

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Online

Date: Wednesday 17 September 2025, 6.45pm

Attendees- Joanna Robertson, Mrs Doherty, Rona Cargill, Lorraine Crooks, Kelly MacDonald, Fiona Munro, Sarah McLellan, Siobhan Docherty, Mags Sproat, Louise Parsons

Apologies - Fiona Walker, Ruari Cannon

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Minutes	Previous minutes agreed	
2. Lets	Let approved for Halloween Disco but we need an additional room for parents who want to stay to sit in	RC to contact ED council community letting to request additional space (Room 14)
3. PVGs	• Further to e-mail asking for volunteers 26 parents have noted interest and we have details for 9 so far • For Christmas fayre, we think stall holders don't need to have one but parents / PTA involved in game stalls / craft room would need to be PVG checked • It is progressing but we do need more parents to sign up to be able to run event	All to post a message about signing up on class whatsapp groups
4. Calendars	• Mrs Main available on 30 September for photos (close to the Tempest date which is October) • The dress down day is a pyjama day and we've asked for tombola donations • Discussed why calendar sales had dropped last year. The feedback from the survey was that	• RC and LC volunteered to store tombola donations • Looking for volunteers to help tidy up PTA cupboard • LC will check funds from calendars from last couple of years • Plan to go ahead with same type of calendar this year

	some felt the style of calendar was old fashioned. Discussed trying a different type of calendar. • Timing of Tempest photo and calendars are close together – families may find it a lot to fund both plus raffle tickets etc • Timing of order forms was discussed– usually go out first week after October break	but may review next year • Mrs Doherty will check with Miss Campbell if Tempest photo can be moved to different time of year next year • RC to contact businesses re advertising on calendar
5. Hampers	• Letter and tickets need to go out by 10 November to be returned by 26 November, (fayre on 29th) • We've renewed our small lotteries license, hopefully in time for hampers • Decided to stick with same themes as worked well last year	• RC to order raffle ticket • FM will organise letter (13 classes), Mrs Doherty will send FM the class breakdowns • Looking for volunteers w/c 3 November to help JR in staff room with siblings lists
6. P7 Leavers Hoodies	P7s have requested to have them asap as some other schools have them already	
7. Halloween Disco	• Booked for Tuesday 28th October • Due to banking fees and needing to keep money as a float for next event, we need to be counting money before L takes it home. We need bodies in hall someone to be in charge of spinner while JR is counting money • Plan to do the 4 corners games • Plan to have prizes, around 6 per disco • Plan to order the usual type of snacks	• SD will order / pick up the snacks • MS and LC will help with setup / decorating • MS will organise the Prizes • MS will organise the 4 corner pictures for the game • KM will be in charge of spinning for 4 corners
8. Christmas fayre	• Agreed to stick with same format as last year but this time aim to have 3 or 4 stalls	• FM to contact the person that sells the wooden reindeer • RC will check of a list of stall holders and circulate • We will all ask parents through class whatsapp groups

		if there are any facepainters • FM will ask DM to be Santa
9. Next Meeting	Wednesday 22nd October, 6.45pm	