

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Online

Date: Wednesday 14 January 2026, 6.45pm

Attendees- Joanna Robertson, Mrs Doherty, Sarah McLellan, Claire Ogilvie; Rona Cargill

Apologies - Louise Parsons, Mags Sproat, Fiona Munro, Siobhan Docherty, Lorraine Crooks, Kelly MacDonald, Fiona Walker

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. Minutes	Previous minutes agreed	
2. Funds	Current total £9690.99	
3. Calendars	<ul style="list-style-type: none">• £1296 profit• 143 ordered (*131 plus 12 for advertisers), 2 extra provided which were given to late payers and 1 went missing• Thankyou to Iain, Lorraine and Rona	<ul style="list-style-type: none">• Look to order extras next time
4. Hampers	<ul style="list-style-type: none">• £1709 profit, all paperwork submitted to gambling commission• Thankyou to parents for the donations	
5. Festive Family Fun Day	<ul style="list-style-type: none">• Taking total on day (excluding float) £2955.85• Santa – slightly down this year , 90 filled from 120 slots (100 seen in previous year)• Not enough volunteers for clean up and some that signed up didn't stay	<ul style="list-style-type: none">• Review how we run Santa desk next time due to large queues to get in outside• Review adult entry fee• Review stall holders table fee

	<ul style="list-style-type: none"> • Some complaints about cost to enter • Takings <ul style="list-style-type: none"> ○ Fun Day/Welcome desk/ELF Hunt £583 ○ Santa Desk £270 ○ Home Baking £252.45 ○ Tea/Coffee £193.30 ○ Tombola £496.50 ○ Hampers/Quiz £295 (£115 hamper/£180 Quiz) ○ Face Paint £131 ○ Crafts £78.10 ○ Roller Connect £16.50 ○ PYCards Right £49.50 ○ Choco Cards £80.00 ○ Pluck the Turkey £38.50 ○ Go Fish £43.00 ○ Knock the Elf £56 ○ Pull the String £75 ○ 100 Squares £65 ○ Teddy Lucky Dip £233 • Profit of £1797, £240 stock in cupboard of sweets prizes and bags • Total festive profit - £4802 , similar to last 3 years 	<ul style="list-style-type: none"> • Santa desk – may go back to 12 kids in 15 mins rather than 15 kids
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<p>6. Quiz Night - 6th February, doors 7pm, runs 7.30 to 11pm</p>	<ul style="list-style-type: none"> • Sales are going well. Nearly sold out, 26 still to pay • George Bowie and Cassi confirmed to attend with Gary Spence • Raffle – no prizes to be provided Clyde1 • Discussed potentially running some games, taking an additional £10 at the door <ul style="list-style-type: none"> ○ Interval game - heads and tails, last person standing ○ Small raffle - £3 for 5 tickets ○ 200 squares game <p>Known Costs</p> <ul style="list-style-type: none"> • Hall hire - £78, Table hire £160 (20 tables) • GS will get the equipment for £300, and he will pay £150 of the cost for the PTA 	<ul style="list-style-type: none"> • Ask parents for donations for raffle / games and larger prize needed for main quiz prize which needs to be divisible by 10 • Order cheaper tablecloths from Amazon • Help need for setup and front desk • Need to borrow 200 chairs from school • Tables will be delivered after 11am • Mrs Doherty will stay on for sound system to be delivered, at the moment this will be 5.30pm but will try and arrange for earlier
<p>7. Spring disco</p>	<p>Change proposed date because of parents night on 19 March, now aiming for Thursday 26 March</p>	<ul style="list-style-type: none"> • RC to arrange hall let • JR will check date with DJ
<p>8. Summer event</p>	<p>Considering a summer disco or alternative (colour run)</p>	
<p>9. Leavers event</p>	<p>Leavers Service is Tuesday 23rd June, usually event takes place that evening</p>	
<p>10. Fundraising events</p>	<p>Discussed potentially running other fundraising events – Mothers day / Bingo Night / Dads and Superdudes</p>	
<p>11. Spending</p>	<p>Known spending</p> <ul style="list-style-type: none"> • Swimming – large year group (£942.50 last year) • Leavers – small year group - 40 pupils ties, 	<p>Looking to spend some of budget on equipment for playground (boat needs replaced)</p>

	<p>hoodies, party (£880)</p> <ul style="list-style-type: none"> • Welcome Packs (£140) • Buses school trips (£2600) • Ardmay Bus (£700) • Rough expenditure of £5300-ish <p>This leaves us with request budget of around £1800 to £2000</p>	
12. Next Meeting	4/3/26, 6.45pm	
13. AOCB	Welcome to Claire Ogilvie!	