

## PTA MINUTES

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

**Venue:** Online

**Date:** Wednesday 22<sup>nd</sup> February 2023

**Time:** 6.30pm – 8.00pm

**Attendees-** Mrs Doherty, Joanna Robertson, Lianne Devine, Sarah McLellan, Kelly MacDonald, Grace Mair

**Apologies -** Fiona Walker, Mags Sproat, , Siobhan McGuire, Fiona Munro, 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.</b>
2. <b>Vacancies</b>		
3. <b>Financial</b>	Balance of account £8513.58  Invoice of £200 has not yet been received for the Quiz Night PA System	
4. <b>Feedback from Events</b>	<b><u>Quiz Night 3.02.23</u></b>  The Quiz Night was felt to be very successful despite the shortfall in ticket sales. The income from the night (including raffle sales of £1135) totalled £2605. With the cost of tables (£277), Hall hire (£76) and PA System (£200 pending) we profited £2,050.  The dance after the quiz finished flowed well and was a positive end to a great night. The 5ft tables perhaps fitted fewer people than we had anticipated (10 people around was a bit of a squeeze). Raffle sales at the start of the night in the entrance way were very good, so only one additional push midway through the evening was done,	

	<p>the team felt this worked much better than trying to push sales at the tables all night.</p> <p>We were remiss to get on the microphone and thank Gary and his team publicly on the night. But Joanna, Gayle and Mrs Doherty thanked them privately on the night and in subsequent emails and on social media</p> <p>We thanked members of the PTA for their generous donations towards the Main Cash Prize, which was greatly appreciated, as we struggled to obtain anything suitable from local businesses.</p>	
<p><b>Upcoming Events</b></p>	<p><b><u>Disco March 9/03/23</u></b></p> <p>Let has been agreed. David Hedley and Ronnie have both confirmed they are available. Poster and Volunteer Survey to go out ASAP.</p> <p>PTA member to help Ronnie set up as he will be short-handed this time.</p> <p><b><u>Proposed Events</u></b></p> <p><b>Easter Competition</b> – although this was enjoyed by the children last year, it was not profitable and a lot of work.</p> <p><b>Break the Rules Day-</b> the school has its own fundraising plans for the coming terms, so we will hold off until running this event again until the next academic year.</p> <p><b>Leavers Party</b> – A date of Tuesday 27<sup>th</sup> June was agreed, so as not to clash with the P7s Ardmay Trip/Leavers Service and not too close to the Summer Fayre. Inflatable Assault Course, some new small inflatables, pizza, mocktails/drinks, as well as the slip and slide (resources bought for this last year can be re-used).</p> <p><b>Leavers Books</b> – the cost of the books was quite high last year as it was a big year group, so there were more pages in each book meaning it was £7 per book rather than roughly £5. It is a smaller year group, so this cost</p>	<p><b>Joanna to send poster and survey to Mrs Doherty to be distributed</b></p> <p><b>Gayle normally does the snacks, so will ask if she is still happy to do this. Sarah will undertake if not.</b></p> <p><b>Mrs Doherty to confirm the number of P7s, so we can budget accordingly.</b></p> <p><b>Gayle to look at getting Let agreed</b></p>

should be reduced.

**Leavers Ties** – Joanna has twice requested a quote from Dancewear ID, who previously did us a great deal on a bulk sale of 100 BA ties. Depending on any saving we can buy in bulk again or just buy what is required. Most are going to Bishopbriggs Academy, with 2 going to the Glasgow Gaelic School and 1 as yet unknown.

**Summer Fayre** – Proposed date of Friday 9<sup>th</sup> June. Previous fayre was held 6.30-8.30pm, £5 for kids, adults free, costing £2000 to put on and normally only breaks even or makes a small profit. The new artificial pitch means large inflatables can not be tied down, so it was proposed to use the hall and have a timed slot. Smaller inflatable hired items just as football darts, sumo wrestling, bubble football, rodeo and surfing are possible on the pitch. Mini Golf is also an option, or climbing wall or go carts.

Previously we had the animal man, but the small scale of the animals might the children didn't really see and it wasn't easy for them to engage, same with birds of prey. The Alpacas were deemed more successful.

Sports Squad host was also a success and could use half the pitch.

Emergency Vehicles for display, got called out last time and with the current strikes etc unlikely to attend.

We have colour hairspray and some temporary tattoos in the cupboard. Compliment these with some glitter tattoos. Possibly book a face painter.

Food- Previously ice-cream van, burger van, hot dogs. Investigate the cost of these. Possible we could do home baking/tea/coffee/hot chocolate again or tuck shop with canned drinks and snacks. Sarah has a popcorn maker, but it would require someone to constantly attend to it. We struggled greatly with volunteers for the Christmas Fayre

**Lianne knows Nicola of ID Dancewear, so will chase up and see what she can offer.**

**Event Ninja has a number of different packages available, so we will investigate what we can get and discuss on Slack.**

**Gayle to look at getting Let agreed**

**Sarah to investigate Alpacas**

**Lianne to get in touch with Callum from Sports Squad.**

**Sarah to look into food van hire options**

	<p>and can see the happening at summer so event needs to be manageable with help of PTA members, a few teachers and parent helpers.</p> <p>A proposed total event budget of roughly £2000 was discussed, but with the rising cost of everything, it could be difficult, so need to prioritise spending. Consider charging adult entry too?</p>	
<b>Spending</b>	<p>Existing Spending commitments consist of</p> <ul style="list-style-type: none"> <li>-P5 swimming approx £800</li> <li>-P7 Leavers – Party, Year Books, Ties approx. £1400</li> <li>-P1 Welcome Pack approx. £150 (large intake of P1s so could be more)</li> <li>-Buses for Trips (P1-6 last year) £2100, but Mrs Doherty said these could be even more this year</li> </ul> <p>TOTAL approx. £4450</p> <p>With the cost of putting on the Summer Fayre on top of these expenditures we would need to dip below our £4000 minimum bank balance, but would hope the fayre breaks even to replenish this. We also have the upcoming Disco which is profitable.</p> <p>We have already made our large purchase of the 2 smartboards but there is a final smartboard required. The PTA is still keen to help towards this, but will need to get a better feel for the cost of upcoming events before committing to any further purchases.</p> <p>Mrs Doherty was asked if there were any smaller school requests and Miss Campbell suggested the purchase of more Kapla for the classrooms. This is to be costed and discussed at the next meeting when more members are hopefully present.</p>	<p><b>Mrs Doherty expressed her gratitude for all the contributions the PTA makes. The school does subsidise the cost of school trips, but has limited funds at present and would be very grateful if the PTA could continue to help towards the cost of buses.</b></p> <p><b>Mrs Doherty to look into the cost of a large box of Kapla</b></p>
<b>5. Next Meeting</b>	<b>Wednesday 19<sup>th</sup> April 2023</b>	<b>Teams</b>