

## **PTA MINUTES**

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

**Venue:** Meadowburn Primary School

**Date:** 22<sup>nd</sup> August 2019

**Time:** 6.30pm - 8pm

**Attendees-** Lyndsey McAlorum, Gayle Don, Sam McLean, Claire Hedley, Georgia Patterson, Tracey MacMillan, Mrs Doherty

**Apologies-** Clare McKeown, Mhairi Colston, Fiona Walker, Alyson McDade, Lisa O'Donnell

<b>AGENDA</b>	<b>DISCUSSIONS AND AGREEMENTS</b>	<b>ACTIONS</b>
<b>1. PTA positions</b>	No Vacant Positions	
<b>2. Minutes</b>	Previous minutes and AGM minutes circulated via e-mail and accepted as an accurate record.	<b>Mrs Docherty to upload to school website.</b>
<b>3. Finance</b>	<b>Balance</b> currently £6643.96  Insurance to be paid. Some sponsors from last year's Calendar still to pay for their adverts.	<b>Georgia and Gayle to chase up re advert money</b>
<b>4. Forthcoming events</b>	<b>Discos</b> – Sept disco Thur 12 <sup>th</sup> Oct TBC, Halloween Disco Thur 7 <sup>th</sup> Nov TBC.  <b>Christmas Fair</b> – Saturday 30 <sup>th</sup> November 2 – 4pm. Hall let booked from 10am to 6pm. Let booked on Fri 29 <sup>th</sup> from 6.30 – 8pm for setting up. New Gazebo required for Santa's Grotto – all agreed to this being purchased. Claire H to make a plan and contact stall holders/delegate other to contact stall holders.	<b>Claire H to check dates with David Hedley</b>  <b>Claire H to make a plan re contacting stall holders</b>

	<p><b>Quiz Night</b> – 20<sup>th</sup> September 8-11pm – hall let from 6.30-11.30. Des Clarke now confirmed and can now advertise with his name being used. £10 a ticket and 150 tickets available. Tickets to be printed ASAP. Ticket release will be on 2<sup>nd</sup> Sept. Tickets available by e-mailing PTA and money to be transferred before tickets given. No maximum team numbers. £300 Tony Macaroni vouchers for winning team. £5 per raffle ticket as raffle prizes are very good quality (organised by Garry Spence). Small lotteries application for licence completed to enable pre selling of raffle tickets however unable to use this for this event and raffle tickets will be sold on the night only. Tables (round) will be ordered from Cairns and Scott approx £100. Table Linen to be investigated by Georgia. Event will be BYOB. PTA to supply nibbles for the tables.</p> <p><b>Ready Steady Read</b> – Possible date of w/c 4<sup>th</sup> Nov.</p>	<p><b>Claire H to advertise Quiz night on e-mail and twitter etc.</b></p> <p><b>Sam to manage quiz night ticket e-mails</b></p> <p><b>Georgia to investigate re table linen</b></p> <p><b>Laura Tobin independent Usborne rep to be contacted re this event. School to confirm date.</b></p>
<p><b>5. Calendar</b></p>	<p>Working party required for organising the school calendar photos – Gayle, Tracey, Sam and Georgia agreed to do this. Potential dates for photos to be taken are 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> October with the 9<sup>th</sup> being the preferred date.</p> <p>Themes to be provided by the school – to come up with two to be voted for. Possibility of themes related to 50 years discussed.</p>	<p><b>Sam to check date with photographer</b></p> <p><b>Mrs Doherty to organise themes for the calendar photos</b></p>
<p><b>6. AOCB</b></p>	<p><b>Additional DJ's required for Discos</b> – no volunteers as yet – to be advertised on school newsletter.</p> <p><b>I-Pod</b> – new one to be purchased from currys using easy fund raising as the ones in duty free were not a suitable size.</p> <p><b>Gym Equipment</b> – Mrs Craig still progressing the purchase of the new mats. All agreed to £200 PTA contribution each year to keep gym equipment topped up.</p> <p><b>Spending</b> – PTA agreed to continue to fund the p6 swimming lessons, p7 Ardmay trip bus costs, Summer trip</p>	<p><b>Georgia to purchase I Pod</b></p>

	<p>bus contribution and £50 per class for big topic.</p> <p>£8.25 spent on p7 tie for child whose placing request appeal failed. Photo also sorted for this pupil – ratified at meeting tonight.</p> <p>Licence application fee of £40 – ratified and annual renewal of £20 agreed.</p> <p><b>Mechanical Lego</b> – PTA wondering if this is still in use/where it is being used.</p> <p><b>Trim Trail</b> – Still no update from the council re inspection report.</p> <p><b>Benches</b> – All agreed more benches would be great. e-mail to be sent out to parents to see if any parents with a business wish to sponsor a bench. £264 for a bench, £434 for a picnic table.</p> <p><b>Playground markings</b> – daily mile marking now going to be incorporated into the Cala pitch currently due to commence in October. Playground markings will be done after all ground works carried out. Money donated by Mr Mann that was to be used for the daily mile marking could now be used for different playground markings. Claire H has come across a company who carry this work out at a reasonable cost. School /pupils to choose what they would like and where in the playground etc.</p> <p><b>Thomas Cook fund</b> – Claire H to liaise with school to put together an application</p> <p><b>Aviva community fund</b> – to look at application for this again as missed the deadline last year.</p> <p><b>Meet the teacher night</b> – children have been filmed for a digital presentation of what the PTA do/spend money on to be played at the meet the teacher presentations.</p>	<p><b>Mrs Doherty to look in to where lego is being used in the school</b></p> <p><b>Pending pitch completion before implementation</b></p>
<p><b>7. Next meeting Date</b></p>		<p><b>Thursday 3<sup>rd</sup> October Meadowburn Primary</b></p>