

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Microsoft Teams

Date: 7th June 2021

Time: 7pm - 8pm

Attendees- Mrs Doherty, Sam McLean, Claire Hedley, Fiona Walker, Georgia Paterson, Gayle Don, Gemma Graham, Grace Mair, Kelly MacDonald, Lianne Devine, Sarah McLellan, Lucy Shaw, Andres Jorgensen, Hari Farzin, Alasdair Crawford, Pauline Grieve

Apologies- Alyson McDade, Tracey MacMillan, James Cargill, Susan Lang, Fiona Munro

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Minutes	Previous minutes and AGM minutes circulated via e-mail and accepted as an accurate record.	Mrs Doherty to upload to school website
2. Accounts for Year & 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 way it has done so to date. Due to the Covid 19 pandemic, this last year has been a very different year in terms of fundraising for the PTA. This will be evident in the information detailed below.</p> <p>A full audit of the Income and Expenditure account for 2020 – 2021 has been undertaken. A copy of this will be attached to the PTA page of the school website.</p> <p>In summary:</p>	

Income

Balance at commencement of year £11,387.63

Summer Fair 2020 - £0.00

Sept 2020 Disco - £0.00

Nov 2020 Disco - £0.00

Calendar 2020 - £240.00

Calendar 2021 - £1746.00

Christmas Fair 2020 - £0.00

Health Week 2020 - £0.00

Feb 2021 Disco - £0.00

Fundraising - £60.42

Donations - £200.00

Sports Day 2020 - £0.00

Quiz Night - £0.00

Income Total: £2,246.42

Expenditure

Summer Fair 2020 - £0.00

Sept Disco - £0.00

Nov Disco - £0.00

<p>Calendar 2020 - £0.00</p> <p>Calendar 2021 - £519.60</p> <p>Christmas Fair 2020 - £20.00</p> <p>Feb Disco - £0.00</p> <p>Sports Day 2020 - £0.00</p> <p>Quiz Night - £0.00</p> <p>Swimming - £0.00</p> <p>Insurance - £143.00</p> <p>Buses - £0.00</p> <p>P7 - £409.00</p> <p>P7 Ardmay - £0.00</p> <p>School Requests - £3175.00</p> <p>Picnic Benches - £72.20</p> <p>Expenditure total: £4,338.80</p> <p>Balance carried forward to 2021/22 - £9,295.25</p> <p>The accounts detail the PTA distribution of funds as follows;</p> <p>Payment for P7 leavers book (tie payment from previous years audit), playground markings and £1000 contribution to school for Christmas crafts and parties. Annual Small lotteries licence renewal fee of £20 is also detailed under Christmas Fayre expenditure due to raffle</p>	
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link.

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.

Owing to the Covid 19 pandemic and subsequent school shut down, there was no financial contribution towards 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 and Christmas Fayres, Health Week sponsored event and the 3 Discos were all unable to proceed. This has obviously had an impact for the account period 2020 – 2021. It is hoped some manner of fundraising will be possible going forward but we will have to wait to see how this will transpire.

Audit

I would like to thank Paul Whittet, accountant, for carrying out our audit again this year. His time and effort are greatly appreciated. The audit was certified correct on the 03/06/2021 and is available for viewing. A scanned copy of the original will be included within the PTA section of the school website.

The closing balance for 2020 – 2021 is £9,295.25

I hope we can look forward to a more productive year in 2021. We will continue to try to raise funds to support our wonderful school and children in their learning journey.

Once again, thank you, without your ongoing support we

	<p>could not be a successful PTA.</p> <p>I would also like to personally thank Sam McLean, PTA Chairperson for all her support and assistance with my role. She will be very much missed as she stands down in June 2021.</p> <p>Fiona Walker</p> <p>Treasurer</p>	
3. Matters Arising	<p>Small Lotteries licence renewal</p> <p>The above is shortly due for renewal and Gayle Don has volunteered to have her name as the licence holder. Two new nominees are required to propose Gayle as the licence holder. Fiona Walker & Hari Farzin are happy to oblige.</p> <p>A letter will be required to remove Sam McLean as current licence holder and replace with Gayle Don.</p>	<p>Gayle Don to prepare & submit letter to licencing board.</p> <p>Fiona Walker & Hari Farzin to submit nomination via Gayle Don.</p>
4. Chair's Report	<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 through 2020- 2021</p> <p>Georgia Patterson, Lyndsey McAlorum, Samantha McLean, Fiona Munro, Fiona Walker, Claire Hedley, Gayle Don, Alyson McDade, Tracy Macmillan, Alasdair Crawford, Susan Lang, Ruth Adey.</p> <p>New members joining in 2021</p>	

Gemma Graham, Grace Mair, Siobhan Docherty, James Cargill, Sarah McLellan, Kelly MacDonald, Hollie McGowan, Lianne Devine, Laura Tobin, Joanna Robertson, Deanna Greaves, Lucy Shaw, Pauline Grieve, Hari Farzin, Debbie Fraser, Susan Philip, Mags Sproat. Lesley Jack and Samantha Hamilton have both indicated potential interest in being involved.

Teaching staff:

Miss Campbell & Mrs Doherty

This report comes at the conclusion of a very unusual year for everyone within the school community. Our usual fundraising activities have been suspended, our school calendar production only available with an alternative approach. We really do look forward to being able to hopefully proceed with some normality in the new academic year!

Members detailed have all contributed in some manner to maintaining the fabric of the PTA, attending virtual meetings throughout the year, despite the challenging circumstances faced by many. My thanks to all members for their ongoing commitment and support. My particular thanks to the new members joining the PTA this year, as without you, the PTA would simply have ceased to exist.

Special thanks are expressed to the committee members who have continued to undertake the background organisation for the PTA. This work is unseen by many but fundamentally essential for the structure of the PTA. Gayle has again been extremely organised with her correspondence in respect of Calendar Invoices and all monies due have been chased up and received, Lets organisation is already in hand for the 21-22 academic year fayres, should they be able to proceed and minutes for each meeting have been timeously prepared, thank

you so much! Fiona has provided considerable assistance with the treasurers post, electronic payments, both into and out of the account are now routine but require careful monitoring in order to ensure all is correct. Our books have 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 but absolutely vital for transparency. Our audit was again conducted by Paul Whittet with our thanks and appreciation for his time undertaking this. Special thanks to Claire who has assisted me over the last couple of years as Deputy Chair and whose drive for successful fundraising is considerable, notably the ongoing Go fund me campaign. Claire has also finalised the work on Diane's bench area and I thank both her and Mr. Hedley for their work, also managing to get the gravel and stones sourced and donated from McNairs. Claire has indicated that owing to other commitments she will be unable to continue as an elected committee member but will remain on the PTA, I thank her for her hard work, effort and support.

Thanks are also expressed to those members of the PTA who are moving on, needed to step down or are no longer able to commit, my sincere thanks to Georgia Paterson (11 years a PTA member including 7 years as treasurer), Lyndsey McAlorum, Tracy Macmillan, Claire McKeown, Ruth Adey and Mhairi Colston.

Due to the ongoing situation with COVID-19 the academic school year has not been filled with usual events. Children have not been able to benefit from discos, fayres, school trips, swimming lessons or usual leavers event. Ties will be distributed to all P7s along with Leavers books, again funded entirely by the PTA, a contribution has also been made to their hoodies in lieu of not only the usual event which was unable to take place, but also due to the fact that the year group did not

benefit from swimming lessons during P6.

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 again misses this essential opportunity. This would also return the swimming lessons to the P5 year slot that it once occupied. This would of course be subject to approval and finance being available.

We have endeavoured to work around the challenges that COVID has presented in our fundraising efforts and we are currently enjoying a very successful 'Go fund me' in respect of the fundraising for Operation Play Outdoors. I do hope that the school will benefit from the success of this and continue to consider this as an effective alternative means of PTA fundraising in the future.

Going into 2021-22 members stand as being; Fiona Walker, Fiona Munro, Claire Hedley, Gayle Don, Alyson McDade, Alasdair Crawford, Susan Lang, Gemma Graham, Grace Mair, Siobhan Docherty, James Cargill, Sarah McLellan, Kelly MacDonald, Hollie McGowan, Lianne Devine, Laura Tobin, Joanna Robertson, Lucy Shaw, Pauline Grieve, Hari Farzin, Debbie Fraser, Susan Philip and Mags Spoot. Deanna Greaves is willing to support PTA events but is unable to attend meetings and both Lesley Jack and Samantha Hamilton have indicated an interest in assisting PTA. I am extremely grateful that so many new members have come forward to assist, ensuring continued parental support for the school. I continue to believe that teacher support, as well as school management, within the structure of the PTA would be very beneficial.

What we did and provided in 2020-2021

Fundraisers

The School Calendar, Easyfundraising and an ongoing Go fund me page have been the only fundraisers this year. This will be reflected in next years Income and Expenditure. Meadowburn bags purchased in 2017-2018 have continued to be gifted to P1 entrants following lack of interest in purchase at fayres. Items purchased to sell on behalf of PTA fund raising (Tea towels, water bottles and bags) prove both difficult to sell and also to store.

Easyfundraising continues to raise money for the school, £229.46 to date, it should be noted that 76 members have raised this money and further advertising of the facility needs to be again addressed for the forthcoming year.

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

- (1) P7 Leavers Ties, book and hoodie part payment
- (2) Playground markings
- (3) Meadowburn Bags for new P1s
- (4) £1000 donation for Christmas parties and crafts for all children

Ongoing Items

Go fund me and PTA funding contribution of £5000 to be made, alongside £2500 school funding towards £7500 total cost of Operation Play Outdoors Loose parts. School have committed to ongoing annual insurance payment for same. It is hoped this will provide the school with the external classroom facility that has been long desired.

Summary

In my fourth and final 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 have assisted me with so much of the background work during my time within the PTA. Special thanks particularly to Iain MacDonald for his assistance with calendars and yearbook production and Debbie Crawford for her artwork and poster creations. I reiterate my special thanks to the committee members for all their support, it has been very much appreciated. My thanks to Gayle who has assisted with undertaking minutes for our virtual meetings. Ensuring that our discussions are suitably documented and available for all to see is a fundamental matter for me, providing a transparent window for our fund raising and providing an easy reference for the yearly events.

I do hope that usual PTA activity will be able to recommence come the new term and usual fundraising discos and fayres are able to proceed, securing the same financial support for the school, historically provided by the PTA.

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 the janitors for their help and support during my time within the PTA – whether this be for photocopies, raffle donation collecting, hamper wrapping, outdoor tap fixing or access to building out with normal hours etc, etc, etc.... Thankyou!

Thanks also to those parents who provide the support we so very much rely on and hope that we can count on you to continue doing so.

We have a unique school within East Dunbartonshire, providing nursery and schooling for both Gaelic and mainstream pupils.

	<p>Collaboration with both Parent Council and Coman nam Párant are fundamental to a successful PTA, thanks to both Chairs of PC and CnP, Kirsteen and Lisa for working so supportively with me.</p> <p>I again thank each of you for your help and support provided during my time with the PTA, however big or small, without you the PTA simply would not exist. It is what you make it!</p> <p>With my very best wishes for the ongoing future success of the PTA</p> <p>Sam McLean</p> <p>Chair 2020-2021</p>	
<p>5. Election of Officers</p>	<p>Chair – Vacant</p> <p>Deputy Chair – Vacant</p> <p>Treasurer – Fiona Walker: proposed by Gayle Don seconded by Claire Hedley</p> <p>Secretary – Gayle Don: proposed by Fiona Walker seconded by Claire Hedley</p> <p>Lets Co-ordinator – Gayle Don</p> <p>Current PTA members – Miss Campbell, Mrs Doherty, Claire Hedley, Fiona Walker, Gayle Don, Gemma Graham, Grace Mair, Kelly MacDonald, Lianne Devine, Sarah McLellan, Lucy Shaw, Andres Jorgensen, Hari Farzin, Alasdair Crawford, Pauline Grieve</p>	

6. AOCB	<p>Claire Hedley thanked Sam McLean for her tremendous efforts for the school and PTA, Mrs Doherty added thanks also to Tracey MacMillan, Georgia Paterson & Sam McLean.</p> <p>£2640 raised in total so far on the Go Fund Me page, this is due to close on Friday and Authorisation was sought by Claire Hedley to release £5000 to the school for the Play Outdoors equipment.</p>	Fiona Walker to draft a cheque payable to the school.

Next Meeting Monday 23/08/2021 TBC