

## PTA MINUTES

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

**Venue:** Meadowburn Primary School

**Date:** 3<sup>rd</sup> June 2019

**Time:** 7.30pm - 8pm

**Attendees-** Lyndsey McAlorum, Gayle Don, Sam McLean, Claire Hedley, David Hedley, Yeager Major, Fiona Walker, Tracy MacMillan, Yvonne Scott, Clare McKeown, Deanna Greaves, Miss Campbell, Mrs Doherty

**Apologies-** Christine Robertson, Georgia Patterson, Fiona Munro, Mhairi Colston, Alyson McDade

<b>AGENDA</b>	<b>DISCUSSIONS AND AGREEMENTS</b>	<b>ACTIONS</b>
<b>1. Minutes of previous AGM</b>	Previous minutes agreed.	
<b>2. Accounts and Treasurers Report</b>	Georgia provided a signed copy of the accounts which have been audited by Paul Whittet (Accountant)  <b>Treasurers Report:</b>  Thank-you to all PTA members, volunteers and teaching staff, who donate their time and effort ensuring fundraising events are conceived, organised, staffed and supported. Thank-you to all parents, carers, teachers, children and our wider community for supporting our events. Without your valuable assistance, the PTA would not be able to financially support the school in the manner that it has to date done so.	<b>Accounts handed over to Fiona Walker who will take up the position of Treasurer.</b>

A full audit of the Income and Expenditure account for 2018-2019 has been undertaken. A copy of this will be forwarded to be attached to the PTA page of the school web site. In summary:

**Income**

Balance at commencement of year £8674.19

Summer Fair 2018	£3,218.17
September Disco	£592.23
October Disco	£498.08
Calendar	£1,873.88
Xmas Fair 2017	£180.00
Xmas Fair 2018	£4,092.58
Health Week 2018	£115.50
Health Week 2019	£1,571.08
Feb Disco	£478.16
May Disco	£387.00
Matchbox Challenge	£1,385.46
Fundraising	£542.23

Income Total: £14934.37

**Expenditure**

Summer Fair 2018	£2,492.33	
September Disco	£183.29	
October Disco	£107.23	
Calendar	£780.00	
Xmas Fair 2017	£18.95	
Xmas Fair 2018	£2,328.99	
Health Week 2018	£0	
Health Week 2019	£667.58	
Feb Disco	£188.58	
May Disco	£79.15	
Matchbox Challenge	£65.79	
Fundraising	£0	
Summer Fair 2019	£147.00	
Swimming	£573.00	
Insurance	£138.00	
Buses	£1,780.00	
P7	£930.06	
Ardmay	£490.00	
Music System	£2,080.00	
Topics	£650.00	
Expenditure total: £13699.95		

**Balance carried forward to 2018-2019 - £9908.61**

The PTA have contributed funds towards the new upgraded music system used for the weekly school assembly, shows and disco's, busses for the Ardmay trip for the P7's, and school trips, P7 ties, leavers dance and book of memories, a £50 donation to each class for their topics and swimming lessons.

**Audit**

I would like to thank Paul Whittet for carrying out our audit this year. His time and effort are greatly appreciated. The audit was certified correct on the 1<sup>st</sup> June 2019. **The closing balance for 2018-2019 is £9908.61**

I look forward to another successful year where we will continue to raise funds to support our wonderful school and children in the learning journey. Once again, thank you, without your support we would not be a successful PTA.

Georgia Paterson

Treasurer

No issues arising from treasurer's report or accounts. All acknowledged that it has been a very successful year.

Thanks and sincere appreciation go to Georgia for her incredibly hard work as Treasurer of the PTA for several years.

<p><b>3. Matters arising</b></p>	<p>PTA membership to be brought up at the meet the teacher night in August. This will be done in collaboration with the children with possible videos being shown of the children discussing the role of the PTA and what the money raised is spent on etc. Also possible signup sheet to go round for parent helpers to sign up to help at an event in the school year.</p> <p>Also lack of interest from teaching staff also discussed.</p> <p>Let for the quiz night 20th Sept and the Christmas Fair have been applied for.</p>	<p><b>PTA to discuss further the ongoing apathy for joining the PTA and think of more ways to get parents involved.</b></p> <p><b>School management requested to encourage further teacher involvement in PTA.</b></p> <p><b>Letts approved</b></p>
<p><b>4. Chair's Report</b></p>	<p><b>Chair's Report:</b></p> <p><b>Chair</b> – Sam McLean</p> <p><b>Vice Chair</b> – Claire Hedley</p> <p><b>Treasurer</b> – Georgia Patterson outgoing - Fiona Walker</p> <p><b>Secretary</b> – Gayle Don</p> <p><b>Letts co-ordinator</b> – Gayle Don</p> <p><b>PTA Committee members throughout 2018 - 2019</b></p> <p>Georgia Patterson, Yaeger Major, Lyndsey McAlorum, Samantha McLean, Deana Greaves, Elaine McCauley, Christine Robertson, Fiona Munro, Fiona Walker, Claire Hedley, Gayle Don, Yvonne Scott, Alyson McDade, Mhairi Colston, Claire McKeown</p> <p><b>Teaching staff:</b></p>	

Miss Campbell, Mr Glancy, Mrs Doherty, Mrs Craig, Mrs MacDermaid

PTA members detailed above have all contributed in some manner towards the organisation and undertaking of events, sometimes accompanied by additional support from volunteering parents and carers. Extensive thanks are expressed to all members and volunteers for their hard work and dedication as without it, some of these events would simply not be possible. Particular thanks to new members joining the PTA this year.

Our sincere thanks are extended to both Lynn Grayson and Yeager Major. Lynn has needed to stand down from the PTA during the course of the year and with both Lynn and Yeagers children moving onto High School their valuable contribution to PTA matters over the years will be very much missed. Thank-you!

Special thanks are again expressed for Georgia, who has remained through this year as the treasurer owing to no-one being willing to take up the role at the last AGM. Her hard work with the treasurer's position over the last seven years is particularly commendable, especially with the pressures of her demanding job. Georgia will be very much missed in this position for her capability and she has agreed to provide Fiona with guidance in this role. Thank you!

Going into 2019-20 members stand as being Georgia Patterson, Lyndsey McAlorum, Deana Greaves, Christine Robertson, Fiona Walker, Fiona Munro, Mhairi Colston, Sam McLean, Claire Hedley, Gayle Don, Claire McKeown, Alyson McDade, Elaine McCauley and Yvonne Scott. I remain hopeful that additional new members will be forthcoming, in order to ensure the level of support that the school depends upon.

**What we did and provided in 2018-2019**

**Fundraisers**

The Matchbox Challenge, Christmas Fair, School Calendar, MacTuff Obstacle Course and three Discos were all successful fundraisers this year. Following problems ensuring sufficient parental support in order to ensure discos can safely proceed (particularly upper school), the May disco was not held this year, attendance averages 200 for each disco. The Summer Fun night is due to be held on Friday 7<sup>th</sup> June and it is hoped that this will be well supported. Meadowburn bags purchased in 2017-2018 are proving unpopular and difficult to sell, as a result new P1 entrants are being provided with canvas bags in lieu of the books, which have this year again been supplied via the school. It would seem that items purchased to sell (Tea towels, water bottles and now bags) prove both difficult to sell and also to store.

Application for Asda Token Challenge was successful and support was such that we fortunately won the event resulting in a £500 cheque towards the sound system cost.

Easyfundraising has so far raised £88.57 for the school, it should be noted that only 20 members have raised this money and further advertising of the facility needs to be addressed for year 2019-2020.

**What the funds bought for the school and children** (full break down in treasurers report)

- (1) Swimming Lessons
- (2) P7 Leavers Ties, book and event
- (3) Money for school class projects

- (4) School trip bus costs
- (5) Ardmay bus costs
- (6) Fruit and Mactuff Adventure Course for Health Week
- (7) 2 x Picnic Tables and 3 x benches for playground
- (8) Meadowburn Bags for new P1s

### **Ongoing Items**

Following clarification of Education Authorities ownership of items donated and gifted to the school under Education (Scotland) Act 1980, S79, the damaged trim trail steps have now finally been replaced. General ongoing maintenance to the trim trail will be monitored going forwards. Matters are still ongoing to progress line painting within playground with young offenders

having been identified to perhaps assist, the intended new sports pitch, due to be provided in late Summer / Autumn will also incorporate the Daily Mile. Mr Mann's contribution to funds in 2016-2017 was ear marked for the incorporation of this and it will be discussed whether alternative provisions can be made following the conclusion of works on the pitch area.

The new School Sound System is fully operational and benefitting all users, however, changes to the Letting availability has been frustrating, with potential large fundraising events being unable to be held at the school, owing to the inability of the hall being booked beyond 8pm. Potential for Quiz Night on 20/09/19 is in the process of being progressed but currently awaiting letting availability and cost before confirmation.

### **Summary**

In my second year overseeing the work of the PTA, I have had the benefit of being part of a great team and my sincere thanks are extended to all for their ongoing support not only those attending meetings and events but also to those who assist with



so much background work to be able to detail specifically, particularly. Special thanks particularly to the committee; Claire, kindly volunteered to fill the role of Vice Chair. She has brought great new ideas to the PTA and provided the ideas for the Matchbox Challenge, easy fundraising and Asda tokens and oversaw the organisation of these, no mean feat! Also providing me with superb support as Chair, thank you. Georgia has remained as treasurer throughout the year with Fiona Walker kindly agreeing to now undertake this role. With the books being audited Georgia is now able to hand over this post. She is thanked profusely for her dedication to the role despite an extremely demanding shift working job, ensuring that floats are in place for events and necessary monies are reimbursed with receipts and invoices retained for audit. Gayle has provided fabulous assistance in organising the Lets, Christmas Calendar advertisers, sponsors and cupboard sorting and re-stocking and undertaking any role requested of her without objection, agreeing to undertake secretary role too, thank you. Thanks also to Lyndsey who assists with undertaking the minutes for every meeting, ensuring that our discussions are suitably documented and available for all to see.

We continue to experience frustrating apathy among the majority of parents with usually the same, small minority, repeatedly volunteering their assistance when requested. This is despite better communication with parents in all forms, that is school parent mail, Facebook and general flyers. One disco was at the limit for being called off owing to insufficient adult/pupil ratio. Should this general apathy, towards support of events continue, the PTA will have no option but become redundant, with the school losing this essential financial support.

It has been noted that PTA meetings and events are generally only attended by Parent members and a representative from School management with the exclusion of the Christmas and Summer Fayres. Teaching staff members should play a

	<p>valuable part of the PTA and it would be beneficial if this could be considered and progressed by school management.</p> <p>I appreciate the demands faced by all of us with family life and work being our priorities, I thank each of you for your help and support provided throughout the year, however big or small, without you the PTA would and could not exist.</p> <p>My particular thanks are also extended to the Head Teacher, Deputies, teachers, office staff, pupils and also the janitors for their ongoing help and support with our events. Thanks also to those parents who do provide the support we so very much rely on.</p> <p>I look forward to another successful year with the PTA in 2019 – 2020 with Meadowburn Primary celebrating its 50<sup>th</sup> birthday. We hope we can make it a special year!</p> <p>I look forward to your ongoing support!</p> <p>Sam McLean Chair 2018-2019</p>	
<p><b>5. Election of officers</b></p>	<p>Chair – Sam McLean: proposed by Yvonne Scott, Seconded by Yaeger Major</p> <p>Deputy Chair – Claire Hedley : proposed by Sam McLean, seconded by Gayle Don</p> <p>Treasurer – Fiona Walker: proposed by Sam McLean, seconded by Claire Hedley</p> <p>Secretary – Gayle Don: Proposed by Sam McLean, seconded by Deanna Greaves</p> <p>Lets coordinator – Gayle Don</p> <p>Current PTA Members: Miss Campbell, Mrs Doherty, Deanna Greaves, Sam McLean, Yaeger Major, Elaine</p>	

	<p>McAuley, Georgia Paterson, Fiona Munro, Fiona Walker, Christine Robertson, Mhairi Colston, Alyson McDade, Gayle Don, Claire Hedley, Lyndsey McAlorum, Clare McKeown, Yvonne Scott</p> <p>New PTA Members: Tracy MacMillan – welcomed to the PTA by Sam.</p> <p>Resignations: Yaeger Major due to her child moving on to secondary school.</p>	
<b>6. AOCB</b>	<p>Special thanks to outgoing PTA member Yaeger Major for her commitment (and flair for hair!) over the years, Georgia Paterson for all her hard work as Treasurer, Mr Hedley for continuing to run the Discos, Mr Beggs for helping with the sound system issues and Mr Whittet for auditing the accounts.</p> <p>Miss Campbell thanked the PTA for the ongoing support with events and fundraising throughout the year.</p>	
<b>7. Next meeting Date</b>		<b>Thursday 22<sup>nd</sup> August 6.30 – 8.00 Meadowburn Primary</b>