

**PTA MINUTES**

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

**Venue:** Meadowburn Primary School

**Date:** 27<sup>th</sup> September 2018

**Time:** 7pm- 8pm

**Attendees-** Lyndsey McAlorum, Gayle Don, Alyson McDade, Claire Hedley, Carol Craig, Sam McLean, Martyn Glancy, Yvonne Scott, Mhairi Colston

**Apologies-** Georgia Patterson, Yaeger Major, Julie Watson, Elaine McCauley, Fiona Walker, Christine Robertson

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
<p><b>1. PTA positions</b></p>	<p>Sam is the PTA chair. Claire Hedley is now the Vice Chair and was proposed by Sam and seconded by Lyndsey tonight. Secretary and treasurer positions are all vacant at present</p>	<p>PTA members to consider if they would be able to take up one of the vacant positions.</p>
<p><b>2. Previous Minutes and actions</b></p>	<p>The minutes from meeting date 23<sup>rd</sup> August were accepted.</p> <p>CnP are still awaiting match funding and are still to provide £500 towards the sound system</p> <p>Social media coordinator – Mhairi agreed to take on this role.</p> <p>Survey monkey options to be put out for consideration of event ideas i.e. quiz night, ladies night etc.</p> <p>Fireworks event – unable to be taken forward due to significant health and safety issues involved.</p> <p>Reading events – timings of these still to be confirmed</p> <p>October disco volunteers and prep – later in agenda</p> <p>Calendar – Paul has agreed to do this for a small fee of £120. Date of photos is confirmed as the 9<sup>th</sup> October. Theme confirmed as sports. Gayle, Yvonne and Mhairi agreed to help on the morning of the photos.</p>	<p><b>Mhairi to liaise with Mr Glancy to get information put on twitter.</b></p> <p><b>Alyson will continue to look in to this.</b></p> <p><b>Not able to progress this</b></p> <p><b>Mr Glancy to confirm dates</b></p>

	Alea Casino – not yet discussed fully	<b>Mr Glancy to discuss with Miss Campbell</b>
<b>3. Finance</b>	Balance currently £5317.58 £421.71 profit from September disco	<b>£500 still to come from CnP for contribution to sound system</b>
<b>4. Forthcoming events</b>	<p><b>Halloween Disco 25<sup>th</sup> October:</b></p> <p>Lett confirmed for this event. Sweet cones and prizes will be organised by Alyson and Claire. Treat bags will be made up in advance of the disco, Alyson will organise. Discussions around catering for children with allergies and medical issues e.g. diabetes was discussed. Also the responsibility for children with medical issues attending the discos was discussed.</p> <p>Minimum number PTA and parent helpers discussed. ? whether discos should be cancelled if minimum number of volunteers not met prior to the disco. E-mail addresses of helpers at the last disco were collected. Possibility of tea party or something similar discussed to thank parent helpers.</p> <p><b>Calendar:</b></p> <p>Gayle and Diane have organised the advertising for this. Photos being taken on 9<sup>th</sup> Oct. Calendar may not be ready for distribution at the Christmas Fayre but can be given out through school.</p> <p><b>Christmas Fayre 24<sup>th</sup> November:</b></p> <p>Santa required. School will provide the elves. School will also organise the labels and rainbow dust etc.</p> <p>Volunteers from the PTA required. All present able to help</p>	<p><b>Mr Glancy to speak with parents to identify suitable alternatives for snack bags particularly for diabetic children.</b></p> <p><b>Further discussion required re PTA/School/parental responsibility. Sam to put together an e-mail that can be sent out to all parents re PTA not being responsible for children with medical issues at the disco.</b></p> <p><b>Sam to compile a list of regular parent helper to be approached for next disco.</b></p> <p><b>Alyson to follow up with family friend</b></p> <p><b>Further volunteers and parent helpers to be confirmed</b></p>

	<p>except Claire.</p> <p>Sam will get the boxes for the Hampers. PTA hamper suggested and agreed on. PTA members to approach local businesses for donations for the hamper.</p> <p>Lett agreed but unable to gain access to the school until 12pm on the 24<sup>th</sup> Nov. Tables and Santas grotto can be set up from 4pm on Friday 23<sup>rd</sup> Nov. Alyson, Gayle, Mhairi and Yvonne volunteered to help with this.</p> <p>Currently 17 stall holders booked and 2 tables for the school for enterprise committee and Gaelic unit.</p> <p>Flyers for the fayre will be done by Alison Harris. Teas and coffee no longer to be included in entry fees and donation to be given for this. £2 entry agreed and £2.50 for santas grotto ticket.</p> <p>Background Christmas music to be played if possible</p> <p>Choir to be approached to sing at the Christmas fayre</p>	<p><b>Claire to coordinate – PTA members to contact Claire re businesses they are going to approach. Standard letter to be compiled by the school with letter head. Sam to action.</b></p> <p><b>Draft flyer to be circulated by Sam for all to proof read</b></p> <p><b>Mr Glancy to approach the choir</b></p>
<p><b>5. Fundraising ideas</b></p>	<p><b>Matchbox challenge</b> – all agreed that this was a good idea. To be put together ASAP with the possibility of this going out prior to October holidays.</p> <p><b>Business cards</b> – all agreed business cards containing websites that give cashback to the PTA when you order through them are a great idea. Hopefully these could go out soon for people to use when ordering Christmas presents. Mr Glancy happy to advertise these on twitter too.</p> <p><b>Ready Steady Read</b> – date to be confirmed</p> <p><b>PTA plus magazine</b></p>	<p><b>Mr Glancy to agree with Miss Campbell. Claire to source matchboxes and sponsor forms</b></p> <p><b>Claire to confirm costing for these</b></p> <p><b>All to look at this for further fundraising ideas</b></p>
<p><b>6. School requests</b></p>	<p>Mrs Craig discussed that the Gymnastic mats are going to need replaced soon as in poor condition. PTA happy to look in to funding for this and will approach sports funds</p>	

	<p>i.e. Aldi, Tesco. Gymnastic club also to be approached for contribution. Possibility of requesting other equipment at the same time also discussed.</p>	<p><b>Mrs Craig to look at costing and put together a wish list of equipment. Alyson to approach sports funds.</b></p>
<p><b>7. AOCB</b></p>	<p>Suggestion of bag packing at Asda and supermarket token schemes discussed for further fund raising.</p> <p>Selection boxes will be supplied by Asda and Alyson will liaise with them re this.</p>	<p><b>Next meeting date Thursday 1<sup>st</sup> November 6.30 - 8</b></p>