

Minutes of PTA Meeting 11th June 2013

Present: Tracy Kiggins (TK), Fiona Neill (FN), Dawn Graham (DG), Vicky Abercrombie (VA), Shiva Cowe (SC), Charlotte Fleming (CF), Elaine MacMaster (EM), Silvia Martocchi (SM), Fiona McKay (FM), Aileen McLachlan (AM), Jo Myers (JM), Sonja Ranson (SR)

Apologies:, Rehana Shanks (RS), Lynda Lennox (LL), Heidi Macdonald, Kirsten Murdoch, Kathryn Brignall, Amanda Russell

1. Welcome

TK opened the meeting thanking those present and made apologies for those unable to attend. TK welcomed **Sylvia Martocchi** who will be joining the PTA and taking over the role of Treasurer.

2. Minutes and Actions from previous meeting

TK explained that RS has been working on the new school handbook and this will include details of the expected dress code. It is planned that once complete, the handbook will be made live on the new school website and also copies will be distributed to parents of all pupils.

TK has discussed the change of AGM date with the Parent Council due to the change in the year end accounts date, and it seems likely that Parent Council will continue to hold their AGM in alignment with the PTA's. The date for the AGM has yet to be agreed.

LL was not present, but had sent a message thanking all PTA members and parents for their donations to the Gala Tombola stall, with a special note of thanks to the volunteers who assisted with the checking and labelling of the prizes, folding the tickets, and manning the stall on the day.

It was discussed that next year a good idea may be to show that this was a PTA stall, such as using the PTA banner and perhaps having clothing for the stall helpers to show that they were PTA representatives.

The Nursery shed was being built on the day of the meeting; 11th June by Alec Fraser.

All other actions were completed.

3. Head Teacher's Report

RS was not in attendance to give a report.

4. Treasurer's Report (including Giving Scheme)

FN reported that the current balance, including the Giving Scheme is £27k. £10k has been allocated to the Sports Field Development Project, and after other invoices have been settled it is projected that the year-end balance will be in the region of £4.8k.

The Year End Financial Reports will be prepared by our external auditor and hopefully completed by October.

With The Giving Scheme now falling within the PTA's remit, Lindsey Middleton would like to hand the treasurer's responsibilities back to the PTA. FN needs to speak to SM about her potentially taking on this extra work, during their handover discussions.

It was agreed that PTA run clubs will increase fees from £2.50 to £3.00 in the new term. Fees have remained at the same level for the past few years and yet running costs have gone up.

5. Funding Requests

- i. It was agreed to put the funding of the bike racks and shelter project on hold, and give priority to the drainage of the sports field.
- ii. The nursery have requested a new fridge VA to obtain prices and submit to FN
- iii. Art club are needing cupboard storage boxes etc.

6. Club Updates

Cheerleading Club - TK has met with Kayleigh Cameron to discuss the new Club and it has been agreed that the club can run 8 – 8.45 am on Wednesdays in the Gym hall. P1 and P2 members will be escorted to their Area after the class ends and it is expected that P3 and above will manage to take themselves to their respective areas. The school have some pom poms from a few years back and these need to be located. It was suggested that they may be in BHS.

Football Club – AR reported that all fixtures for P4 to P7 are now complete and finished with a Festival of Football at Wardie Playing Fields, which was organised by Edinburgh Council. Training is still continuing for the time being and each individual coach will advise the parents of the finish date. A number of parents for the current P4's have volunteered to organise the football going forward on a shared basis. The flyer for the current P2's will be delivered to the school office this week for distribution through the school bags. Invoice submitted for final payment of this year for Harmeny. Diane has ordered the new strips and will be delivered in due course.

Art Club – there will be an additional class next term and the members will be split into two age groups. The art club is in high demand and the additional class will allow those who have been on the waiting list to be offered a place.

Karate Club Taster Sessions – it has been agreed that this is a very good idea so now the logistics and timing has to be organised. A suggestion has been to do this on an active Wednesday but this needs further investigation.

Gymnastics Club – this is another club which will have an additional class next term. Once more this is to address the high demand for this club and those who have been patiently waiting for a space will be offered places before the request for new members is sent out.

The idea of sending out a questionnaire to obtain child and parent feedback was discussed but it was felt that this would involve a major admin effort and so it was decided that an email to all parents was a quicker and more effective method and this email could cover all required information; updating the parents of the next term dates, finding out who wants to continue with the club into next term, finding out if the parents and children have any positive or negative feedback regarding the current class.

7. Uniform Update

Uniform order forms have been lower than expected for the time of year.

8. Matters arising

i. P6 Concert

TK was asked if the PTA would provide teas and coffees during the interval of the P6 Concert on 19th & 20th June. It has been agreed that we will do so and there were a number people at the meeting who volunteered to help. VA mentioned that there is an urn at the Nursery that can be used.

ii. Thrift Shop

It was proposed that boxes be placed in each classroom where donated school and sports clothing can be put. The soon-to-be-vacated Clinic has been discussed as a location to be used for holding the Thrift Shop as an ongoing venture. Success of this will require volunteers, including non-PTA helpers.

It was also noted that this building is available to all parents for their use especially between the pickup times of siblings.

iii. Fun Run

It was agreed that the Annual Fun Run will go ahead in the Autumn Term of this year. LL will start to co-ordinate.

iv. Bag Packing

This has proved to be a successful fund raising activity and was discussed as something we should consider running again.

v. Metal Water Bottles

SR has agreed to look at options for school metal water bottles, in terms of minimum orders and costs, as an alternative to the plastic water bottles which some parents find unsuitable for their child.

vi. Club Lets

DG has completed the Lets application to Edinburgh City Council for all after school clubs, including the new classes. As soon as DG has received confirmation that all the Lets are in place a copy of the Let will be issued to each of the co-ordinators. The Let form will contain the exclusion dates when clubs cannot take place.

9. Any Other Business

SC agreed to update the Clubs section of the website over the holidays.

DONM – August 20th 7pm, Staff Room