

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Meadowburn Primary School

Date: 1st November 2018

Time: 6.30pm - 8pm

Attendees- Lyndsey McAlorum, Gayle Don, Claire Hedley, Carol Craig, Sam McLean, Martyn Glancy, Yvonne Scott, Georgia Patterson, Yeager Major

Apologies- Fiona Walker, Alyson McDade, Mhairi Colston, Elaine McCauley, Christine Robertson

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. PTA positions	Secretary and Treasurer positions remain vacant.	PTA members to consider if they would be able to take up one of the vacant positions.
2. Previous Minutes and actions	Previous minutes circulated via e-mail and accepted as an accurate record at the meeting tonight. Current and historic minutes to be uploaded to the school website.	Sam to send minutes to Mr Glancy to upload (current and historic).
3. Finance	Balance currently 5014.37 £498.07 profit made from Halloween disco	
4. Forthcoming events	Disco - It was noted that the Halloween Disco was a great success with a good number of parent volunteers for both Discos. Calendar – This will be a Golden Anniversary Edition, £7 per Calander. Some sponsors responded but not many. Photos have been taken and are to be verified. Order forms will go out in school bags soon. One print run only	Miss Campbell to check Photos ASAP School to issue order forms.

	<p>and will be distributed through school.</p> <p>Christmas Fair – 15 external stall holders have been booked and have paid (£225 in total).</p> <p>PTA hamper gifts to be sourced. Stall holders will donate raffle prizes.</p> <p>Posters now available to be put up around Bishopbriggs. Fliers also available to distribute. Some of these will be going out via Royal Mail.</p> <p>We now have a Santa for the Grotto, Donald Munro–PVG underway. Fiona Walker will be Chief Elf - ? sourcing own costume.</p> <p>Alyson is approaching Tesco, Asda etc for selection boxes. Allergies need to be catered for.</p> <p>Grotto to run on 15 minute time slots with 12 children per session.</p> <p>8 or more p7 pupils required to help.</p> <p>Gazebo still required.</p> <p>Sweet stall</p> <p>Approx 26 parent helpers will be required to help run the Christmas Fayre.</p> <p>Hamper boxes to be delivered to school – 14 in total. Staff will be making a hamper too.</p> <p>Further Christmas Fayre organisation detailed on to do list circulated at the meeting by Claire.</p>	<p>All PTA members to source a gift for the hamper.</p> <p>Gayle and Yeager to distribute posters. PTA members to distribute flyers round local houses.</p> <p>School to organise tickets/stickers and reindeer dust</p> <p>Mrs Craig to organise p7 pupils to rotate.</p> <p>Claire to source gazebo.</p> <p>Gayle to get stock for sweet stall and tea/coffee etc.</p> <p>Request to go out on social media for helpers ASAP.</p> <p>Yeager to deliver hamper boxes to the school office ASAP.</p> <p>To do list to be checked.</p>
<p>5. Fundraising ideas</p>	<p>Matchbox challenge – now live and being promoted on facebook, twitter.</p> <p>Business cards – were distributed in the matchbox</p>	<p>PTA to continue to promote and reminders to be sent re completion date on social media etc.</p>

	<p>challenge envelopes. Unfortunately Micro scooter is now out of date but can be ordered through easy fundraising. Stampastic leaflets available and it was suggested these could go out through nursery and in p1 packs.</p> <p>Ready Steady Read – survey monkey currently out for parents opinion on ready steady read/travelling book fair. 50 initial respondents.</p> <p>Aviva Fund – To be applied for next year if possible.</p> <p>Aldi Fund – Already applied for £500 for gym mats and gym equipment.</p> <p>Other fundraising ideas - £1 a day ideas such as crazy hair, dress down etc discussed.</p> <p>Health Week – Date TBC. Adventure course will run again.</p> <p>Match Funding - Local business that comes in to the area to be approached for match funding e.g. Cala. Discussion also re proposed Cala build on Jelly Hill site and possibly approaching them re funding for improving school pitches.</p> <p>PTA plus magazine</p> <p>Totaliser – Discussed the possibility of something visual in the school foyer to raise awareness of how much the PTA raise for the school and what this is used for. Also discussed posting on social media what recent fundraisers profit is used for e.g. swimming lessons, buses for trips. General feeling is that parents are not aware of what the PTA money is used for.</p>	<p>Mr Glancy to collate results of Survey Monkey. Ready Steady Read date to be confirmed if to go ahead.</p> <p>Gymnastics club to be approached to match funding – Mrs Craig to take forward.</p> <p>School to confirm date for health week</p> <p>Standard letter to be drafted to approach local business for match funding.</p> <p>Sam/Yvonne to take idea to approach Cala to next Parent Council meeting.</p> <p>All to look at this for further fundraising ideas.</p> <p>Further discussion needed re visual display/totaliser in the foyer.</p>
<p>6. AOCB</p>	<p>Trim Trail – Sam having ongoing discussion with the council regarding the responsibility for inspection and maintenance. PTA happy to fundraise for repairs needed.</p> <p>Steps – Still need replaced. This is progressing.</p> <p>Young Offenders – Discussion around approaching this organisation to carry out small jobs requiring labour e.g.</p>	<p>To be progressed by parent council as an urgent issue.</p>

	<p>painting in playground etc.</p> <p>I pod – new I pod or equivalent required for school discos etc.</p> <p>Survey Monkey – discussed that this would be good to go out at the end of the year to get view re the kind of event/fundraising parents want for the coming school year.</p> <p>50th Anniversary – to be discussed in the new year</p> <p>PVG/Disclosure – PTA to ensure they apply for updating existing PVG or complete a new application</p>	<p>Georgia and Claire to explore discounts etc for purchasing this.</p> <p>All PTA members to complete ASAP.</p>
<p>7. Next meeting Date</p>		<p>Next meeting date Thursday 17th January 6.30 – 8 TBC</p>