

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Online

Date: Wednesday 9th October 2024

Time: 6.30pm – 7.55pm

Attendees- Mrs Doherty, Joanne Robertson, Fiona Walker, Gayle Don, Mags Sproat, Kelly Macdonald, Rona Cargill, Fiona Munro, Siobhan Docherty, Lorraine Crooks

Apologies - Sarah McLellan

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Minutes	Previous minutes circulated via e-mail	Mrs Doherty to upload to school website.
2. Financial	<p>Balance of account £4601.73</p> <p>Grant Applications - ED community grant - Wellbeing Workshop -school has booked 2 classes already, so has an idea of cost. If we wanted whole school, 6-7 visits we would ideally apply for about £3,000 of funding. Joanna to look into drafting a proposal for end of Nov</p> <p>We have applied a £2000 grant from Miller Homes for playground equipment to replace the wooden boat. Successful applicates will hear by end of Nov.</p> <p>We also applied for £500 towards costs of school disco from River Island via Parentkind, winners announced 7th Oct, so probably not successful.</p> <p>Asda cashpot for Schools is going strong, with a great</p>	

	uptake. We're averaging £10 a day, so hopeful to earn close to £1000. We will find out the final balance by 31 December and receive funds by April '25	
3. Feedback from Welcome Disco	<p>Not enough sets of ear defenders for children who requested them. Is it possible to split the discos and hold 3 events instead of 2 or can we look at purchasing additional ear defenders?</p> <p>Lots of parents stayed at the disco to watch clogging exits and space, some were taking photos which is no permitted.</p> <p>First disco was well attended with numbers of 120 at the first disco and 125 at the second. Approximate profit of £600.</p>	<p>Include on poster that if a child requires ear defenders they should bring theirs with them. Generally most children who can't cope with the noise of the disco will have their own pair for other events.</p> <p>Advise that unless a parent is a volunteer at the event they are not permitted to stay. No photos to be taken at the event will be included on the next poster too.</p>
4. Calendars	<p>100% uptake from advertisers and all have been invoiced. 3 advertisers have already paid.</p> <p>Photographs have been taken and Mrs Doherty has them.</p> <p>Letters for sale of calendar to be distributed on 21/10. Orders and payment to be returned by 1/11</p>	<p>Mrs Doherty to label photographs with class identity and forward to PTA email address.</p> <p>Gayle to email letter to office for printing and distribution.</p>
5. Hampers	<p>Themes – Happy to use the same as last year, there were a lot of boxes of biscuits donated. 13 classes Letters with attached tickets to be distributed by school W/C 4/11 and returned by Wed 20/11.</p> <p>Hamper Boxes to be sourced & uplifted.</p> <p>Raffle Tickets – last years were thick, difficult to write on and costly. Joanna has seen a cheaper and larger version from raffleticketsdirect.co.uk Last year we had too many tickets, this year 2400 should be sufficient.</p> <p>Spreadsheets & envelope stuffing to w/c 28/10. Joanna would like to devise the best method of doing this.</p>	<p>Fiona M to email letter to school for printing and distribution.</p> <p>Fiona M volunteered to pick up the boxes from Costco and Mrs Doherty is happy to have them in school for the hamper donations to be collected in.</p> <p>Rona will investigate the website and order this years raffle tickets.</p> <p>Joanna to confirm number of tickets required.</p> <p>Joanna, Kelly, Siobhan, Gayle & Ruari are able to assist.</p>

<p>6. Festive Fun Day</p>	<p>Santa – Donald Munro has kindly volunteered to be Santa this year. Unable to accommodate any more children than previous years to allow Santa to spend time with each. Plenty of adult helpers will be required to control the flow of visitors to the Grotto.</p> <p>P7 Elves?</p> <p>Selection Packs for Santa Gifts 100 required 10 dairy free required Currently £1.25 for 4 piece selection pack and £1.50 for larger box, if the price remains unchanged voted to go for the larger box as it is more substantial for not much extra cost.</p> <p>Pre Made Craft Pack Last year some kids struggled to finish both crafts, this year the pack will contain 1 fiddly craft and a second less time consuming craft eg stickers, colouring in.</p> <p>Games will be run in the main hall and crafts will remain in the classroom as it's quieter.</p> <p>Gaelic Choir Mrs Doherty asked if we would like to request the choir to sing at the event.</p> <p>Tables</p> <p>Suggestion – Cuddly Toy Stall – Fiona M Fiona suggested including a stall where a named cuddly toy can be won. We would ask for donations of cuddly toys and then give each a name, a piece of paper with the toys name would also be placed in a raffle draw. The child pays £1 per ticket and draws out a name and then wins the corresponding toy. Every ticket is a winner and all prizes donated.</p> <p>Games Scavenger hunt - Mrs Doherty to arrange photos of staff holding letters.</p> <p>Discussed various ideas for games - Teddy names lucky</p>	<p>Mrs Doherty to arrange printing of stickers for Santa visits.</p> <p>Mrs Doherty will gauge interest of P7s in helping as Elves.</p> <p>Rauri will investigate pricing and potentially purchase.</p> <p>Joanna to arrange Craft Packs & contents</p> <p>Mrs Doherty will ask if the Gaelic Choir are available and willing.</p> <p>Fiona W to pay deposit for table hire</p> <p>Fiona M to take forward and ask for donations of toys on the week leading up to the Fayre.</p> <p>Mrs Doherty to arrange photos of staff holding letters.</p>
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	dip, play your cards right, ring toss over jars with small prizes, knock off the elf. Agreed to have tuck shop and sweet stall	
7. AOCB	Ruari volunteered to host our Bingo Night for free as he has experience in event hosting. He is away on the date we currently have booked, but the committee is happy to reschedule it for 28th March. Time was short so the exact logistics of the evening will be discussed in more detail at our next meeting.	
8. Next Meeting	Agreed 13th November 2024	