

## **PTA MINUTES**

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

**Venue:** Online

**Date:** Wednesday 9 September 2026, 6.45pm

**Attendees-** Joanna Robertson, Mrs Doherty Rona Cargill; Lorraine Crooks, Fiona Munro, Mrs Hart

**Apologies -** Sarah McLellan, Claire Ogilvie, Kelly MacDonald, Siobhan Doherty, Mags Sproat

| AGENDA                          | DISCUSSIONS AND AGREEMENTS                                                                                                                                                                                                                                                         | ACTIONS                                                                                                                                                                                                                        |
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| 1. Minutes                      | Approved                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                |
| 2. Funds                        | £3400.26                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                |
| 3. Lets                         | <ul style="list-style-type: none"><li>The council's new system is currently very slow.</li><li>Let confirmed for Welcome Disco 17th Sept and request to amend date for Halloween disco to 22 October instead of 29<sup>th</sup> due to parents night - not confirmed yet</li></ul> |                                                                                                                                                                                                                                |
| 4. Welcome Disco - 17 September | <ul style="list-style-type: none"><li>Volunteer Slots filled</li></ul>                                                                                                                                                                                                             | <ul style="list-style-type: none"><li>Siobhan D- -Organise snacks</li><li>Float and money counting bags to be organised</li><li>Need Volunteer to count money at second disco</li><li>Rona – to do four corners game</li></ul> |
| 5. PVG requirements             | <ul style="list-style-type: none"><li>E-mail out to P1 parents - Initial response of 8 parents</li></ul>                                                                                                                                                                           | <ul style="list-style-type: none"><li>All school reminder/call for help in PTA newsletter</li></ul>                                                                                                                            |
| 6. Leavers Hoodies              | School ordering for January                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                |
| 7. Calendars                    | <ul style="list-style-type: none"><li>Dress down for photoshoot, tombola donation</li></ul>                                                                                                                                                                                        | <ul style="list-style-type: none"><li>Photoshoot Date –Teacher available (Mrs Main may not be available)– start of October</li></ul>                                                                                           |

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|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      |                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Mrs Doherty to let parents know</li> <li>• Is Ian happy to do the layout and print</li> <li>• Need Volunteer to store food items</li> <li>• Rona to organise advertisers</li> </ul>                                                                                                                                                                                                              |
| <b>8. Halloween disco – date tbc</b> | Awaiting let confirmation ( requested 22 October as there is a parents night on 29 <sup>th</sup> )                                                                                                                                     | <ul style="list-style-type: none"> <li>• Encourage P1 parents to get PVGd</li> <li>• Volunteer for snacks/juice/crisps/cups.</li> <li>• Volunteers for decorating from 6pm</li> <li>• Volunteer for prizes/judging</li> </ul>                                                                                                                                                                                                             |
| <b>9. Hampers</b>                    | <ul style="list-style-type: none"> <li>• Stick to the same format / themes for 13 classes and staff tipples (13 classes plus teachers).</li> <li>• Small lotteries license has been renewed. Christmas Event – Proposed Sat</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Fiona to get fruit boxes deliver to school w/c 9<sup>th</sup> Nov</b></li> <li>• <b>Letter to go out by email Fiona to update.</b></li> <li>• <b>School to prepare siblings list to allow tickets to go in bags 2<sup>nd</sup> Nov</b></li> <li>• <b>Rona to order raffle tickets</b></li> <li>• <b>Timings – tickets out early, ask for donations by 16<sup>th</sup> November</b></li> </ul> |
| <b>10. Festive Fun Day</b>           | <ul style="list-style-type: none"> <li>• Proposed date – Sat 28/11</li> </ul>                                                                                                                                                          | <ul style="list-style-type: none"> <li>• <b>Rona to put let request in</b></li> <li>• <b>Can Siobhan organise 3 or 4 stalls (Fiona M will speak to contact re wooden reindeer stall)</b></li> <li>• <b>Santa confirmed</b></li> <li>• <b>Teddy stall confirmed</b></li> <li>• <b>Crafts and Games to be discussed next meeting</b></li> </ul>                                                                                             |
| <b>11. Fundraising ideas</b>         | <ul style="list-style-type: none"> <li>• Adult event? Struggled, with previous nights – discussed a joint ceilidh with Gaelic unit</li> </ul>                                                                                          | <ul style="list-style-type: none"> <li>• <b>Mrs Hart will speak to contact at Gaelic CnP</b></li> <li>• <b>Rona to put in let request for Spring disco and</b></li> </ul>                                                                                                                                                                                                                                                                 |

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|                         | <ul style="list-style-type: none"> <li>• Spring disco - 22 April</li> <li>• Colour Run - 21 May</li> </ul>                                                                                                                                                        | <b>Colour Run</b>                                                                                                          |
| <b>12. Spending</b>     | <ul style="list-style-type: none"> <li>• Update on delivery/installation for the new wooden train.</li> <li>• Requests from school</li> <li>• Large p7 group to consider for hoodies etc and large p5 group for swimming , (swimming booked for April)</li> </ul> | <ul style="list-style-type: none"> <li>• <b>School office to contact TTS to chase up wooden train delivery.</b></li> </ul> |
| <b>13. Next Meeting</b> | <b>21/10 - 7pm</b>                                                                                                                                                                                                                                                |                                                                                                                            |
| <b>14. AOB</b>          |                                                                                                                                                                                                                                                                   |                                                                                                                            |