



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of PTA Meeting 14th January 2014

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), Charlotte Fleming (CF), Heidi Macdonald (HM), Elaine MacMaster (EM), Sonja Ranson (SR), Wendy Zwart (WZ)

Non Members: Fiona Railton

1. Welcome

TK welcomed all members and non-members.

2. Minutes and Actions from previous meeting

Actions were reviewed and discussed from previous meeting. Some notable points:-

- Basketball Club will continue to run with the current 3 sessions until the February break when the situation will be reassessed.
- an additional £20 donation was made to the Balerno Parish Church Christmas Fair and was received with thanks
- the Christmas Tree Festival was a great success. Judged by Alistair Darling MP, the winning tree was Dean Park's! The tree was decorated by the nursery children and Dean Park received a handmade glass Christmas Tree as the prize. The Balerno Village Screen's tree, decorated by the P5s, came in 3rd. Thanks were expressed to all those who took part.
- TK has set up a pre-school section on the PTA website to allow the nursery to update parents on news and events. This is a temporary feature until such times it can be put on the main school website

3. Head Teacher's Report

- The next Head Teacher's Surgery is 23th January, 6.30pm at Balerno High School. These provide working parents the opportunity to discuss any issues or concerns they may have. RS' morning surgeries, 8.30-9am, are well visited.
- Heads of School Meeting: 31st January

Focus Groups

- Focus Groups will be formed Feb-Easter, with parent representatives from all year groups. Topics of discussion will be:-
 - homework
 - parent help
 - transition between all classes from nursery to S1
 - communication
- TK suggested that Parent Class Reps could perhaps help facilitate the formation of the focus groups or indeed be a group in their own right.

School Development

- Curriculum Attainment Targets have been reached, but still a lot of work to be done
- Parent Councils of Dean Park and Balerno High School continue to work together on the Community Access to School
- RS discussed a number of council-wide issues which are preventing Dean Park progressing in certain areas and becoming Sector Leader. Reports have been presented to the Council to highlight the problems and discussions continue to take place. RS has meeting with the Director of Education later on this month.
- Grant application for the community field has not yet been submitted: consultations (Bill Henderson) still need to take place. In meantime, Dean Park will go ahead with plans to improve conditions of current sports field.
- Phase 1 of the bike rack installation completed.
- current Fundraising theme of Health and Wellbeing will move to Teaching and Learning in the new academic year, focusing on resources in order to provide Dean Park pupils with the best learning opportunities.



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Parent helpers

- school want to encourage more parents to assist the teachers and learning assistants – from photocopying and making resources to helping with reading
- parent members present said they would be willing to help but would prefer guidance in relation to what needs done
- RS suggested a Parent Noticeboard so that the jobs needing done can be highlighted
- suggestion of blue tabards so that Parent Helpers are easily identifiable
- RS would insist upon introduction interviews to determine suitability

4. Treasurer's Report

- SM reported that the new bank account is finally open and funds from the old account have been transferred. There are still complications for making online payments, which **SM will look into with bank.**
- £ 23,000 currently in account and due a possible £6,000 from gift aid
- **SM plans to meet with Lindsey Middleton to discuss taking over the managing of the Giving Scheme** accounts. New bank account may allow donations and Giving Scheme payments to be made online. TK reiterated point raised by the Independent Auditor of Accounts that the PTA should be promoting the Giving Scheme more, to encourage new parents to contribute to the Scheme. It was agreed however that this needs to tie in with the school's goals and aspirations
- SM reported that all clubs are breaking even or making money, but none running at a loss.

5. Clubs Update

Hockey club

Bethany Hutton, one of the Coaches has recently turned 18 and it was agreed by the committee to increase her fees to £20 per session, in keeping with the other Hockey Coaches. **TK needs to speak to Susan Livingston about ensuring Bethany updates her PVG registration with Dean Park's PTA.**

Cheerleading club

TK reported that the decision was made to discontinue Cheerleading Club with immediate effect. It was felt that the running of the Club fell short of the standards the PTA expect to be able to provide to our children and as we were unable to remedy the situation, the only course of action was to close the club, which of course was hugely disappointing. As three of the Cheerleading sessions were cancelled and no subsequent refund was offered by the Coach, the PTA agreed to reimburse parents for these 3 classes. **TK & SM to arrange for cheques to be issued to the 5 parents in question.**

- RS advised that 2 teachers within the school have dance qualifications and may consider setting up an energise dance class

Maths club

TK reported that the first Fun with Maths session ran successfully earlier today, with positive feedback from the children. For this term at least, the Club will run 2 separate groups to give all those children who registered an interest, an opportunity to participate. The groups will be taught in blocks of 5 weeks – with Group A currently running until the February week, and Group B will start after the mid-term holiday.

Club Lets

There was confusion regarding start dates for Hockey and Football Club this term – due to the exclusion note in the Dean Park Lets that clubs/meetings were not permitted to take place before January 14th. It was assumed that this exclusion was applicable to the High School Lets as it is enforced by Edinburgh City Council, however we now know that their Lets are different due to it being a different type of school i.e. a Community Highschool and therefore Clubs can start back immediately. As a result of this mix-up Hockey Club delayed the start date by one week, but football went ahead as scheduled.

TK proposed that all PTA clubs, irrespective of venue should ideally start and finish the same week. Football may have to be treated slightly differently as it has to factor in games.



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KL suggested that as most Let applications are submitted at the end of the Summer term for the year ahead, that once confirmed by Edinburgh Council, all term dates should simply be recorded on the website at the start of the school year.

DG and TK to forward KL copies of all Lets.

Training Courses for Coaches/Helpers

KL has met with our Active Schools Co-ordinator to discuss various training courses which would benefit our football coaches and parent helpers, who all assist on a regular and voluntary basis. The PTA has agreed to meet the cost of these courses. KL to liaise with AR and the Active Schools Co-ordinator regarding dates for the courses.

6. Funding Requests

- request from Mr Grieve for 25 x Reading Dice. RS has agreed that the school will pay for these so that PTA funds can pay for the improvements to the sports field. PTA now has the funds in place to allow phase one of this project to go ahead. RS to get 3 quotes for the work.
- RS would like the focus for 2014/2015 fundraising to be on teaching and learning. With expected budget cuts next year, PTA funds will help equip the school and teachers with the necessary resources in order to meet their goals and objectives. It was agreed that the school needs to be more transparent in terms of its needs and the benefits to the children when it comes to fundraising, so that parents will be more willing to support the causes.
- VA presented a John Lewis flyer, to nominate a cause/organisation i.e Dean Park PTA for their Community Matters Scheme – tokens are used to enable customers to decide how much of a monthly or quarterly total is given to charities or community groups, nominated by customers. VA to find out more about the Scheme and how to register.

7. Matters arising

Thrift shop

- TK announced that WZ has agreed to take over the co-ordination of the Thrift Shop. WZ will email out the rota at the weekend for the upcoming week. WZ will look at the pattern of sales and determine which day/time sees the most footfall so we can consider reducing the shop's opening hours (on the basis that struggling to get volunteers).
- The Shop is very well stocked at the moment. WZ has agreed to make posters using images of some of the items, which can be put up on the noticeboards at both the school and nursery.
- WZ to liaise with CF and/or Paula Ryan in respect of taking the nursery tops down to the nursery to sell and promoting the Thrift Shop.
- VA commented that the nursery is still holding a large supply of nursery sweatshirts. TK suggested reducing the price to encourage more sales. RS proposed that the blue sweatshirts become the nursery uniform in the new school year.

Bag2School

- TK confirmed that no cheque has been received as yet from the September Bag2School collection. TK has asked co-ordinator Kirsten Murdoch to look into this.
- TK put forward the idea that in 2014/2015 we cease the Bag2School initiative and run with the Ragbin's identical scheme, which would bring texting recycling all under one roof and potentially increase proceeds due to the incentives offered.

Nativity Update / DVD sales

- HM reported that £390 was made
- TK thanked HM for her efforts in co-ordinating the duplication and distribution of the Nativity DVDs. RS praised the high-school pupils for their part in filming and editing the production, and turning it around in a very short space of time.



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- HM advised that although the DVDs were received by the end of term, unfortunately due to a hiccup in the school, some of the DVDs did not make their way to the children's schoolbags.
- TK raised a point made by several parents that unfortunately some of the children's names were missing, or indeed had been mis-spelt, in the credits at the end.
- it was agreed that next year, it must be clear to parents that it is pupils filming and editing (not a professional company) and a decision can be made whether the children's names appear or not.

Class Reps

- CF reported that the first Class Rep meeting took place in December. They discussed the Class Rep role being point of contact for communication purposes, galvanising parents to support the PTA with projects, initiatives and fundraising events. CF stressed that the Class Rep should not get involved with specific issues and problems, yet be able to advise parents how to raise questions and complaints i.e. through Parent Council, the class teacher or headteacher's surgery.
- TK proposed that a member of Parent Council should attend the next meeting, and discuss ways in which class reps on occasion can assist with issues i.e. take part in focus groups on hot topics such as homework. CF to make contact with Sally Cavers, Parent Council Chair to suggest a member attends next meeting.
- CF to schedule next meeting. CF to provide updated list of Class Reps so that the website and noticeboards can be updated.

Large size School Ties

- Kathryn Brignall has received several requests for a large school tie which she/we currently do not provide. TK advised that there had to be a minimum order for the large ties of around 36 but that was with one supplier, so worth looking at alternative suppliers. RS happy for PTA to buy stock as believes they will sell. TK to make contact with KB and look into costs.

Commonwealth Games Celebration Grant

- CD raised the matter of how Dean Park and the wider community might chose to come together to celebrate this year's Commonwealth Games. Lottery funding support is offered to communities across Scotland to
- to celebrate the landmark event, with grants of £500 to £10,000 available for arts, heritage, sports and local community celebrations of the 2014 Commonwealth Games.
- CD suggested that the community runs a number of intergenerational events, culminating in a community film to tie them all together. There is the potential to link in this year's Fun Run with the celebrations, as with the Gala Day and laying of the Mill Stone. CD and RS to discuss this further.

DONM – Tuesday 11th February 2014, 7pm, Dean Park Clinic Building