

## PTA MINUTES

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

**Venue:** Meadowburn Primary School

**Date:** 14<sup>th</sup> November 2019

**Time:** 6.30pm - 8pm

**Attendees-** Lyndsey McAlorum, Gayle Don, Sam McLean, Georgia Patterson, Fiona Walker, Mrs Doherty

**Apologies-** Claire Hedley Tracey MacMillan, Clare McKeown, Mhairi Colston, Alyson McDade, Fiona Munro

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
<b>1. PTA positions</b>	No current vacant positions.	
<b>2. Minutes</b>	Circulated by e-mail for approval and accepted as a true record at tonight's meeting.	<b>Mrs Doherty to upload to school website.</b>
<b>3. Finance</b>	<b>Balance</b> currently £10190.21  Finance for ratification – Photographer for Calendar £150, Garry Spence £30 for vouchers for George Bowie – both have no receipts but accepted at tonight's meeting. All agreed that David Hedley get £14 for each Disco for costs incurred. All agreed £100 contribution for the Chess club which will be paid through the school. Gazebo to be purchased for Santa's Grotto £55 from Argos. Gym mats plus trolley – 2 quotes of £1239 and £1169 – PTA happy for Mrs Craig to choose which one to go with.	<b>Sam to purchase Gazebo</b>  <b>Mrs Craig to go ahead with mat purchase</b>

<p><b>4. Forthcoming events</b></p>	<p><b>Calendar</b> – 57 ordered so far. Proof will be available at the Christmas fayre and available to order on the day.</p> <p><b>Ready Steady Read</b> – Postponed to Jan/Feb 2020 due to inspection impact. School to confirm date. <b>Matchbox challenge</b> will be Nov 2020 – date TBC. <b>Adventure Course</b> in health week – April 2020.</p> <p><b>Christmas Fayre</b> - 30<sup>th</sup> November 2019. Set up on the evening of 29<sup>th</sup> Nov 6-8pm. All PTA to source raffle prizes and contribute to PTA raffle hamper. Good response so far for pre sale of raffle tickets. Tables ordered. More banqueting roll required to cover tables. Stall holders all to provide a raffle/hamper prize. Sam to source hamper boxes. Christmas blow up elves agreed upon and will be purchased for sale at the Fayre at £3 each. Gayle to purchase Tuck shop stock. P7s to be asked to help as elves at the Grotto. Brooke (Georgia’s daughter) has volunteered to be chief elf. Reindeer dust to be made by the school. Santa stickers ordered. Donald has agreed to be Santa again this year. Selection boxes sorted. Volunteers required to help at the Fayre as well as donations of home baking, bric a brac etc. – advert re this to go out ASAP. Debbie Crawford and daughter will organise the craft activities. Face painting to be in a classroom. Hair paint discussed – Gayle to look into this to see if feasible. Fiona Munro and Mary to organise home baking stall. Lyndsey to man Tombola.</p>	<p><b>School to confirm date for Ready Steady Read and Matchbox challenge.</b></p> <p><b>As many PTA members as possible required to help set up on 29<sup>th</sup> Nov and prior to Fayre on 30<sup>th</sup>.</b></p> <p><b>All PTA member to source raffle and hamper prizes.</b></p> <p><b>Sam to source boxes for class hampers.</b></p> <p><b>Gayle to purchase Tuck Shop stock.</b></p> <p><b>Mrs Doherty to arrange P7s to be elves.</b></p> <p><b>School to make Reindeer dust.</b></p> <p><b>Advert to go out for Fayre volunteers and home baking etc.</b></p>
<p><b>5. AOCB</b></p>	<p><b>Discos</b> – No issues at recent Disco. Well attended and plenty parent helpers etc. £608 profit made. David H happy to continue to DJ but any other help would be appreciated.</p>	
	<p><b>I-Pod</b> – now purchased.</p> <p><b>Allocation of tasks</b> – Sam discussed she will be allocating tasks to all members in the future as her time in Meadowburn will be coming to an end soon and members need to understand the yearly running of events etc.</p>	<p><b>Sam to chase inspection report.</b></p>

	<p><b>Trim Trail</b> – Still no update from the council re inspection report.</p> <p><b>Benches</b> – Funding application made for more benches – no feedback from grant yet as panel meeting 10<sup>th</sup> Dec at EDC. Capital FM and x2 parents have also agreed to sponsor a bench.</p> <p><b>Playground markings</b> – pupil council to discuss re position of playground markings and what ones to choose. £2000 PTA contribution already agreed for this.</p> <p><b>Pitch</b> – No date for installation as yet.</p> <p><b>Mural</b> – Awaiting response from the Art School re this.</p> <p><b>Outdoor space</b> – Eco bottles</p> <p><b>Thank you card</b> – card and donation gratefully received from the Mellan family.</p>	
<p><b>6. Next meeting Date</b></p>		<p><b>Thursday 16<sup>th</sup> Jan 2020 Meadowburn Primary</b></p>