



# Dean Park School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of PTA Meeting 9th April 2013

**Present:** Rehana Shanks (RS), Tracy Kiggins (TK), Fiona Neill (FN), Dawn Graham (DG), Lynda Lennox (LL), Shiva Cowe (SC), Heidi Macdonald (HM), Sonja Ranson (SR), Fiona McKay (FM), Vicky Abercrombie (VA), Kathryn Brignall (KB), Elaine MacMaster (EM)

**Apologies:** Charlotte Fleming, Aileen McLachlan, Kirsten Murdoch, Jo Myers

#### **1. Welcome**

TK welcomed new teacher member Ms Vicky Abercrombie to the committee. As Nursery Teacher at the Pre School Centre, Vicky will become the main link between the nursery and the PTA. TK announced that Varrie Manderson has stepped down from the committee and thanked her for her enthusiasm and efforts over the past few years, in particular her help with the Autumn Fayre and Bag Packing. TK also welcomed the committee's new President, Mrs Rehana Shanks.

#### **2. Minutes and Actions from previous meeting**

All actions from last meeting were reported as completed.

#### **3. Head Teacher's Report**

##### **i. School Developments**

- RS talked about the various initiatives she has undertaken in order to engage with, and receive feedback, from parents, staff as well as the wider community such as her Head Teacher surgeries, open door policy 8.30-9am as well as the distribution of a school Evaluation Form. There are common themes running through them such as communication, systems and organisation. Her findings from all of these are forming part of her School's Development Plan which she intends to share more details with PTA after her meeting with Parent Council.
- RS plans to define more clearly the roles, remits and responsibilities of staff
- 14<sup>th</sup> 21<sup>st</sup> June RS will be interviewing for a new deputy head, so that there will be 2 Deputy Heads and 1 Principal Teacher.

##### **ii. Rebranding**

- RS discussed the possibility of reverting the school uniform back to its original colours – black instead of navy. This would be part of the school's rebranding initiative, as well as providing the opportunity to tighten up the existing variance in school uniform. A sample black sweatshirt was available to view.
- It was agreed that this would have to be a carefully planned phased project, with the new P1 intake conforming to the new uniform, and whilst existing uniform for the other year groups would be acceptable, any orders placed thereafter would be based on the new uniform.
- The majority of the committee were in agreement with the idea in principle but further discussions would need to be had before any decisions be made. **RS to discuss with Parent Council and feedback.**

##### **iii. Nursery Hut Refurbishment**

- To make the Art Hut a more flexible and usable space, RS has initiated its refurbishment which commenced prior to the Easter Holidays. Old filing cabinets, cupboards etc have been discarded and new storage solutions are being looked at. Alec Fraser has ordered a large metal storage unit to house all the nursery bikes, scooters and outdoor play equipment, which will free up a significant space in the Hut and

make the equipment more accessible for the staff. The cost of this can be met by the school, but failing that the PTA are happy to cover it. Eventually it is hoped new flooring will be put in place.

#### 4. Treasurer's Report (including Giving Scheme)

As at 27th March, FN reported that the bank account is currently sitting with £14,000, and the Giving Scheme with £5,300. £34.5k has been donated to the school this financial year: replacement of fence around sports field, Big Project Phase 1 & 2, Cyber Coach, Christmas art materials, Alpha Smart Neo & keypad, Handwriting books, nursery mats, Olympic medals – to name but some!

FN put forward the idea of changing the date of the AGM in line with our new year-end date, to Sep/Oct so that the year end accounts would be available to present. It was felt this would be a good move also for encouraging new parents to attend the AGM as well as joining the committee. RS suggested giving out the new Parent Handbook at the same time. Everyone was unanimous in changing the date in the constitution, so FN will need to confirm this with OSCR and update the constitution. SC asked if this affected the Parent Council AGM – FN/TK will need to look into this.

#### 5. Funding Requests

- i. Swimming caps - £180 (200 x £0.90) – the PTA will pay for initial outlay but parents are being asked to pay £1 for these so the PTA will recoup the money back. School uniform supplier does not do swimming caps so they can't be added to uniform list.
- ii. Transport for P3/4 Outing – due to the cost of this trip it was agreed to pay for this one and not their summer outing. £400.
- iii. Large storage unit for nursery – Alec Fraser has priced up options and best solution is just under £1,000. RS happy for school to pay for this.
- iv. Football strips – due to the condition of the existing strips the Football Co-ordinator has requested for all strips to be replaced with new, as well as with school logo. These would be held by the football coaches and issued for matches. The cost of doing so would be £1726. As football club generates sufficient funds throughout the year, the funding request was agreed. FB to advise Amanda Russell.
- v. School website – the new school website is currently being developed by a local parent Mark Sproul. Based on the requirements put forward by the website steering committee, Mark has put together a proposal which details the work entailed, timescales and costs. As Mark is not on the school's preferred suppliers list, they cannot pay him, so RS has requested the PTA foot the cost of this as it is viewed as essential to the school's development. £2300.
- vi. New TV for Primary 1 – Ros Brown to get quotes
- vii. Wool Blazers – RS would like the school to have a small supply of school blazers for pupils to wear at events where they are representing Dean Park. Kathryn Brignall to look into prices. RS suggested putting a letter out for donations of unused/unwanted blazers.
- viii. Quotes received from Council suppliers to paint part of the fence, computer suite etc are prohibitive so RS has asked Alec Fraser if he would do the work for a small charge. RS would like to pay for his labour costs and the school will buy the paint etc.

#### 6. Club Updates

Forest School will start Friday 19<sup>th</sup> April. Demand for Club was high but spaces were limited to 16. 2 coaches and one parent via a rota system will be present. Lindsay Rutherford continuing to act as the PTA Link for timebeing.

First aid kits bought – 1 x sports and 1 x standard kit are housed in the PTA cupboard (although clubs can take them into the hall during the class but return at the end of the lesson). 1 x sports kits was purchased for Hockey Club and Art Club received the small first aid kit which used to be housed in the PTA cupboard. Additional ice packs were purchased for the sports first aid kits.

*New club discussed;* Maths club – approached by 2 parents (with mathematical background) to run a maths club for P4s. Current issue is availability of space and time to set this up, so it was agreed to consider this as a new club in the new school year – and it being held in the newly refurbished art hut.

TK has been approached on several occasions about PTA running a Cheerleading Club. It was agreed that this will be put on hold for now and possibly considered for the new school year.

*Karate Club* currently running at a loss due to a drop in numbers and paying £80 a week for 2 coaches. Discussed taster sessions and possibility of running them during Health Week in May. Discussed a change of price of class to £3 per class after the summer as well as opening up to pre-school nursery classes.

## **7. Uniform Update**

KB reminded the committee that she will accept uniform orders outwith the tri-annual ordering periods, but she will not place the orders until the last week of every month. This is a more efficient use of her time. The website clearly states this. KB also stated that cash orders are not accepted unless the person meets with her in person to pay the cash.

KB had been asked to get samples of a tracksuit for use at school sporting events, as well as for Active Wednesdays. This is currently with RS and no decision will be made until the new uniform situation has been agreed.

TK put forward the issue of the PTA continuing to offer the Uniform Ordering Service as opposed to outsourcing it online. As long as there is a willing volunteer to do so, then it was felt that it was a beneficial service to offer parents. **KB will require assistance with the distribution of the summer uniform order.**

## **8. Matters arising**

### **i. Recruitment drive**

TK reported that Susie Rathie and Liz Ferguson have both stepped down as committee members. Joanna Crane has stepped down as the Drama Club Link. Due to the reduction in committee members, as well as the ever increasing amount of work needing done, TK stressed the need to recruit more active members but to consider more creative ways of doing so.

RS suggested she add the key PTA Roles into her Communication Document and how they fit in with, and are important to, the school. **All position holders to produce bullet points summarising their key roles/responsibilities and send to TK for collation.**

KB suggested that one parent from each class has to be a member of the PTA. How this could be implemented was discussed and is a key contender for introducing in the new school year.

### **ii. Gala Day Stall**

Agreed that the PTA will run their usual Tombola stall at the Gala Day on Saturday June 1<sup>st</sup>. LL will co-ordinate and arrange for the dress down day in return for tombola items. **Volunteers will be needed to shift the boxes of items to LL's garage on Dress Down Day, to help load the car and take to the stall on the morning of the Gala Day as well as helping out for a shift on the stall itself.**

### **iii. Spree Books**

TK raised the future of Spree Books at Dean Park. 43 books were not returned this year despite Kirsten's best efforts. The uptake was significantly less than in previous years – perhaps competition from online discounts such as Groupon – plus it was agreed the timing of the books' distribution was not ideal as parents are financially overstretched at the start of the school year. Due to the small return for the amount of work, it was agreed that we would not continue doing Spree Books after the summer. **TK to inform Kirsten.**

### **iv. Christmas Cards**

These were missed last year by many families. Unanimously agreed to do them this year. LL will book the slot. Monies raised from the cards will go direct to PTA this time and not towards the Malawi Link.

v. The River Runs Through Us

This family fun run and fundraiser takes place on May 11<sup>th</sup>. Fliers were put in all school bags at the end of term. Apparently if Dean Park had 50 families participating they could raise up to £800 for our school alone. Agreed need to push this event – TK will put up fliers in noticeboards. RS to put up notice on Facebook. Second school bag drop of fliers? Mention at assembly?

9. Any Other Business

- RS would like to introduce a School tidy up to help with the ongoing task of removing leaves, etc. The idea would be to have lots of parent helpers say for half a day bi-annually e.g just before autumn fayre
- RS would like PTA to consider using the Bags2School and Rag Bin funds to help improve the school grounds and gardens (including the nursery).
- RS would like to ensure pupils have experiences to help when older, eg, prefect role, mill experience
- P1 parents open evening coming up on 14<sup>th</sup> June. Discussed a move to The Mill as opposed to Currie Rugby Club and have it as a BYOB. Tk suggested using up the bottles of wine left over from the AGM as a complementary offering (and good ice breaker). RS suggested some PTA members come along to serve? TK to speak to Jennifer MacDonald, the Church Administrator, to determine if the date is free and cost of hire.
- Sharon asked if Netball lines can be re-painted outside. Discussed pricing up for the different paint and also the desired duration of the lines.
- RS stated that Jenny Grassick (Head of PE at Balerno High School) does not require, at this point in time, the PTA to purchase any hockey equipment, however she is very grateful for the offer and is comfortable knowing that she can call upon our resources if needed. TK to write thank you note to Jenny.
- TK has updated the homepage on our website, with a new photo, new links and updated contact list. SC has updated all clubs with summer term dates and fees information. SC to chase up Recorder Club Information.

DONM – Tuesday 14th May 2013, 7pm, Staff Room