

## PTA MINUTES

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

**Venue:** Microsoft Teams Meeting

**Date:** 8<sup>th</sup> November 2021

**ime:** 6.30pm – 7.40pm

**Attendees-** Mrs Doherty, Gayle Don, Lianne Devine, Pauline Grieve, Grace Mair, Kelly MacDonald, Sarah McLellan, Fiona Munro, Joanna Robertson

**Apologies-** Claire Hedley, Fiona Walker, Gemma Graham, Hari Farzin, Susan Lang, Lucy Shaw, Siobhan Docherty

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. There has been an issue with uploading the minutes which will be resolved with upcoming training.</b>
2. <b>Finance</b>	<b>Balance</b> £4728.16 at last meeting; profit from Pumpkin Competition was £317.62	<b>Thanks to Lianne Devine for arranging the prizes which were very well received by the winners.</b>
3. <b>Updates</b>	A WhatsApp group had been set up for PTA members but this has been replaced by use of the 'Slack' App to allow for ease of communication between meetings. Pauline suggested that we keep the WhatsApp as a back up, particularly for something urgent, as sometimes the notifications are not coming through.	
4. <b>Vacancies</b>	Claire Hedley has offered to continue as liaison between the PTA and school management and also to chair meetings in the meantime.	

	<p>This will be reviewed as the year progresses.</p> <p>The position of Assistant Chair remains vacant.</p> <p>Pauline Grieve and Lianne Devine have volunteered to assist the treasurer and become additional signatories on the PTA bank account.</p>	
<p><b>5. Forthcoming Events</b></p>	<p><b><u>Children in Need</u></b></p> <p>Pauline had suggested a fundraiser whereby funds were split equally between the PTA and Children in Need. Miss Campbell felt it was too close to upcoming Christmas Jumper Day (10/12/2021) and Mrs Doherty suggested we could possibly tie in with Comic Relief instead.</p> <p><b><u>Christmas Hampers</u></b></p> <p>Fiona Munro, Lianne Devine &amp; Fiona Walker are working on the hampers. Fiona Munro has collected the boxes used from Costco and they are being stored in the school.</p> <p>We need class lists to keep a note of the names and corresponding raffle ticket numbers to comply with licensing regulations. The nurseries are to be included.</p> <p>Themes and timescale to be discussed further.</p> <p>Mrs Doherty suggested a staff hamper and also making the raffle draw on Christmas Jumper Day.</p> <p><b><u>2022 Calendar</u></b></p> <p>All component parts of the calendar are now with Iain Macdonald and we are awaiting a proof copy. The calendar will be proof checked and returned to him then will be ready for printing.</p> <p>Increase in cost of calendar was discussed. Last year it was priced at £7. Majority of the PTA felt the people's financial situations may have changed and as we never had to pay a fee for a professional photographer then the price should remain the same. Payment options were</p>	<p><b>Diarise event for Comic Relief</b></p> <p><b>Mrs Doherty to arrange staff hamper and arrange for boxes to be wrapped.</b></p> <p><b>Fiona Munro, Lianne Devine &amp; Fiona Walker to discuss themes for hampers, arrange letter to be distributed throughout the school, access to school to be agreed to use class lists which must be kept on premises.</b></p> <p><b>Gayle Don to send sales letter to Mrs Doherty for distribution.</b></p> <p><b>Proof reading of calendar</b></p> <p><b>Gayle Don to uplift orders and monies from school as and when required and to continue liaison with Iain MacDonald over printing numbers and then to arrange in-school distribution of calendars.</b></p>

	<p>discussed and it was felt best to offer the option of both cash/cheque or BACS payments.</p> <p>Mrs Doherty advised that the calendar can be distributed in school this year.</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 any events in school.</p> <p>Ready Steady Read</p> <p>Dress Down Days - Mrs Doherty has emailed potential dates for this in Jan, Feb, April and May 2022.</p> <p>Break the Rules Day – could be done in conjunction with one of the dress down days</p> <p>Treasure Hunt</p> <p>Bake Off</p>	<p><b>From Mrs Doherty March 2022</b></p>
<p><b>6. AOCB</b></p>	<p><b><u>Swimming Lessons</u></b></p> <p>Mrs Doherty advised that swimming lessons can go ahead and they are looking at this being potentially in April 2022. There are 155 children in P5-7 and lessons would have to be in classes (would be 6 or 7) due to restrictions.</p> <p>Gayle Don suggested possibly splitting the catch up ie current P6 &amp; P7 have lessons this year and next year P5 &amp; P6 which would mean that it is back to being a P5 event. and also that no year group have missed out. The split would reduce the cash outlay this year.</p> <p>Costs are usually paid for by the PTA</p> <p><b>P7 residential trip – Ardmay –</b></p> <p>Mrs Doherty advised that Ardmay are not taking bookings for residential courses. The school are looking at day visits to alternative sites. Lianne Devine suggested Strathclyde</p>	<p><b>Mrs Doherty to check cost of lessons.</b></p>

	Park as a possibility.	
<b>7. Next Meeting</b>	<b>Wednesday 12<sup>th</sup> January 2022</b>	<b>Microsoft teams</b>