



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of PTA Meeting 8th October 2013

PTA Members Present:

Rehana Shanks (RS), Tracy Kiggins (TK), Silvia Martocchi (SM), Dawn Graham (DG)

Vicky Abercrombie (VA), Ailey Aitken (AA), Clare Dow (CD), Sarah Harris (SH), Katarina Lauder (KL), Heidi Macdonald (HM), Elaine MacMaster (EM), Sonja Ranson (SR)

Apologies:

Charlotte Fleming, Wendy Zwart

1. Welcome

TK welcomed new member Katarina Lauder and existing members and made apologies for those unable to attend.

2. Minutes and Actions from previous meeting

Topic	Action required	Action Taken
Class Reps	TK to forward list to CF and meet to discuss way forward.	This is progressing and discussed later in the meeting
Rag Bin	Display posters in the noticeboards and at main entrance	Done
Auditor's Ts & Cs	Contact Auditor to confirm terms and conditions	Done

3. Chair's Update

i. Committee Changes

TK announced that Aileen McLachlan has stepped down from the PTA Committee due to personal circumstances, but she has kindly offered to continue in the role as Gymnastics Club Co-ordinator for the timebeing.

TK expressed the need to officiate new parent members joining the PTA committee and as such the following parent members were formally nominated:- Claire Dow nominated by TK and seconded by HM, Wendy Zwart nominated by RS and seconded by SR, Elaine MacMaster nominated by SM and seconded by DG, Ailey Aitken nominated by SR and seconded by DG, Katarina Lauder nominated by TK and seconded by RS.

TK advised that KL will take on the new role of Clubs' Administrator, becoming the main point of contact for all after school club co-ordinators and prospective clubs. TK and KL will work under the guidance of Ricky Korayan, the new Active Schools Co-ordinator to improve policies, training and documentation – alongside that of Kirsten Boyd, the school's Business Manager. **TK and KL to schedule meeting.**

RS officially welcomed Sarah Harris as a teacher member.

TK announced that she is stepping down as Chair and would like to have a successor in place by March 2014 when her 3 year tenure comes to an end. To ensure a smooth transition of roles, TK would like to start the handover process as soon as possible and invites PTA members – committee or otherwise – to consider volunteering for the role.



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ii. Autumn Fayre

Much gratitude has been expressed to ALL who helped to make this year's Fayre another success. Many thank you letters have been sent out but it is also recognised that there have been a large number of others who have been involved; from those who donated, to those who directly assisted and gave their valuable time.

The exact final value is still to be calculated as there are a small number of totals to be confirmed and received, but it is estimated that the figure will be very close to £4300.

In order to improve the running of stalls next year, TK has proposed that key helpers provide a brief summary of their particular stall – equipment used, what worked well, suggestions for next year etc. DG has agreed to collate these responses. **Please can all stall leaders submit responses as soon as possible whilst the information is still fresh!**

Food items left over from the Fayre will be donated to The Mill for the Food Bank. Toiletries and such like will be donated to Fresh Start. Any other items such as toys and books will also go to charities. **CD to organise.**

TK confirmed that the PTA can continue to sell via the Thrift Shop the remaining blinds and curtains, donated by Murrayfield Carpets and Interiors for the Fayre. TK suggested putting posters up in the noticeboards to advertise this. **TK to organise.**

iii. Boden Event

Organised by Jill Weir and Gail Walker of Parent Council, the Boden event will take place on 13th & 14 November. Proceeds will go to Dean Park - except the time slot on Thursday evening where profits will go to Balerno High School. The Thrift Shop will be open during the times of this event. PTA have agreed to supply tea, coffee and biscuits – leftover from the Autumn Fayre.

TK asked for PTA volunteers to support this event.

4. Head Teacher's Report

The school had a number of Marie Curie Bulbs left over and RS has organised with the council to plant these locally with the school children.

Active Wednesday looks to be helping in our competitive sports. DPS have won every EPSA competitive game that we have entered this year (so far).

This year's Nativity will be filmed by BHS pupils as before, but additionally there will be P5 pupils taught how to use the equipment.

There are a number of projects and activities that BHS pupils are helping DPS with as part of their Community Hours required for applications such as UCAS. Their help is valued and greatly appreciated.

Some more iPads have been bought by the school for use as Expressive Arts tools and also for learning. Great improvements have been reported nationally when the devices have been used to channel specific learning.

RS wanted to express how grateful she is to ALL parents and community members who help out in a variety of ways for the school and its pupils. There are MANY unsung helpers, sadly too many to list, but RS wanted them all to know how much they are appreciated.



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5. Treasurer's Report

This year's Fun Run final total was £2080 (up from £1900 last year). There is now a total of £26k in the bank (including the Giving Scheme account). Funds are mounting up nicely for the Sports Field. £6k is still ring-fenced for the bike racks.

The bank have still not finalised the change of signatories on the account and **SM will chase this up** if nothing is changed by the end of the week.

6. Club Updates

Karate – recent incidents highlighted the need to tighten up procedures for ensuring Karate Club children are accounted for during the session which runs immediately after school. It was agreed by RS that once the register has been taken, any nonattendances will be raised with the office staff, who will in turn check their records for absences. Should a child be 'missing', the office staff will follow protocol and telephone the necessary emergency contacts.

Parent should be encouraged, where possible, at the time of reporting their child's absence, to also indicate if the child attends a club that day. This would allow the office staff to pass on this information to the relevant Club Co-ordinator.

Basketball – There have not been any new members to join the four P6 pupils signed up for the Wednesday 4.55 – 5.40pm class. As debated previously, it may be that this class will have to merge with the P7 class. Taster sessions have been discussed to try to obtain more members. **HM to organise fliers to go into school bags.**

Cheerleading – the matter of the Coach's tardiness was raised. **TK to follow up with the Coach.**

7. Funding Requests

Only one small funding requests was submitted, by Susan, for Hockey Vests at a value of £21. This has been approved.

8. Matters arising

Balerno Parish Church Christmas Fair – Saturday 30th November (1-3.30pm). PTA will once again run a waffle stall. This requires 5 volunteers per shift plus others to assist in mixing the ingredients the day prior to the Fair. **Volunteers required – please contact HM for details.**

Christmas Tree Festival – Saturday 14th and Sunday 15th December. It was agreed the pre-school children will make their own decorations to adorn the tree again this year. **VA to organise. 2 x volunteers to dress the tree early evening of Friday 13th November.**

Parent Class Reps – Many classes have now been filled and a list of PCRs has been collated. An informal gathering will be arranged in December for all to meet, with a PTA member and hopefully a Parent Council member also in attendance. **CF coordinating.** It has been suggested that it would be a good idea to create a poster to show who the class reps are and what their volunteered role is. **CD to organise this.**

P1/2 Nativity - PTA will donate tea, coffee and mince pies for the Nativity event. **HM will organise the copying of the DVDs for sale.**