



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of PTA Meeting 10th June 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), Elaine MacMaster (EM), Sarah Harris (SH), Katerina Lauder (KL), Wendy Zwart (WZ),

Apologies:

Charlotte Flemming (CF), Blanca Kerr (BK), Heidi Macdonald (HM), Sonja Ranson (SR), Fiona Railton (FR), Niki Watt

1. Welcome

TK welcomes all those present and made apologies for committee members unable to attend.

2. Minutes and Actions from previous meeting

PLAYGROUND BENCHES

The council has cancel the order, **TK will investigate why** to prevent cancellation in the future.

THRIFT SHOP

The thrift shop will be open on Thursday because of the P1 parents coming, CD will be at the shop.

The thrift shop will be open longer hours the last 2 weeks. We are selling more, but rota help is reduced. More help is needed. **WZ will take care of a notification about the opening hours and help needed.**

SCOTMID SCHOOL RUN

87 people have subscribed for the run.

The banner at the Scotmid is outside the railing now.

MANNEQUIN LAURA ASHLEY

TK will send an email to see if they are still available. They can be of use in the thrift shop or in the school.

CLASSROOM UPGRADES AND IPADS

We will not spend money on the upgrades and iPads at this point in time. Priority is to complete the sports field project.

CHILLING CHILDREN'S MILK

The new fridges have arrived and will be installed shortly. All milk cartons will now be put straight into the refridgerator as they arrive at school.

GALA PROGRAMMES

The programmes were not sold at the Scotmid, because it was impossible to keep track of the number of programmes sold and therefore to keep the money apart.

P7 LEAVER'S GIFT

The gifts are ordered and will arrive this week.

TEA PARTY

RS plans to hold a tea party again to thank community members and parents who helped this year. **RS may call upon the help of the PTA to assist with its organisation.**



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

NEXT YEAR'S LETS FORM

The latest form has been obtained and DG and KL are taking care of the completion.
A date for the Autumn Fayre has to be set, so DG can take care of a let for that day.

SHED FOR RAISED BEDS

Jen Jacques would like to have a shed, but feels that a water source is more important. The school received a quote from the council, circa £600, which prohibits this option being taken forward. **CD and JJ will take care of a water butt**, to be filled with buckets or a hose. The shed will follow shortly.

Water is not only wanted for the plants, but also for washing hands when having worked in the garden.

CD will speak with Kirsten Boyd about the cost of a tap.

3. Treasurer's Report

We have £ 24,200 in our account + £ 8,000 from the gift aid.

GIVING SCHEME – DEAN PARK COVENANT COMMITTEE Bank Account

As a result of the Giving Scheme coming under the administration of the PTA, the following parties, Lindsey Middleton, Gail Walker and Lynda Jeromson, need to be removed as signatories from the Giving Scheme's Bank Account "DEAN PARK COVENANT COMMITTEE". Tracy Kiggins, Silvia Martocchi and Dawn Graham need to be added as signatories on the account.

SM will contact all current giving scheme parents. Thank them for their donations so far and ask them to sign a new giving aid document. Some parents have moved and / or their children are no longer at Dean Park.

TK will arrange for the Giving Scheme forms and Gift Aid forms to be included in the new P1 Parent School Information Pack.

Invoices from all the coaches have to be handed in before 20th June, so they can be paid before SM goes on holiday.

KL will contact the coaches.

KL asks how to deal with parents who don't pay their club subscription. It was suggested that if the usual polite emails do not result in payment, then perhaps a formal letter from the PTA should be issued via the schoolbag. **KL to draft such a letter and to consider, along with the Club Co-ordinators, revising the process for dealing with payments.**

4. Fundraisers

Gala Day - TK expressed her thanks to HM for her efforts in helping to co-ordinate the Tombola Stall at the Gala Day. TK reported that more donations were received than in previous years, which resulted in setting up taking significantly longer than planned. The stall still managed to sell out at 2.30pm. All monies were handed to the Gala Association but it was estimated over £200 was made.

Scotmid School Run – 87 people from Dean Park have registered for the event and it is anticipated more people will sign up at the last minute. Both TK and RS are unable to participate, but wish all those committee members taking part, good luck. TK spoke to Jeff, the Manager at the local Scotmid store about the possibility of moving their banner promoting the event to a more prominent place. This has since been actioned.

Annual Fun Run:

CD is keen to set a date, to ensure sufficient time for all paperwork to be completed and submitted. It was agreed to move the Fun Run back to the end of September or beginning of October in recognition of the financial pressures parents faced at the start of term. RS raised the point that the installation of the 4G pitch might preclude Malleny Park being used as in the previous years. RS is very keen to hold an event at the school to showcase/open up its facilities to the community such as the upgraded sports field, adventure playground, bike



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

racks, raised beds etc and suggested that we hold the Fun Run at the school, using adjacent areas such as Bells Field and the area to the side of the school, combining both events.

SM concerned that the field may not be ready for usage even by early October. Highlighted need for RS to push the tender document for the sports field work, for approval through the council, so that we can plan for work starting asap.

Options for dates were:-

- Sunday 28th September at the Rugby Field: check with Currie Rugby Club
- Saturday 4th October around Dean Park, with the new field

5. Funding Requests

The art club tutor has asked for money for Art Club T-shirts. Art Club currently has a surplus of £100 so it was agreed that the PTA would part-pay for the tshirts, and the parents pay the remaining £4.00. WZ has already sent an email out to the parents advising them of the cost.

Industrial microwave for the school kitchen (£450-£500) – this was rejected as the kitchens are run independently from the school so in theory is not a school issue.

6. Club Updates

TK suggested that Recorder Club should have a Club Co-ordinator for the next school session. Any committee member not currently supporting a club are asked to consider taking this on.

The basketball coach has handed in her resignation. HM and FR are actively looking for a replacement. TK said this was an opportunity to consider running a different club in its place such as fencing, or indeed, scale back the number of basketball clubs and have one new club following on from another. VA provided the name of a reputable basketball coach – TK to forward details onto FR.

TK reported that there had been another behavioural incident, this time in Judo Club, which resulted in a formal complaint being made by the parent. Whilst Judo is a BHS run club, TK liaised with the Judo Coach and BHS, as well as the parent of the child who made the complaint, to ensure a satisfactory resolution for all parties was achieved. TK has since forwarded the coach the PTA Behaviour Policy, which the Judo Coach intends to use going forward. TK assured the Judo Coach that the PTA will support the Club in terms of managing behaviour. TK suggested Judo Club runs a parent rota system to ensure another adult is always present. KL – to make yourself known to the Judo Coach so he has a direct point of contact with the PTA. KL to forward a copy of the PTA's behaviour policy to Denise Young at BHS as well as the Active School's Co-ordinator, for their files.

7. Class Reps Update

TK had started to use the Class Reps for disseminating PTA notices via the class email lists, but feedback from the PCRs was that the uptake of people signing up to the initiative was very slow thus making the plan ineffective. The PTA and PCRs need to continue to push this element, otherwise parents will continue to receive paper copies of letters, notices and fliers.

Discussion moved to the school website newsfeed. RS advised that the school website has 167 people signed up to the newsfeed, 320 for Facebook. TK championed the school website cause and stressed the need to use this as the school's main information tool going forward. General opinion not just from the PTA Committee but the wider school forum, is that the Dean Park website falls short of the standards expected of the school. TK and SM have offered to assist the School's Information Officer to improve the site's aesthetics and content over the holidays. RS suggested a contact she has, who might also be able to assist. RS to take this forward.



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

8. Thrift Shop Update

WZ reported that the Thrift Shop has been very busy the past few weeks. WZ will send a summary of sales from August 2013 to TK for inclusion in her presentation. CD plans to open the Thrift Shop following the P1 parent information afternoon on Thursday 12th June. WZ also raised the point that more volunteers are needed to help run the thrift shop.

TK reported that the Thrift Shop now has new stock of dean park ties (41" and the new longer length 45"), as well as blazer badges and water bottles. Following the P1 information afternoon, CD will arrange for some times and badges to be taken down to the nursery.

TK has requested that the clinic be opened for one week over the summer holidays so that parents who have a clear out of uniform at the end of term, can deposit uniform over the holidays as opposed to putting in a clothes bank. Need to agree what week. This would allow the PTA to restock the thrift shop in time for the new school year starting in August. CD suggested opening the Thrift Shop the day before pupils resume (which is a staff in service day).

9. Events

TK had proposed earlier via email, the idea of running an end-of-year school disco for all the children. It was agreed however that there is simply not enough time left to organise this. Something to consider for next year.

10. Head Teacher's Report

- The consultation for the Enhanced Transition Period (ETP) is closed. 71% positive reactions. The complete result can be found on the school website. If the ETP can go ahead there has to be a good plan, which will be communicated clearly. The CEC will make a decision Wednesday 11th June.
- When all plans are clear, the groups for next year can be formed.
- RS is looking forward to be accredited for creativity next year.
- Concerning class lists: the parent council should decide what can be shared with all parents. Sometimes details are not used in the proper way.
- Over all the school is doing well!
- RS thanks the PTA for all the work and understanding of this year!

11. Matters Arising

RAGBIN

A notice has been sent to all parents, reminding them of the ragbins, as the PTA are at risk of losing them because we are not meeting the minimum weight requirement. RS suggests to place the ragbin at the P2 playground. TK to organise.

END OF YEAR COMMUNICATION

TK will take care of the end of year communication with the parent council.

Next Meeting – Tuesday 9th September 2014, 7pm, Location former Clinic Building