and Ruth Adey. I remain forever hopeful that additional new members will be forthcoming, in order to ensure the level of support that the school deserves. With myself, Georgia, Tracy and Ruth now entering our last year of involvement with the school, new parental and teacher support is desperately required if the success of the PTA is to continue when it is able to operate effectively again.

What we did and provided in 2019-2020

Fundraisers

The Summer and Christmas Fayres, Hamper Raffle, School Calendar, Discos, fundraising, donations and an incredibly well supported quiz night were all successful fundraisers this year. With additional requests via social media, support notably improved in order to ensure discos were safe to proceed (particularly upper school), attendance still averages 200 for each disco night. All proposed events from March were unable to proceed and this will be reflected in next years Income and Expenditure. Meadowburn bags purchased in 2017-2018 remain unpopular and difficult to sell and new P1 entrants were again provided with canvas bags. It would seem that items purchased to sell on behalf of PTA fund raising (Tea towels, water bottles and now bags) prove both difficult to sell and also to store.

I take this opportunity to particularly thank Garry Spence for his assistance in the organisation and facilitation of the Quiz night, organising the Comperes, prizes, lighting and questions. Thanks also for the fabulous support of staff and parents which ensured it's incredible success. My thanks also to Des Clarke for his incredibly generous donation for his absence on the night!

Easyfundraising continues to raise money for the school, it should be noted that only 42 members have raised this money and further advertising of the facility needs to be

addressed for the forthcoming year.

What the funds bought for the school and children (full break down in treasurers report)

- (1) Swimming Lessons
- (2) P7 Leavers Ties, book and event
- (3) School trip bus costs
- (4) Ardmay bus costs
- (5) 3 x Picnic Tables and 2 x benches for playground
- (6) Meadowburn Bags for new P1s
- (7) New gym mats and trolley
- (8) Chess club donation
- (9) New iPod for discos

Ongoing Items

Following a Freedom of Information request in-order to establish the Education Authority's previously advised progression of works for the trim trail, there appears to be no current progression of works planned following the maintenance repair to the wooden steps and no Health and Safety Inspection had been conducted as of 28/02/20. Due to COVID presenting considerable issues currently for the Council, I feel it would be unfair to give further pressure in respect of this presently, but this matter will be progressed in due course, otherwise the lack of necessary maintenance will render the trim trail unusable and lead to its demise as can be evidenced at Westercleddens school. It is imperative that parents ensure this is followed up in years to come and I would suggest that inspection also be encompassed within

**Discussion took place and detailed under matters arising.
PC to be advised – Sam**

general H&S matters within general school maintenance.

Summary

In my third year overseeing the work of the PTA, I have had the benefit of being part of a great team. My sincere thanks are extended to all for their ongoing support. Not only those attending meetings and events, but also to those who assist with so much of the background work, too many to be able to detail each specifically. I reiterate my special thanks to the committee members for all their support, it has been very much appreciated. My thanks also to Lyndsey who has assisted with undertaking minutes for meetings. Ensuring that our discussions are suitably documented and available for all to see is, as you all know, a fundamental matter for me providing a transparent window for our fund raising and use.

Playground markings have now also been completed; I am sure everyone shares my pleasure in seeing this. I wish to again note that Micheal Mann's historic donation to PTA funds has been put towards this item, which will now be detailed on expenditure for 2020-2021. Coupled with the new playground furniture, the spaces have been transformed for practical use by the children. Well done everyone! I hope that Covid restrictions will not delay the completion of the tree bench for too long.

Due to the current climate there is no knowledge of when our usual PTA activity will be able to commence.

Claire advises that additional stones and edging are still awaited in order to complete this as they are currently out of stock. This will be progressed when able to do so.

All members must consider alternative methods of fundraising going forward if the school wish the same financial support, historically provided by the PTA.

It is with much regret that the usual planned events, along with the celebration of Meadowburn 50th year, were unable to take place. We really hope that the present situation is able to be relaxed in due course to permit some form of normal activity to resume. In the meantime, it is imperative that families remain safe and our children are able to safely achieve their fundamental right to education. As a PTA we will support the school by whatever means we can, ensuring due regard for our members, pupils, staff and parent safety and well-being.

My particular thanks are also extended to the Head Teacher, Deputies, teachers, office staff, pupils and also the janitors for their help and support with our events. Thanks also to those parents who do provide the support we so very much rely on and hope that we can count on you to continue doing so when circumstances allow.

I look forward to a challenging last year with the PTA in 2020 – 2021 and desperately appeal to any parent interested in joining the PTA to please do so, without volunteers it cannot continue. With four members leaving the school at the end of this academic year, new members are critical for its survival. Being one of those members, I appeal to any interested party to step

Mrs Doherty advises that art students are still willing to undertake the murals when Covid restrictions are lifted. Funding for these remains approved and will be discussed further at next PTA meeting

forward in order to take on the role of Chair, so guidance is able to be provided throughout the year if necessary. I also appreciate the immense pressure teachers are under but do feel some direct involvement with the PTA by general teaching staff, not just school management, would possibly encourage more parents to come forward to assist us.

We have a unique school within East Dunbartonshire, providing nursery and schooling for both Gaelic and mainstream pupils. Collaboration with both Parent Council and Coman nam Párant are fundamental to a successful PTA, thanks to both Chairs of PC and CnP, Shona and Lisa for working with me so well over the last year.

I again thank each of you for your help and support provided throughout the year, however big or small, without you the PTA simply would not exist.

Sam McLean

Chair 2019-2020

<p>5. Election of officers</p>	<p>Chair – Sam McLean: proposed by Tracy Macmillan Seconded by Claire Hedley</p> <p>Deputy Chair – Claire Hedley: proposed by Sam McLean, seconded by Georgia Paterson</p> <p>Treasurer – Fiona Walker: proposed by Claire Hedley seconded by Gayle Don</p> <p>Secretary – Gayle Don: Proposed by Fiona Walker, seconded by Lyndsay McAlorum</p> <p>Lets coordinator – Gayle Don</p> <p>Current PTA Members: Miss Campbell, Mrs Doherty, Sam McLean, Georgia Paterson, Fiona Munro, Fiona Walker, Mhairi Colston, Alyson McDade, Gayle Don, Claire Hedley, Lyndsey McAlorum, Tracy Macmillan</p> <p>New PTA Members:</p>	<p>Tracy Macmillan will assist Claire in role of deputy</p>
<p>6. AOCB</p>	<p>Special thanks to Mr Hedley for continuing to run the Discos, Mr Whittet for auditing the accounts. Mrs Crawford for artwork assistance with posters and tickets and Mr Spence for his assistance with the Quiz Night.</p> <p>Mrs Doherty thanked the Chair and all PTA members for the ongoing support with events and fundraising throughout the year.</p>	
<p>7. Next meeting Date</p>		<p>Monday 21/09/20 Virtual 7pm</p>