

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Online

Date: Wednesday 23rd August 2023

Time: 6.30pm – 7.35pm

Attendees- Mrs Doherty, Joanna Robertson, Sarah McLellan, Gayle Don, Kelly MacDonald, Grace Mair

Apologies - Mags Sproat, Fiona Walker, Fiona Munro, Siobhan Docherty, Siobhan McGuire

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Minutes	Previous minutes not yet typed	Gayle Don to collate and circulate.
2. Financial	Balance of Account £4840 approx	
3. Feedback from Leaver's Events	From Joanna Robertson, the Leavers Party was a great success and everyone there seemed to enjoy it. Mrs Doherty advised that Miss Campbell had feedback from the outgoing P7 classes and they loved their party and were very happy with the yearbooks and hoodies.	
4. Upcoming Events	<u>Welcome Disco 14/09/2023</u> Committee decided to keep entire price the same as previous year. Usual snacks and drinks will be provided Let for hall has been agreed. Kidnetics have been booked.	Gayle Don will purchase snacks and drinks from Cash & Carry. Additional plastic cups required.
5. 2024 Calendar	Photoshoot will require to be completed by early October. Kids will wear PJs for photos. E-mails to advertisers to be sent.	Mrs Doherty to check date with school and that Mrs Main is happy to take class photographs again. Gayle Don to contact advertisers.

	<p>Price of calendar to be increased to £7.50 if printing costs increase.</p>	<p>Kelly MacDonald to enquire with Ian re printing costs.</p>
<p>6. Go Fund Me Page</p>	<p>From Mrs Doherty, school needs one more screen at a cost of £1700.</p> <p>Could we also add another item to the 'wishlist' fundraiser? Sarah suggested an outdoor speaker and Mrs Doherty did say that it would be used by the school eg on Sports Day. Mrs Doherty also added that the idea of an Infant Outdoor Classroom is still on the school agenda and she will speak to Miss Campbell about that.</p> <p>The fundraiser should run for a set period of 2 weeks around 'payday' time. Go Fund Me charge 2.9% of the total raised as well as 25p per transaction and this will have to be taken into account when deciding the fundraising target. Eg if the target is £2k then £150 should be added to cover the fees.</p> <p>Target decided £3.000 to run from 04/09/23 – 18/09/23.</p> <p>The upcoming PTA newsletter will feature the fundraiser.</p>	<p>Joanna Robertson to set up Go Fund Me page.</p> <p>Joanna Robertson to complete PTA newsletter and forward to school for circulation.</p> <p>Mrs Doherty to ensure that the fundraiser is publicised through the school, twitter etc</p>
<p>7. Recruiting new members</p>	<p>Meet the teacher is up and coming on 06/09/23 and Mrs Doherty and the management team will be at the main doors to distribute PTA Easy fundraising cards and chat.</p> <p>Kelly MacDonald has offered to ask her husband to design a leaflet which shows the breakdown of funds raised by the PTA and how it is used within the school.</p> <p>Gayle suggested active recruitment after the first school disco, it will be the first event some of the children will have been to so could be the introduction of the PTA to new parents.</p>	<p>Mrs Doherty & management team to bring PTA into conversations with parents.</p> <p>Kelly MacDonald to report back with her husband's design if he is able to assist.</p>
<p>8. Christmas Fayre</p>	<p>Saturday 25th November 2023.</p> <p>Gayle confirmed that the let has been approved for the day of the Fayre and also set up the night before.</p>	<p>Grace Mair to manage stallholders.</p>

	<p>Need someone to organise the stallholders and manage them. There will be 20 paying stalls. Grace has agreed to do this.</p> <p>Collective decision that there will be no Bric a Brac stall this year.</p> <p>Arts and Crafts were successful but not profitable, could this be improved?</p>	<p>Gayle Don to book 25 trestle tables</p> <p>Gayle Don to submit application to display banners on the fencing</p>
9. Hampers	<p>Information required for planning.</p> <p>How many children are in each class?</p> <p>Volunteers to organise envelopes and tickets</p>	<p>Mrs Doherty will obtain information from school</p> <p>Joanna Robertson will ask Lianne Devine where she got the tickets printed last year.</p>
10. AOB	Not at present	
11. Next Meeting	Wednesday 4th October 2023 @ 1830hrs	