

## PTA MINUTES

**Meeting Title:** Meadowburn Primary School PTA Meeting

**Venue:** Microsoft Teams Meeting

**Date:** 6<sup>th</sup> October 2021

**Time:** 6.30pm – 7.30pm

**Attendees-** Mrs Doherty, Claire Hedley, Gayle Don, Fiona Walker, Siobhan Docherty, Lianne Devine, Pauline Grieve, Grace Mair, Hari Farzin

**Apologies-** Joanna Robertson, Susan Lang, Fiona Munro, Gemma Graham

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. <b>Minutes</b>	Previous minutes circulated via e-mail and accepted as an accurate record.	<b>Mrs Doherty to upload to school website.</b>
2. <b>Finance</b>	<b>Balance</b> £4728.16	
3. <b>Updates</b>	Loose Parts is now in place in school and getting lots of use. There is a timetable in place to ensure that everyone has an allocated time. Operation Play Outdoors will be attending the school at the end of October for a session with the P7 classes.	
4. <b>Vacancies</b>	The position of Chair is still vacant and it is vital for the future of the PTA to have this role filled to steer direction and oversee the work of the association. There were no volunteers, there was a small number of people at the meeting and those who were not already on the committee are all fairly new members and didn't feel confident enough to step forward. Talk of having working groups to deal with specific events and possibly a rotation of chair	<b>Claire Hedley has offered to continue as liaison between the PTA and school management and also to chair meetings in the meantime.</b> <b>This will be reviewed as the year progresses.</b>

	<p>for meetings was suggested.</p>	
<p><b>5. Forthcoming Events</b></p>	<p><b><u>2022 Calendar</u></b></p> <p>A small working party to be established for the calendar</p> <p>Advertising, photographs, proof checking and distribution</p> <p>Mrs Doherty didn't know if an external photographer would be allowed onto school premises and has offered to take the photographs in house, she suggested we could go for a simple theme ie colour</p> <p>School is holding a dress down day on 29<sup>th</sup> October and if that isn't too late for the calendar to be put together then it would be an ideal opportunity for the photographs to be taken.</p> <p>Fiona Walker has offered to contact the printer and check dates.</p> <p><b><u>Future Events</u></b></p> <p>EDC are not granting lets for use of the school hall by external agencies and as such we are unable to hold the Hallowe'en Disco or Christmas Fayre.</p> <p>Ready Steady Read</p> <p><b>Suggestions for fundraising –</b></p> <p>A break the rule day, children pay a fine to break a rule within class eg not to wear an item of uniform costs 50p, to bring a cushion to sit on costs 50p etc. Obviously there would be a limit to what rules can be broken but this event</p>	<p><b>Gayle Don to lead on the calendar and will contact the advertisers, graphic designer and printer.</b></p> <p><b>Lianne Devine has offered to assist with distribution</b></p> <p><b>Pauline Grieve, Hari Farzin, Siobhan Docherty &amp; Grace Mair all offer to assist.</b></p> <p><b>Fiona contacted Mr Iain MacDonald who has very kindly agreed to design and print the calendar again this year. He needs a two week turnaround for the calendar and that would accommodate photos on the dress down day. He is generously designing the calendar for free and we will cover printing costs.</b></p> <p><b>Mrs Doherty advised this is planned for February 2022</b></p> <p><b>Mrs Doherty to check with Miss Campbell re break the Rule Day, Pumpkin Carving Competition and Dress Down Day, also the viability of cash being collected in classes.</b></p>

	<p>was successfully held in Lenzie Meadow Primary.</p> <p>Pumpkin Carving Competition – photos of entries could be taken and submitted via SeeSaw for judging, an entry fee would apply. Could cash for entries be collected in a bucket in classrooms?</p> <p>Bake Off – similar to above</p> <p>Class Christmas Hampers</p> <p>Treasure Hunt around local area as family event</p> <p>Online Craft workshop</p> <p>Winter Wonderland Christmas Lights Tour</p> <p>Dress Down Day on the last Friday of every month, pay a fee to dress down - £1 donation</p> <p>Outdoor School Disco</p> <p>Mrs Doherty advised she had heard of an outdoor Bake Sale which was very successful</p> <p>After Christmas to raise funds a 50/50 club. People pay to join, and the proceeds of the money raised are shared 50% to fundraising and the other 50% as a prize for one of the members of the 50/50 club.</p>	<p><b>Other ideas for further discussion before progressing further.</b></p> <p><b>Claire Hedley will draw up a possible timetable for suggested fundraisers.</b></p>
<p><b>6. AOCB</b></p>	<p><b>Whats App group -</b></p> <p>Suggestion of setting up a WhatsApp Group to allow for speedy and easier communication</p> <p><b>GDPR –</b></p> <p>Gayle advised that not all members have responded to the GDPR request which was emailed</p> <p><b>Swimming Lessons –</b></p> <p>Swimming Lessons for P5-7 are due should this be</p>	<p><b>Gayle Don to include request for telephone numbers in email re GDPR</b></p> <p><b>Mrs Doherty to check if lessons are permitted</b></p>

	<p>available and if so, costs are usually paid for by the PTA</p> <p><b>P7 residential trip – Ardmay –</b></p> <p>It is unknown if this trip will go ahead this year. Hopefully it will but if not then Mrs Doherty advised that alternative events will be planned for the summer term for P7.</p>	
<b>7. Next Meeting</b>	<b>Wednesday 17<sup>th</sup> November 2021 at 7pm</b>	<b>Microsoft teams</b>