



Dean Park School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of PTA Meeting 14th May 2013

Present: Rehana Shanks (RS), Tracy Kiggins (TK), Fiona Neill (FN), Dawn Graham (DG), Vicky Abercrombie (VA), Shiva Cowe (SC), Charlotte Fleming (CF), Heidi Macdonald (HM), Aileen McLachlan (AM), Elaine MacMaster (EM), Jo Myers (JM), Sonja Ranson (SR), Amanda Russell (AR)

Apologies: Kirsten Murdoch (KM), Lynda Lennox (LL)

1. Welcome

TK opened the meeting thanking those present and made apologies for those unable to attend.

2. Minutes and Actions from previous meeting

RS had discussed with Parent Council the proposal to change navy school clothing to black in keeping with the school's original colours, but it was decided that such a change was a major one and given the large number of current tasks of high importance, tightening up the existing uniform would suffice for the time being. RS will prepare a letter to parents to clarify the expected dress code for pupils and to reinforce the need to adhere to the uniform.

FN confirmed that despite the AGM already taking place earlier this year, due to the change in year-end date, an AGM will still need to take place in October 2013 to allow the year end accounts to be officially presented. FN / TK to discuss with Parent Council whether they wish to keep their AGM date in March or are happy to continue holding a joint event with the PTA.

AR confirmed that the order form for the football strips was completed today, 14th May.

RB no longer needs to obtain quotes for P1 television as one has been located.

KB has not investigated blazers as yet, but due to high workload RS has confirmed that this task has been given a lower priority but will be revisited at a later date.

KB's request for assistance with the distribution of school orders was met with a number of PTA members offering their help when the time comes.

It was decided that the dress down day / tombola tin donation be on the 31st May. Those who volunteered will assist in taking the items to LL's garage and then in date checking and ticketing the items and assist in loading the car(s) on Gala day as previously discussed. Please could all volunteers email LL before 31 May so that she knows how many helpers she has available on the Friday afternoon as well as on the Gala Day itself.

SC has attempted to obtain Recorder Club Information but so far has been unsuccessful. DG will assist.

LL has confirmed that the P7 autograph books have been delivered. Mrs Sinclair has said that she is happy to lead organisation of the Christmas cards and a day has been booked out for this.

All other actions were completed.

3. Head Teacher's Report

i. School Developments

- RS was pleased to report that the P6 Abernethy trip went well. On return, the pupils went through a novel process of dividing themselves into groups, initially of 6, then in a few steps, under the guidance of RS, the groups merged to form one of 26 and one of 28. The pupils were then enlightened with the knowledge that through this process they had chosen the new P7 classes.

ii. The River Runs Through Us

- RS announced the success of this event. The great community spirit was not dampened by the wet weather and all participating schools had a high number of pupils to champion them. Dean Park's representation on the day was much higher than the registered interest, of which RS was extremely proud.
- RS would like this to be an annual event.
- A discussion followed as to whether the school should continue to have its Annual Fun Run. It was decided that if the Fun Run could be scheduled at an appropriate date, then this school event will not conflict with the community event of The River Runs Through Us, both of which have the potential to generate significant funds for the school.

iii. Prize Giving

- RS will be reinstating end-of-school year prizegiving by presenting three awards to each year group (primary only) for: Attainment, Progress and Achievement. The recipients will all receive an enamel badge and certificate.
- House colours will be presented to pupils in recognition of sporting achievements.
- A trophy will be presented to the pupil with outstanding performance throughout their school career, otherwise known as the school 'Dux'. This trophy will be returned to the school to be presented to another pupil the following year.
- The presentation ceremony will take place out of school hours so that parents can attend. All P7 parents will be invited along with all parents of children who will be presented with an award.

iv. SELMAS event will be held on Thursday 17th and RS will report back at next meeting.

v. Sports Field

RS has addressed the issue of the sports field drainage with Edinburgh Council and a revised quote of £30k has been received.

- Unfortunately the council budget for this year has been spent/allocated however Mark Steed from the Authority is optimistic that he should be able to obtain £15k from underspent budgets in 2014 to match an investment of £15k from us. This investment will be made up partly from the school budget and partly from PTA funds

vi. P1 Induction

- This will be held on 12th June and the afternoon of 13th June
- RS reported that there are waiting lists for spaces in P1 within and outwith the catchment area
- RS to advise TK when to present to the parents

viii. Other Items

- A 400 metre track was discussed for the sports field, but it was decided that this could be better used as by the Balerno community and so RS will speak with Balerno Village Trust and the council regarding using the green space near the local park, RS will also investigate whether a grant can be obtained for this
- Some members were unaware that the Good to be Green sticker system allowed the pupils an extra 5 minutes play time every Friday. RS explained that there were two bells for play time on a Friday, 5 minutes apart to allow the "Good to be Green" achieves that 5 minutes extra play.
- Get up and Go is being held in the assembly hall at 8.30am during Healthy Fortnight to which all pupils and parents are invited to participate in.

- The Dean Park Primary facebook page can be searched for and viewed even by those people who do not have a facebook account.
- The new website is almost ready to go live. School news will appear first on the school website, then it will feed onto the Facebook and Twitter pages.
- Although communication has been received regarding the grant for the bike rack, we have not been provided with the actual **form to complete. RS will chase.**
- RS has requested that everyone emails the Admin team or posts on DPP facebook page when clubs have news of Achievemens or Parent Shows to share.

4. Treasurer's Report (including Giving Scheme)

FN confirmed that the former Giving Scheme Committee have agreed to hand over ownership of the Giving Scheme to the PTA General Committee. Members present of the PTA committee unanimously agreed to take over the management of The Giving Scheme with the PTA Treasurer looking after its finances. With the departure of FN at the end of July, the Giving Scheme finances will be managed by Lindsey Middleton until such times a new PTA treasurer has been appointed. Lindsey was the Treasurer of the Giving Scheme Committee.

FN reported that PTA funds including the Giving Scheme are at £23,348. FN presented a breakdown of costs the PTA has committed to which reduces the balance significantly: Football strips £1726.25, Website £2300, Transport for summer outings £2600, outstanding payments £312 and Club Fees for Term 3 £3570.

£10,000 was earmarked for the bike and scooter racks however it was agreed that these funds should be diverted to the Sports Field Fund and look at cheaper bike and scooter rack alternatives. **RS and TK to review options.**

FN advised that £102.50 in cheques for club participation have bounced and the relevant coordinators have been informed.

It was agreed that £1000 would be allocated to Alec Fraser for carrying out substantial repair and joinery work within the school and grounds – the school will cover the cost of the supplies and equipment.

Health & Wellbeing is the PTA focus for fundraising in 2013/2014.

5. Funding Requests

- Basket Balls have not arrived, **HM will double check and if not RS will chase the order**
- Picnic benches had been discussed at the April meeting and have been priced between £300 and £400. However given the poor weather experienced of late it is felt that the spend is currently not warranted.
- Eco Garden tools have been requested by M Grieve and the Eco Committee. An estimated cost of £330 has been approved
- Art club material request is imminent. JM to advise further.
- Parent room – The clinic will be made available as a Parent Room for the 30 minute break between collection of pupils in P1 or P2 and those higher up in the school. **Kettle and mugs will be required. RS to organise.**
- Purchase of basketball medals costing £18.50 has been approved.
- Purchase of Football medals of approximately £63 has been approved.
- PTA funding for belts etc for Karate was discussed but this club is already subsidised and is not making a profit for the funds to be available for this.
- It is expected that an additional art club session will be running next year and additional storage will be required. **JM to get more specific requirements and report back.**

6. Club Updates

Forest School started with a difficult first week with disappointing behaviour. This has now been addressed and weeks 2 – 4 have run smoothly with the children already showing more confidence and self development.

Football Club

- The P6s took part in the School Board Cup and the P7s in the Inspector's Cup. The Festival of Football will run at the start of June with the P4 and 5s taking part on June 1st and the P6 and 7s on June 8th.
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- The current P4 Coach is stepping down so a replacement is being sought.
- AR intends to distribute a flyer to gauge the level of interest from next year's P3s to see whether she needs to book Harmeny again. The P3s have been going to Harmeny 7pm-8pm and this has been a success. The cost is £15 when lighting is required, and £10 otherwise.

Chess Club

TK reported that changing the sessions from alternate weeks to blocks of 5 consecutive weeks has made a huge difference to attendance. Fees for Group B are now being collected due to their block only starting May 16th.

Cheerleading Club

TK has received further requests about launching a Cheerleading Club as the organiser now has a parent who would be prepared to manage the administration element given the PTA committee is already at capacity. The issue is on hall availability and TK is currently looking at options of after 6pm Lets or early morning.

7. Uniform Update

Uniform order forms were put in the school bags. RS confirmed that VA should make it a priority to ensure morning nursery children are also given forms.

8. Matters arising

i. Recruitment drive

To ensure a broader representation of year groups on the PTA, RS has agreed to push forward with the concept that each class must have a parent representative on the PTA General Committee. RS was happy for this role to be shared, as long as there is representation at the monthly meetings and the information is being fed into back to the other parents.

FN has stressed the requirement to find a new treasurer before August.

An outstanding action from last month - All position holders to produce bullet points summarising their key roles/responsibilities and send to TK for collation.

9. Any Other Business

A parent had reported that she could not use the Nursery Parent Hut as it was too cold. The reason is that the area is heated by storage heaters and needs to be switched on the day before. Parents need to inform the janitor of their expected use of the Hut and he can then ensure the heating is on for them.