

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Microsoft Teams Meeting

Date: 12th January 2022

Time: 6.30pm – 7.40pm

Attendees- Mrs Doherty, Claire Hedley, Gayle Don, Lianne Devine, Grace Mair, Fiona Munro, Joanna Robertson, Fiona Walker

Apologies- Pauline Grieve, Kelly MacDonald, Mags Sproat, Sarah McLellan, Lucy Shaw, Siobhan Docherty

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Minutes	Previous minutes circulated via e-mail and accepted as an accurate record.	Mrs Doherty to upload to school website.
2. Updates	Hampers – a great success but the work did make it time consuming, for future look at ways of streamlining the administration involved. Some parents had queried the winners. Calendar – another success and no matters arising. Photography by Mrs Main was complimented and definitely did save on outgoings. Swimming lessons – agreed and school have been notified but not paid for yet. Comic Relief event (18/3) – too close to World Book Day on which school run an event (8/3) Panto snacks – Mrs Doherty thanked the PTA and remarked that the snacks were excellently presented and very organised.	Winners to be included in upcoming PTA newsletter - Claire Approx 5 spare calendars to be delivered to school - Gayle
3. Vacancies	Claire Hedley has offered to continue as liaison between the PTA and school management and also to chair meetings in the meantime. Her son is due to enter P7 after summer and she suggested that this would be the ideal time for someone to step forward and be shown the ropes.	

	<p>The position of Assistant Chair remains vacant.</p> <p>Pauline Grieve and Lianne Devine are assisting the treasurer and to become additional signatories on the PTA bank account.</p>	
4. Update from Letting	<p>E-mail received from EDC advising that for the foreseeable future there will not be any lets granted to external parties for use of the school halls.</p> <p>It would seem to be a waste of time planning any indoor events for the rest of term and possibly this school year. Classes are again in bubbles within school which will prevent mixing at discos etc.</p>	<p>Consider hiring halls elsewhere in Bishopbriggs for PTA events, Scout Hall & Guide Hall are busy with other youth organisations in the evenings...Cadder Church Hall could possibly be used.</p> <p>Outdoor Disco in better weather.</p>
5. Forthcoming Events	<p>Ready Steady Read</p> <p>Dress Down Day 21/01/2022 – Casual dress £1 per child</p> <p>Further dates for dress down are 20/2, 29/4, 26/5 ... 26/5 to be Break the Rules Day.</p> <p>World Book Day (School event) – 8/3 event in school usually organised by Miss Gibb – wear Pjs etc</p> <p>Break the Rules Day 26/05 – various discussions around costing – decision £2 to break the rules and have a list which the children can choose from – suggestions being</p> <p>Bring a cushion to sit on, wear casual clothes, wear Pjs onesies, wear your clothes back to front, have a snack in class, tattoos, face paint, extra break, lesson outdoors, break 1 class rule, skip a lesson (class have to vote)</p> <p>Summer Fayre - incorporate treasure hunt, inflatables, alpacas, horses, birds of prey</p> <p>ASDA donation Valentines/Easter – Joanna advised that from Lorraine at ASDA January is a god time to plan ahead, ASDA have lots of stock arriving and few requests. Valentines Day is too close to organise. Previous experience from when the school purchased Easter Eggs is that it presents difficulties when dealing with allergies etc plus children tend to get a lot of chocolate at Easter</p>	<p>Mrs Doherty to check this is going ahead.</p> <p>Mrs Doherty to liaise with school re acceptable rules to break and any suggestions.</p> <p>Suggestion re giving the children an ice lolly or ice pole to enjoy – could liaise with Asda, Tunnocks, Irn Bru for free products.</p> <p>February meeting to be dedicated to organisation and planning.</p> <p>Joanna to approach ASDA about Easter craft donation.</p>

	<p>anyway. Easter Craft – ASDA do craft kits around Easter and can we approach them for a donation.</p> <p>Class Movie Afternoon – Suggestion of movie afternoon to be held in class at cost of £1 and snack to be provided by PTA. Mrs Doherty asked is we had any parental feedback around the events being held as a means to fundraise as they are not what parents are used to and perhaps they believe that the cash is going to the school. This will be addressed in the newsletter but no negative feedback has been received.</p>	
6. Financial	<p>Balance £7871.00</p> <p>Minimum Balance to be held in Bank - Fiona W advised that when she took over it was advised to have a balance of £6k available in the PTA account. All present agreed that this does seem excessive as the account is continually topped up with funds and the cash is raised to be spent on the kids. The largest outgoing is the summer fayre as the inflatables and other attractions have to be paid in advance. For every large event there is a need for a cash float of £1200</p> <p>Payment methods alternative to cash – Joanna has made enquiries with various online payment options and all charge a fee for their services. At present individual transfers to the PTA bank account have to be detailed individually within the accounts.</p>	<p>Unanimously agreed that £4000 is sufficient to operate.</p> <p>Fiona W to check with accountant if a bulk entry is sufficient in the accounts for bank transfer payments.</p>
7. AOCB	<p>PTA Newsletter – Claire is working on a PTA newsletter which will document all our activity since August and also future plans and upcoming events. The Hamper winners will be listed as well as an overview of the PTA and what we do. Suggestions for spending or for future possible fundraising activities will be sought too.</p> <p>P7 residential trip – Ardmay – Mrs Doherty advised that the P7s have 3 days booked at Auchengillan as day visits and will have a further 2 days out locally.</p> <p>Outdoor Speaker – Claire asked what the school would</p>	<p>Claire to compile and then forward to school for circulation.</p> <p>Mrs Doherty to check what payment arrangements have been made.</p>

	<p>think of the purchase of an outdoor speaker which could be used for events such as Sports Day, to hold discos outside and at the Summer Fayre.</p> <p>School Requests - Mrs Doherty did say that they would love some interactive, touch screen whiteboards for some of the classrooms as not all have them.</p>	<p>Mrs Doherty to check with school and feed back.</p> <p>Mrs Doherty to check costing and obtain further information and also check with staff re any further requests.</p>
<p>8. Next Meeting</p>	<p>Wednesday 16th February 2022</p>	<p>Microsoft teams</p>