



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of PTA Meeting 11<sup>th</sup> November 2014

#### **PTA Members Present:**

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

Ailey Aitken (AA), Kirsten Boyd (KB), Clare Dow (CD), Fiona McKay, Elaine MacMaster (EM), Sarah Harris (SH), Katerina Lauder (KL), Fiona Railton (FR), Sonja Ranson (SR), Niki Watt (NW), Wendy Zwart (WZ)

#### **Apologies:**

Vicky Abercrombie (VA), Charlotte Flemming (CF), Blanca Kerr (BK)

General action pertaining to one or two individuals

Action for Rehana Shanks

Requires all PTA members to consider

#### **1. Welcome and Apologies**

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

#### **2. Minutes and Actions from previous meeting**

Actions were completed and those incomplete will be discussed over the course of the meeting,.

#### **3. Head Teacher's Report**

- Enhanced transition: letter of the CEC will follow shortly, children will remain in the building.
- RS has asked the Parent Council to focus on maintaining the buildings and car park.
- On Monday 10<sup>th</sup> Nov the first discussion evening for parents was held, the topic was the Curriculum Rationale. The next meeting is also mentioned on the community site.
- #Pitchfever: £ 10,000 from Balerno Village Trust and £ 1,000 from C&B News.
- The filming event last weekend was well attended and had a good atmosphere: all children doing sports, parents chatting with coffee/tea.
- Work on Dean Park sports field will start 15<sup>th</sup> June 2015.
- RS asks the PTA for more coffee cups for all the parent discussions.
- Sweets are selling well. Need to do another Makro run for sweets SM?
- RS was at a meeting about the Curriculum for Excellence in the Corn Exchange, the enhanced transition is used in other schools.
- A lot of good conversations are going on between the teachers about teaching & learning.
- Good open doors day: children very open about how things are going when you are dyslectic of have autism.
- Very positive reactions about the transition from nursery to P1. Recorded as good practise, to be repeated next years.
- The money garden will go back to the garden. Harvest lunch much appreciated.
- The progress is on track, solid.
- Internet bullying stays to be a point of attention. The link officer comes around regularly to every group to increase knowledge and awareness. Parents should be very aware of the openness of internet games as Minecraft, X-box etc.
- Old iPads are welcome at the nursery.



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- A big thank you for the Autumn Fayre!

### 4. Fundraisers

#### AUTUMN FAYRE

- £ 3,623 taken before expenses. Final figure will be given once all receipts are presented to Silvia.
- TK reported that the Fayre was a great success in all areas of and thanked everyone for their help
- TK was delighted that all Parent Class Reps were involved
- TK and Catherine Browne have sent thank you letters to key people and organisations who supported the event.
- TK wrote to all the P7s who volunteered at the Fayre. RS presented these, along with Autumn Fayre prize winners at assembly.

#### FUN RUN UPDATE

- £ 1,821 has been raised so far.
- This is a decrease of £150 on last year, however there are still payments to come in
- TK announced the Fun Run was still a huge success and we should be delighted with the result
- CD will sent out a gentle reminder for the payments that haven't been made yet.
- CD to write an article for the C&B News

#### APFS CHRISTMAS CARDS

- About £ 974.21 has been raised.
- There were some issues experienced this year with the orders, however and thankfully, these were due to a new system in place at APFS and not errors caused on our part. These have all been resolved.
- TK raised the issue about the quality of artwork produced in school by some of the classes. This was evidenced by the low orders for the classes in question. TK would like this to be taken into considering when organising next year's project.

#### UPCOMING EVENTS

##### **Christmas Fair: 29<sup>th</sup> November, 1.00-3.30pm**

- CD will contact Clare Creese (a p1 mum) for help with the waffle stall.
- All other offers of help from PTA and PCRs most grateful

##### **Nativity: 12<sup>th</sup> December**

- RS to contact the High School/P6 about filming.
- PTA person to take the Lead on DVD duplication and distribution. Speak to Heidi Macdonald for advice.
- Photos will be taken of individuals (not to be used for internet etc) and groups.

##### **Christmas Tree Festival: 13<sup>th</sup> & 14<sup>th</sup> December:**

P4 will make the Christmas decorations this year.

- RS to speak to P4 teachers
- Need PTA or PCR volunteer/s to help decorate the tree on the Friday evening
- PTA or PCR volunteers to assist during the Festival let TK know
- Tree will go to the nursery after the festival.



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### 5. Projects

#### PITCH AT DEAN PARK

- Still waiting for revised quote from SportsMasters before submitting to procurement. TK and RS to chase
- It is hoped that work will commence 15<sup>th</sup> June 2015.

#### PICNIC BENCHES

- The benches have arrived and are well used.
- Maybe the grass can be matted because of the mud around the benches.
- TK would like to see additional benches put in the playground as still too many children sitting on the ground eating their packed lunches.

### 6. Treasurer's Report

#### PTA BALANCE

PTA Account:	£	32,867.65 (basketball and chess clubs still have to pay)
Gift Aid Bank Account:	£	10,326.00
Total:	£	43,193.65

To keep aside:

£	25,000	– field drainage
£	200	– garden shed and tools
£	675	– JASS folder inserts
£	742	– outdoor basketball goals

Net balance: £ **14,038.65**

£ 232 has been donated specially to the nursery (£ 100 from Compass Playgroup and £ 132 from Thrift Shop Nursery event).

#### GIFT AID ACCOUNT SIGNATURES

Still in the process of changing the signatures, forms have been lost by the bank. New forms will be sent shortly to the RBS business team.

### 7. Funding Requests

TK and SM introduced a new system for submitting Funding Requests: all requests for PTA funding must be put on a Funding Request Form which asks in more detail about cost, justification etc. VA will collate these for the school, FM for the nursery and SM for all others.

Many forms were presented at the meeting: mini iPads + covers, adapters, IKEA blackboards, books for classroom, music for the choir, nursery printer, climbing equipment for nursery, playground equipment, sound system, 2<sup>nd</sup> bike shed.....

SM agreed to summarise the requests and send to the committee via email, to give everyone the opportunity to voice their opinion. SM will also investigate further the iPads, classroom books and climbing equipment.



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### 8. Club Updates

#### BASKETBALL CLUB

FR reported that there had been a number of behavioural issues with the P6/P7 basketball class, however with the reinforcement of the PTA behaviour policy, as well as the new class getting to know each other better, behaviour has generally improved.

TK has requested that should it become an issue again that we have a member of the senior management team speak to the class.

#### GYM HALL STATUS

The section of damaged floor has been fixed, but not to the expected standard.

#### FOREST CLUB

TK needs to contact the Club Organiser as assumption has been made that the Club has ceased running.

#### NEW SIGNING IN PROCEDURES

- To improve security, all visitors to the school will need to sign in before they are granted access to the building. A new glass sliding window will replace the current window. A new visitors signing in book will also be on the shelf by the sliding window.
- Parents simply dropping off items can hand the items through the the hatch as opposed to having to come into the main building.
- The signing in procedure will include parents who are taking their children to a club/activity
- This will provide a fire register so that it is known exactly who is in the building in the event of a fire
- Teething problems are to be expected – TK would like a notice to be put out to parents to inform them of the impending changes
- KL to email all Club Co-ordinators to inform them of the new system and to in turn contact the Coaches/Tutors
- In due course a separate signing in book for PTA after school clubs will be required. This links in to the Fire Procedures the PTA will need to establish and put in place for clubs taking place in the building.

#### MATHS AND CHESS CLUB

TK would like to handover the running of both these clubs; which could easily be carried out by one individual due to their size. TK would like to encourage any PTA members who currently do not run a club to consider taking on the role.

#### FOOTBALL

P1&2: currently running ok

P3: all-weather pitch at Harmeny has been closed due to contamination; the P3s now use a small area on the all-weather pitch at Balerno High School

P4: no head coach at the moment, around 6 parents are sharing the coach role

P5: Colin Farquharson leaves at the end of November, Derrick Robb will take over.

24<sup>th</sup> October the P5's were invited along the Western Alpha Romeo garage in Colinton. They were met by DJ Boogie of Forth One and presented with new strips which have been sponsored by Wester Alpha Romeo. Picture will be forwarded for the website.

P6: all going well, have secured a few wins so far this season

P7: taking part in the Schools Scottish Cup Tournament which starts on Tue 18<sup>th</sup> November.



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### CLUB PAYMENTS

The issue of late payments was discussed and what measures the PTA can take to tackle the problem. KL to send out an email to all Club Co-ordinators advising them of the new procedure for dealing with late payments.

### CHRISTMAS CARDS for COACHES/TUTORS/VOLUNTEERS ETC

KL will buy Christmas cards and will take care of sending them out.

Signing by PTA members will take place at the next meeting, 9<sup>th</sup> Dec.

## 9. Thrift Shop Report

Postponed to the next meeting.

## 10. Matters Arising

### PTA STORAGE CUPBOARD

Currently PTA equipment and resources are stored in 2 places making it difficult to track items down. Suggestion to move everything to one location – i.e the clinic. Need to investigate options within the Clinic for storage.

TK will step down at the end of December 2014. The December PTA meeting will be her last official meeting. A document with Chair tasks is being made and will be used for applicants.

### BIKE STATION

- NW to make enquiries regarding the provision of bikes for Bikeability

**Next meeting: Tuesday 9<sup>th</sup> December – Clinic Building 7.00pm-9pm.**