

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Online

Date: Wednesday 7th December 2022

Time: 6.30pm – 8.00pm

Attendees- Mrs Doherty, Joanna Robertson, Gayle Don, Fiona Walker, Lianne Devine, Sarah McLellan, Siobhan Docherty,

Apologies - Mags Sproat, Kelly MacDonald, Siobhan McGuire, Fiona Munro, Grace Mair

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. Vacancies	Vice chair - Sarah McLellan has volunteered to take on the role. PTA members congratulated her on all her hard work organising stallholders for the fayre and are grateful for her stepping up.	
3. Financial	Balance of account £10952.42 Invoice of £848 for P6 Swimming has been received	Fiona W to arrange payment
4. Feedback from Events	<u>Fayre 26/11/2022</u> The Fayre was felt to be very successful especially as it was the first many PTA members had attended let alone organised one. The turnout and atmosphere were both very positive. Feedback for the future was as follows... Santa's Grotto – The grotto was a little chaotic and in future two PTA members need to be present to help co-ordinate elves and manage visitors. Also the number of P7 elves my need to be reduced, as such a high turnover meant briefing new P7s and swapping costumes was too	

frequent. It had been scheduled that each elf would get a 30min slot, we will look at extending this. Mrs Doherty informed us that some P7s will be disappointed as it is a popular job. Names may need to be picked at random.

In error children were timetabled to see Santa at 4pm meaning a lack of selection boxes, which was unfortunate but a few final children received pick and mix bags in lieu.

That being said, the Grotto was a great success and we extend a huge thank you to Donald Munro for his tireless efforts to engage with the kids and all the elves too. Thank you also to Lianne and family for all her hard for helping make the grotto a magical experience for the children. Takings - £245, expenditures of £174, but this includes new gazebo and back drop, as well as good quality Santa Suit (Santa's kids didn't even recognise him!) which will be used for years to come. Profit £71

Doors – Visitors were let in a little too early, approx. 1.50pm. Stallholders were not all ready, as many had been to other fayres in the morning. In future we will be stricter about the 2pm start. We need to better highlight that Santa Grotto needs to be signed up for at grotto desk next to entry desk. Takings on door of £892.50

Hampers- These looked brilliant and it was very effective having them arranged on the stage. Sales on the day were good and announcing from the higher position of the stage was also a bonus. The mixing up of the themes was felt to be a success with the contents of each hamper being much more balanced. Takings £1736, expenses £196. Profit £1540

Homebaking – There was a brilliant selection of donated baking. Takings £290

Tea Urn – the new tea urn took longer to heat up than the instructions suggested and was not quite ready for the opening. The urn when fully filled needs perhaps 1hr 15 mins to reach temperature. In future we can also look to provide instant hot chocolate as an option. Takings £79.17

Tombola – was popular and sold out just after the first hour. We had not planned to sell Hamper raffle tickets on

the day, but changed this when we saw how great they looked on stage, so we did not have a separate float for hampers. On the day hamper sales and tombola combined made £394.

Crafts – were popular but sold too cheaply, so made a loss. In future we need to be more hard-nosed to at least break even. Takings £58, expenditure £103, loss of £45

Pick and Mix/Pocket money – Struggled to make a profit, but is fun for the children. Stock is in the cupboard and can be used in future events. Takings £250

Hidden Treasure Squares Games – This made a loss with only 35 out of 121 squares sold. The position of this stall right by the door and £2 high stake for a £20 prize, perhaps hindered it. If we decide to run again, perhaps only 50 squares with a lower £1 stake and just a novelty prize. Loss of £9

Sweets in Jar – Simple and effective, made a profit. Takings £57

Bric-a Brac- Takings £98.60

Games Room – Unfortunately a lack of internet meant the just dance games that had been planned to entertain the kids were unable to be put on. There were only a few bean bag toss games available. However, Mrs Doherty thought the lack of paid for games was fine, as it gave parents a break from spending and a chance to chat.

Stallholders – Sarah did a fantastic job dealing with stallholders. In future we need to consider more carefully use of powered appliances, as there were some issues with power loss in the school after the fayre. So perhaps avoid the popcorn machine (which the vender did not tell us about) as it was very messy to clear up. Also a stallholder was selling bangers which Mrs Doherty had to ask children not to let off in the school. Table Fee Profit £360

Volunteers -We really struggled to get enough parent volunteers to effectively run the fayre. It was left to PTA members and their extending families to run stalls

Joanna to put out a PTA Christmas newsletter about the success of the fayre, but highlight the lack of parent helpers.

	<p>continuously, meaning we were not able to look round the fayre. We had 6 parent helpers and we probably need 3X as many, even for a half hour stint, to be able to run the fayre again. This needs to be communicated to parents</p> <p>Scavenger Hunt – Mrs Doherty suggested a nice idea she had seen at another fayre was a scavenger hunt with photos of teachers holding numbers. The children could hunt for and write the number on a printed sheet against the teacher's names, to collect a small sweet when all found.</p> <p>Summary of Christmas Campaigns Profits – Fayre Profit £1919.29 Hampers £1240 Calendars £1244.40 TOTAL £4704.19</p>	
Upcoming Events	<p>Quiz Night 3/02/23</p> <p>Ticket price £10. We have the hall from 6.15, so agreed to run event from 7.30-11.30pm, to allow time for dancing at the end which was felt was missing at the previous quiz night. We need to check with Gary Spence what time he can start the quiz as he probably has other commitments that early. But we can play music on the Bluetooth speakers until Gary is ready.</p> <p>We have 18x 5ft round tables that can fit 10 people. One table will be reserved for Gary Spence and family. One table will also be set aside for teachers but Mrs Doherty said they will pay. That means 160 tickets will be available for sale. It will be a BYOB and provide your own snacks.</p> <p>Tickets will be printed, perhaps Ian MacDonald can assist. Parents can email PTA and then pay online to secure tickets. Also consider setting up a table in the playground at pick up time to sell direct.</p>	<p>Gayle has been in contact with Gary Spence recently to see if there is a possibility of him sourcing some prizes. We will await a response before getting into the particulars of the event.</p> <p>Sarah to ask Ian if he can help us out with printing simple tickets.</p>

	<p>Main Prize – try to secure either from a local business or see if Gary Spence is able to source anything.</p> <p>Raffle Prizes – raffle tickets priced at £5 a strip will be sold at the start of the evening. We require to get approximately 10-12 prizes.</p> <p>Disco -TBC</p> <p>Historically we have run a February Disco, but with the Quiz night we felt we could push this back to later in the spring. This is the last year David Hedley will be available to DJ so we need to make arrangement for after the summer. Ronnie is happy to do the lights and music, but unwilling to MC, which is felt to be a vital part of keeping the evening in check.</p>	<p>Sarah and Gayle have already possibly secured 4-5 prizes from local businesses. PTA member to try secure a prize each and post on slack how we get on. Joanna to mention in Christmas Newsletter</p> <p>We will check David Hedley availability in the new year, however Sarah suggested she may have a parent willing to MC in future.</p>
Spending	<p>We agreed to fund two interactive smart boards the school has requested. Mrs Doherty informed us there were possibly 4 boards in need of replacing, the school in the next budget can fund only 1. Boards cost approximately £1700. Short term the boards only benefit the classes, but long term, as the children move through the school everyone will benefit. It was felt at this time the PTA funding all three boards would be an overstretch and there are perhaps better whole school projects the money could be used for.</p> <p>The idea of an outdoor classroom was raised. This had been on agenda previously but dismissed as the site was possibly going to be used for something else. This is no longer the case and is something to be given greater consideration at the next meeting.</p> <p>A wipe clean sick couch for outside the school office is also worth further discussion.</p>	<p>Mrs Doherty expressed her gratitude on behalf of the school, as the boards are much needed.</p>
5. Next Meeting	Wednesday 18th January 2023	Teams

