



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of PTA Meeting 8<sup>th</sup> March 2016

#### PTA Members Present

Brent Hurley (BH) – Chair, Wendy Zwart (WZ) - Vice Chair, Silvia Martocchi (SM) – Treasurer, VACANCY – Secretary

Ailey Aitken (AA), Vicky Smith (VA), Roslyn Campbell (RC), Clare Dow (CD), Charlotte Flemming (CF), Paulina Skorb (PG), Sarah Harris (SH), Katarina Lauder (KL), Mairi Lawrie (ML), Johan Nolan (JN), Elaine MacMaster (EM), Clare Thompson (for Rehana Shanks).

#### Apologies

Dawn Graham (DG), Rehana Shanks (RS) and Nikki Watt (NW).

#### Guest

Amanda Russell (AR, football co-ordinator)

#### Actions

- General action pertaining to one or two individuals
- Action for Rehana Shanks/Clare Thompson
- Requires all PTA members to consider

#### 1. Welcome and Apologies

BH welcomed all present and made apologies for those unable to attend. A special welcome to the two new teachers who will replace Vicky Smith and Sarah Harris: Roslyn Campbell and Mairi Lawrie, and Tom Scott (Active Schools Co-ordinator).

#### 2. Tom Scott, Active Schools Co-ordinator

Tom has been to the PTA in December to meet us. Today he will tell us in more detail what he does in his role as Active Schools Co-ordinator and what he can do for us.

- Tom co-ordinates physical activities for Balerno High School, Dean Park Primary and Ratho Primary.
- The main goal of the active schools co-ordinators is to get kids more active at school, but also in clubs outside school. Therefore they want to know how many kids at what age are active. If a special age group is not that active, the co-ordinators will focus on that group.
- The co-ordinators search and train coaches and organise clubs. All coaches are PVG checked and trained. They come from local sources or companies and are paid from £9 per hour (level 1) till £18 per hour (level 3).
- For Ratho Tom takes care of the clubs letter and register (this doesn't take him a lot of time as he has access to details of school records for this purpose, parents need to know what the details are used for).
- Tom could help us with the admin/registers, finding and training (first aid, safeguard, PVG, fit to coach) coaches and payments. The payments will still go to the PTA, as we pay for our coaches ourselves.
- Maybe Tom can also help with (enthusiasm the kids for) the Fun Run.
- A first trial of Tom helping us will be with the basketball club. Elaine and Silvia will contact Tom with details.

#### 3. Minutes from last meeting

- Coaches should have their own first aid pack with ice packs, not using high school equipment. Tom could help with buying things. SM will order first aid packs through the school office.
- Enrolment forms: SM to change form with tick box for kids that are allowed to walk home alone.
- Field drainage: ongoing.



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- Fort: SH has contact names, but no phone/e-mail details => SH to find and meet the persons.
- Sound system: speakers still not good, so no payment has been made yet.
- Newsletter: to be sent out by BH before Easter break.

#### 4. Treasurer's Report

SM to ask Kirsten Boyd for invoices for the bike shed and sound system.

Balance on PTA Account is currently £ 42,837.87  
Balance on the Gift Aid bank account is £ 12,978.45

TOTAL: £ 55,816.32

£49,980 will have to be kept aside to pay for:

- The field drainage: £ 25,000
- Clubs: coach fees, lets and funding request: £ 4,230
- Sound system: £ 8,000
- Fort Area: £ 7,500
- Bike Racks: £ 5,250

This leads us to a NET BALANCE (PTA & Gift Aid) of £ 5,836.32

#### 5. Clubs

##### FOOTBALL

AR: the new 2G pitch will be monitored by a community based comity. We have to pay £ 2500 a year for the use of the pitch. If we raise the fee for football to £ 55 a year, all costs will be covered. The PTA agrees.

##### KARATE

All fine now. CF watched some sessions and everything is in order.

##### GUITAR

Someone asked if we could start a guitar club. Music is important for kids and there is a good teacher available.

KL to find out details about time, groups and (own) guitars.

#### 6. AOB

##### PE / OUTDOOR MATERIAL

- CT: PE material is needed, it will be sorted and then she will ask the PTA for some help. The same applies for the outdoor play materials.

##### FOOTBALL EQUIPMENT IN CONTAINER

- AR: at the moment the location of the football goals is not convenient. The coaches would much appreciate a container on the field to store the goals and other football equipment. The school could use the container as well to store outdoor play materials.
- VS: to find out price/size of the container at the nursery and to liaise with AR. The cost will be around £ 1000.
- The Management Team of Dean Park should discuss the location. The contact can be placed after the field has been done.

##### LOST PROPERTY

- Tracy Kiggins asks for help to sort the lost property. SM will contact TK.



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### PTA HELP REQUESTED

- TK also asked for serving coffee/tea during the sports days. We need two persons a day. One for setting up and another to help serving.
  - 13 May: AA + ??
  - 20 May: ?? + ??
  - 27 May: ?? + ??
- Help for the Tea Party in June will be sorted when the date is confirmed.

### 7. Fund raisers

#### GALA DAY, 28th MAY

- CD and JN will check their calendars to see if they can organise a tombola again.
- The Parent Council is very helpful with trying to find new PTA members. For fun and networking Lynne Watson (chair of the PC) and BH will organise a beetle drive.
- The parents evenings are a good opportunity to talk to parents about helping (and joining) the PTA. All PTA members to check their calendar to see if they can help:
  - Wed 11th May, 6-9pm: ?? + ??
  - Thur 12th May, 3.45-6.15pm: ?? + ??
- The jobs and vacancies document will be changed by WZ to list the tasks we do. New members can pick what they want to do, not role specific anymore, except for some specific responsibilities of the (Vice) Chair – Treasurer and Secretary.

**Next meeting: Tuesday 10<sup>th</sup> May**

***All meetings take place at the clinic or staff room at Dean Park Primary School, 7.00-9.00pm***