



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of PTA Meeting 11th March 2014

PTA Members Present:

Tracy Kiggins (TK), Rehana Shanks (RS), Silvia Martocchi (SM), Dawn Graham (DG), Heidi Macdonald (HM), Elaine MacMaster (EM), Sarah Harris (SH), Sonja Ranson (SR), Vicky Abercrombie (VA), Clare Dow (CD), Wendy Zwart (WZ), Ailey Aitken (AA)

Others Present

Blanca Kerr

Apologies:

Katerina Lauder (KL), Charlotte Flemming (CF), Fiona Railton (FR)

1. Welcome

TK welcomed all those present and made apologies for committee members unable to attend. TK advised that she will continue as Chair until the end of the 2013/2014 school year and requested that any parties interested in taking over the role, to speak directly with her to plan for succession.

2. Minutes and Actions from previous meeting

Topic	Action required	Action Taken
Giving Scheme	SM to meet Lindsey Middleton after mid-term break	Change over happening, just to complete signatory change with the bank
Hockey Club Coaches	TK to speak to Susan Livingston regarding Bethany and updating her PVG registration	Registered via BHS, an amendment form to add in DPS is on its way to Bethany
Green Tokens	SH to inform PTA members when the month starts for Dean Park's activity in the scheme, so parents be informed and have the opportunity to contribute	Was made active quicker than expected and has now finished. We were awarded £150
Class Reps	CF to compose a letter for the class reps, send the letter to RS who collects information and sends it to the class reps.	Letter has been constructed and is to be passed to school for distribution.
Document: What is Where, Expected from Who, and Where do you go	RS will initiate this with consultations, then continue with opinions and input from the children and/or the PTA. (Deadline: August 2014).	Aug 14 will be the start of this project which will continue to grow over the 2014/15 school year.
Rota for "Door Duty"	KL to collate a list of what cover is needed for which clubs and when.	A letter has been passed to Isabel Forbes
Sale of Football Strip	KL to confirm with Amanda that she can sell the shorts and socks	Done. Amanda is organising this.
Changes to the Club schedule	KL to Send the coordinators a letter to clarify the fact that one week's notice is required when changing classes in order to ensure a Let is in place.	KL absent from meeting so no update
Club Schedule	KL to update the summer term schedule DG to upload schedule to the website	This will be confirmed after Easter Holiday



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3. Head Teachers Report

i. Classroom Upgrades

RS expressed a desire to upgrade 6 classrooms for the start of the new school year. This will include furniture, smartboards and pinboards and will require funding from PTA. **RS to provide costs to TK and SM.**

ii. Technology

40 additional iPads to promote active learning in the classroom, supporting areas such as animation and creative work and a multiplicity of activities that are fun and engaging. The large variety of uses allows the iPad to be used by pupils of all ages and not restricted to one year group.

iPads preferred to android tablets because of their ease of use, functionality and connectivity and also as part of the Scottish Government's ICT policy, schools can source iPads at discounted rates. **RS to provide costs to TK and SM.**

iii. Sports Field

The full specification of work required and quotes have now been received. This will be joint-funded by the school and PTA. Work is likely to commence in the Easter Holidays which will result in the field being out of commission for the Summer Term, however the school will still have access to the grass field adjacent to the school.

iv. Ministerial visits

Dean Park had a very successful visit from the Inspectorate on Tuesday 11th March. Dean Park continues to be 'sector leading' in many of its fields and in attest to this, is likely to be the recipient of Scottish Government ministerial visits to witness the learning and teaching practices implemented by the school.

v. Living and Growing Programme

Dean Park introduces the living and Growing programme at P5 stage and continues through to P7 (many schools chose to introduce it earlier). The programme is due to commence being taught this term.

Following an open evening for P5-P7 parents on the subject, the school wish to offer parents screenings of the new Living and Growing Programme. It was agreed that the evening screening will take place on Tuesday 1st April and a daytime screening on Friday 21st March, run by a member of the Parent Council. Further information will follow in the form of communication directly from the school. **RS to action.**

4. Treasurer's Report

SM reported that the current account balance is £26k, and £8k in the Giving Scheme account, £3k of which is from Gift aid. A significant portion of this will be allocated to the Sports Field and classroom equipment (as discussed in Head Teacher's report), which is hoped will all be in place for the start of the new school year in August. Money will also be allocated to the removal of the brick raised bed by the bins, and replacing with additional bike racks and shelter. Fees for the school website need to be paid.

RS agreed that playground benches and picnic benches should be purchased. **TK, with support of other committee members, to price options and procure asap.**



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5. Club Updates

- i. It was agreed that Basketball Club will reduce to two classes after the summer holidays.
- ii. We have been approached by our Active School's Co-ordinator about introducing an athletics club for up to 8 year olds. Based on the coach's availability we have no appropriate hall space to accommodate the club this term. TK and KL will continue to pursue this.
- iii. Door Access for After School Activities – a letter seeking BHS senior pupil volunteers to assist the PTA in meeting its health and safety requirements for providing door entry to parents after school hours, as well as maintaining fire registers, has been drafted and sent to Graeme Sivas for further action.

6. Funding Requests

As seen above in the head teachers report, there is a requirement for classroom upgrades and technology purchases. RS will organise quotations for these items and discuss any requirement for PTA funds to supplement the school budget.

7. Matters arising

- i. Balerno Children's Gala (Sat 31 May) – it was agreed to run a tombola stall again this year. TK will lead this activity but volunteers will be required to support the event, before and during. TK will confirm the PTA's requirements to the Gala Association.
- ii. Queens Baton Relay – School Run (14th June). To mark the arrival of the Queen's Baton at Meadowbank Stadium, Edinburgh schools are invited to participate in a 2k family run which will commence at Holyrood Palace and end in Meadowbank Stadium. There will be 15 Commonwealth Games events for children to try out called the 'Tryathon' as well as sporting celebrities in attendance. CD has agreed to be the main contact for this event and will provide further details of how Dean Park families can register.
- iii. Fridges for morning milk – concerns have been raised by pupils about with their milk and therefore we will investigate the feasibility of having new fridges to store the cartons. These can also be used for ice packs. DG to cost the fridges.
- iv. Thrift Shop Stall at the Farmers Market – due to lack of space we were unable to have a thrift shop stall at the Fair Trade event however it was proposed as an alternative to take a stall at the farmer's market one month. This would incur a £20 charge so it was discussed option of running a stall within the nursery grounds, and on days where the nursery are holding parent events such as the upcoming Open Day, Daffodil Day etc. VA to provide CD with dates and CD to co-ordinate. TK to speak to Gail Walker regarding the PTA having their own code for new school photocopier, so that coloured fliers for the Thrift Shop can be printed.
- v. Art Project for Schools - the Christmas Card project has a deadline approaching for making any changes. It was agreed to keep everything as last year, however we would like to see if possible the addition of Thank You cards as an option. TK will speak to Fiona Rushworth, the Project Co-ordinator. SH has agreed to take over from Mrs Sinclair as the Teacher Co-ordinator.



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- vi. Yellow Moon arts and crafts fundraiser catalogue – VA has agreed to take over this from Fiona Neill.

- vii. CD enquired how the progress of the raised beds can be communicated to parents. RS happy for this information and photos to be put up on the school website and included in Facebook and Twitter feeds. CD to send content and photos to Gail Walker. TK to arrange for CD to get access to edit PTA website. Also agreed to give over some of the PTA noticeboard in the clinic to Community News & Events.

DONM – Tuesday 1 April 2014, 7pm, Location former Clinic Building