

PTA MINUTES

Meeting Title: Meadowburn Primary School PTA Meeting

Venue: Eagle Lodge

Date: 15th May 2019

Time: 6.30pm - 8pm

Attendees- Lyndsey McAlorum, Gayle Don, Sam McLean, Claire Hedley, Alyson McDade, Yeager Major

Apologies- Christine Robertson, Georgia Patterson, Fiona Munro, Mhairi Colston, Fiona Walker, Mrs Doherty

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
1. PTA positions	No Vacant Positions Accounts to be Audited by Paul Whittet and then Georgia to hand over to Fiona Walker	Georgia to hand over treasurer accounts etc.
2. Minutes	Previous minutes circulated via e-mail and accepted as an accurate record at the meeting tonight.	Mrs Doherty to upload to school website.
3. Finance	Balance currently £9908.61 This includes the adventure course money of £1588.00 The following has been ratified at tonight's meeting – £120 for P7 leavers books June 2018 (no receipt, text advising cost to Georgia direct from printer contact) agreed to honour this time. Discussion took place as PTA didn't think this had been previously agreed and thought school were purchasing these, also ratified £120 for current P7 Leavers books should the school not be undertaking this cost, however, any additional cost will	School to confirm what each class spent their big topic money on. Parent mail to go out to chase up sponsor money. Minutes to be forwarded to Paul Whittet for accounting purposes Confirm agreement made at previous minutes re 2018 P7 Leavers books, however cost never detailed.

	<p>need to be met by school,</p> <p>Receipts for following have been mislaid / not forwarded to treasurer and require ratifying for audit purposes:</p> <p>£14.50 - May 2018 Disco – miscellaneous</p> <p>£6.84 – P7 2018 Leavers disco – miscellaneous</p> <p>£120 – P7 Leavers books 2018</p> <p>£110 – Christmas selection boxes 2018</p> <p>£29.40 – Fayre hair sprays and specialist selection boxes</p> <p>agreed to these being genuine costs and to be paid from funds,</p> <p>Printing of 2019 Calendar – Sam to forward invoice / receipt for this.</p> <p>Sponsor form money for McTuff to be chased up.</p> <p>Swimming lessons paid for and start 22nd May.</p> <p>Buses for summer trips £2000</p> <p>Ardmay buses to be funded by PTA again – all agreed.</p>	
<p>4. Forthcoming events</p>	<p>McTuff was a big success and is booked again for next year</p> <p>P7 Leavers Party– 18th June 7-9pm:</p> <p>Both Fiona’s in charge of organising this event. Inflatables booked. Fiona Walker to source juice and snacks etc from Asda/Morrisons. Claire H to order Domino’s Pizzas the day before – order to be confirmed. Tarpaulin sourced however lengthy discussion over logistics and risk assessment for this on the night – still to be agreed upon. Balloon arch in Meadowburn blue and yellow 45.00 – agreed to this being ordered and possibly used for nursery graduations after if still inflated. All PTA members to help on the night if possible.</p> <p>Summer Fayre – 7th June, Hall let is from 6.30-9.00. Fayre to run from 6.30-8.30. Sam unable to be at the</p>	<p>School to confirm date for MacTuff for next year.</p> <p>Claire H to order Balloon arch.</p> <p>Fiona W to organise invites, juices etc for on the night.</p> <p>Cupboard to be checked to ensure all beach theme stuff still in working order.</p>

	<p>summer Fayre therefore Claire H to lead on this.</p> <p>Inflatables have been booked and company to man these at extra cost.</p> <p>Bricks for Kids confirmed (drop in sessions in the hall),</p> <p>Sports Squad (Callum) confirmed for sport sessions places can be booked online before the night.</p> <p>Pocket money and sweet stall – Gayle to source stock for these.</p> <p>Face painting – Tracey confirmed to do this and willing to give tutorial to others. Also Sheena Murray and daughter Heather able to help out.</p> <p>Wrist bands already in the cupboard.</p> <p>Float - Georgia to organise.</p> <p>Raffle – Letters have gone out to various businesses. Also some other raffle prizes sourced. PTA agreed to donating £50 again. Parentmail/social media post to be sent out to ask for further raffle prizes.</p> <p>Hair – Yeager to do on the night if possible. Mhairi also agreed to do nails and tattoos.</p> <p>Ice Cream man booked – 20% of profit to come to PTA.</p> <p>Fire Engine booked and Ambulance service also able to provide a vehicle.</p> <p>Burger van booked and donating 20% of profit.</p> <p>Tea and coffee and home baking stall to be run.</p> <p>Horses – Sam unable to get in touch with them despite repeated attempts.</p> <p>Tennis club have confirmed – will run activities and only need 12x6 area to do this.</p> <p>Bottle stall – donation already asked for however to go out again.</p>	<p>Gayle to source stock for pocket money and sweet stall</p> <p>Georgia to organise float.</p> <p>More hair stuff to be purchased – Yeager to sort</p> <p>To check re tea/coffee stock?</p>
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	<p>Cake in hand for guess the weight of the cake.</p> <p>Coconut shy and treasure map</p> <p>Alyson happy to create map of outdoor events.</p> <p>Claire H to collate full list of stalls and events. Also parent helpers required to help run the summer Fair.</p>	<p>Claire H to make Coconut shy and treasure map</p> <p>Alyson to make map/signs.</p> <p>Claire H to collate list and circulate to PTA members.</p> <p>Parent mail and social media to go out for volunteers etc.</p>
5. Disco	<p>Disco – no further discos this term except p7 leavers disco.</p> <p>I pod – new one still required. Possibility of old one being sold for funds discussed.</p>	<p>Georgia to purchase I pod.</p>
6. AOCB	<p>Music Quiz Night – Garry Spence from Capital Radio has offered to host a Music Quiz night (his children attend Meadowburn). 20th Sept agreed date. Difficulty getting a Let for this as not released by the council yet. Looking at private or alternative lets at present as a backup.</p> <p>Picnic Benches – x2 picnic benches and x3 benches being delivered to school on 31st May. Will need built and fixed on this weekend. Generators etc. will be needed for power tools. Team of volunteers needed to build these.</p> <p>Young offenders – Has been agreed to young offenders carrying out work around the school. Specific jobs still to be agreed upon. Missed works for this year. No painting will be carried out until pitch completed.</p> <p>P7 Ties – All ties purchased for leavers ceremony. Discussed sensitivity around this due to placing requests for Bishopbriggs Academy being unsuccessful and appeals in process. Ties possibly to be given out in bags rather than placed around each child's neck as in previous years? Leaver's service on 26th June. Sam looking for PTA volunteers to help at this.</p> <p>School Requests – Gym mats and trolley are around £1000. No updates re this. Sam still to approach after school care re contribution.</p>	<p>Venue etc. to be looked at for this event.</p> <p>School still to confirm locations for benches etc.</p> <p>Miss Campbell to agree re work to be undertaken by young offenders.</p> <p>Fiona Walker to be approached re possibility of helping at leaver's service.</p> <p>Sam to approach after school care re possible contribution.</p>

	<p>Persimmon Fund – PTA to look at applying for funding for planters etc to brighten up the school entrance.</p> <p>P1 Inductions – Thursday 30th May. Sam will represent the PTA at this. All agreed to cotton Meadowburn printed bags to be given out to all new p1s as PTA no longer purchasing a book for each child.</p>	
7. Next meeting Date		AGM Monday 3rd June 7.30pm