



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of PTA Meeting 13th May 2014

PTA Members Present:

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

Ailey Aitken (AA), Clare Dow (CD), Sarah Harris (SH), Heidi Macdonald (HM), Elaine MacMaster (EM), Sonja Ranson (SR), Fiona Railton (FR), Wendy Zwart (WZ)

Others Present

Niki Watt

Apologies:

Rehana Shanks (RS), Charlotte Flemming (CF), Blanca Kerr (BK), Katerina Lauder (KL), Vicky Abercrombie (VA)

1. Welcome

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

2. Minutes and Actions from previous meeting

Topic	Action Taken	Next Action Required	Who
Playground benches	Brochure and prices available, preliminary choice has been made.	Ordering benches P1-2. Finalising choice other benches and order.	TK + SH All members TK
Behaviour Policy	Sent to all co-ordinators and coaches/tutors		
Class reps	Ongoing	Meeting next week	CF
Thrift Shop Uniform Event	Wind-proof aboard sign bought.	Next event end of Aug	TK + SH
Scotmid School Run and Tryathon	Flyers sent out, 8 returns for Scotmid Run	Reminder on FaceBook Banner Scotmid more visible	CD AA
Nursery uniform forms		To be handed out	SH
Mannequin from Laura Ashley		Investigate its use / our requirements	TK
Classroom Upgrades and iPads		To be decided	RS
Chilling Children's Milk	Costs provided, HM offers to donate a fridge.	Donated fridge to the clinic 3 New fridges to be ordered	HM TK

3. Treasurer's Report

In our account £ 25.013 + £ 8.555 from the gift aid.

We are incurring some bank costs, for example when a cheque bounces. Our local RBS branch is closing and will be moving to Juniper Green in August 2014. To finalise the change in signatories for the Gift Aid bank account TK, DG and SM have to sign another document and hand it into the local branch for processing.

SM has asked for all class lists for PTA clubs to tally up club payments.

For this year's audit we will use the same auditor as last year, but we are looking at alternatives to have as a back-up.



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

4. Fundraiser

Someone has complained that the program for the Gala Week wasn't for sale at the Scotmid. Although the Gala Committee is not part of the PTA, **we will contact them. TK**

For next meeting we need to finalise a date for the Fun Run.

5. Funding Requests

PICNIC BENCHES:

- **benches will be ordered for P1-2 (TK)**, in colours of blue, yellow, green and red.
- other benches will be purchased for the top level playground, in front of P7. Exact style, number and location to be discussed with staff.

CYBERCOACH SOFTWARE

- this is interactive software this is used for Active Wednesdays and during periods of wet weather. PTA have agreed to cover the £595 license fee annual renewal.

P7 LEAVER'S GIFT

- Last year the P7's were presented with a small booklet for autographs etc. **TK will mail some website to decide which booklet we will give this year.**

Kirsten Boyd, the school's business manager, has been invited to attend future meetings as we value her input when discussing purchases for the school out of PTA funds. In addition we would like to have a more formal policy in place for spending requests.

6. Club Updates

Let renewal forms have not yet been received for the next school year. **DG will speak to the School Office staff and if necessary speak directly to the Edinburgh Council's Let Team.**

Once we have the forms **DG will work with KL to ensure all clubs are covered** for all required dates.

7. Class Reps Update

There will be a class rep meeting again on 20th May.

The class reps need to become more embedded, more tasks will be written down to clarify the requirements. For example: helping at the Fun Run, Gala, Autumn Fayre.

8. Events

AGM: the PTA meeting of October will be the AGM

SPORTS DAYS: The PTA will take care of coffee/tea, help needed on 16th and 23rd May

P1 INFORMATION EVENING/AFTERNOON: 12th June

9. Head Teacher's Report

No Head Teacher's Report because of the parent presentation of the Transition Pilot.

10. Matters Arising

There is a question for funding a lockable shed along the raised beds, this will store tools etc which are currently stored quite a distance away. Everyone approved. **CD will ask Jenifer to provide prices.**

Next Meeting – Tuesday 10th June 2014, 7pm, Location former Clinic Building