



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of PTA Meeting 9th September 2014

PTA Members Present:

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

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

Apologies:

Blanca Kerr (BK), Heidi Macdonald (HM)

1. Welcome

TK welcomes all those present, with a special welcome to Kirsten Boyd, the business manager, and made apologies for committee members unable to attend.

TK mentioned she will stay on as Chair until December.

2. Minutes and Actions from previous meeting

D = Done

A = on Agenda

Topic	Action required	Who
Items c/f May meeting:		
Playground benches	Investigate reason for council refusing order – perhaps they didn't know it was being paid from PTA funds	TK – A
Thrift Shop	Advertise opening hours and organise volunteers	WZ – D
Mannequin	Email to see if they are still available => <i>Are at the thrift shop and down the nursery.</i>	TK – D
Autumn Fayre	Organise Let when date has been set	DG – D
New items during June meeting:		
Raised Beds	Arrange water butt with “manual” filling Speak to Kirsten re cost for tap / hand-washing sink	CD / JJ CD – A
Giving scheme	Contact parents to thank them for donations and ask for new form to be completed Include Giving scheme forms in new P1 Parent School Information Pack	SM TK - A
PTA Clubs – Financials	All coach invoices are required in by 20 June, send communication to all coaches	KL – D
Recorder Club	Draft Letter for sending to parents late with club fees Club coordinator for next school session, person to be arranged	TK/ All - D
Basket Ball Club	New coach potential, forward details to FR	TK – D
Judo Club (BHS club)	Send BHS's Denise Young, and Active School's coordinator, a copy of DPS PTA Behavioural Policy KL to be introduced to the Judo coach as a direct contact for DPS PTA	KL – D
Thrift Shop	Ties and badges to be taken down to the Nursery	CD – D
Ragbin	Relocate to P2 playground in order to increase visibility	TK



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3. Funding Requests

KB has some requests:

- 8 iPads, cost about £ 2,000.
- lighting, sound system in the main hall
- paint for the huts at Balerno High School
- bikes (+ helmets) for the bikeability training, not every child has access to a bike
- With this request come questions like maintenance and storage. The Bike Station is mentioned. Maybe we can buy bikes and bring them back and next year repeat this. NW will ask the Bike Station about possibilities (including some advertisements).
- bike shed + taking down the raised bed across the current bike shed

All teachers should have a say in what is to be bought. They will be asked and KB will be back with a prioritised list.

4. Projects

Because of changes at the Edinburgh Council, protocols and regulations have been changed. Some approved suppliers have not been re-approved yet. This has much delayed our orders and applications.

SCHOOL SPORTS FIELD

We need new quotes with exactly the same content.

Questions were raised in the procurement group about Dean Park having money to pay for a new sports field, for improvement of community property and for the benefit for the children and not being able to get it done.

The PTA offers parent help for getting through all protocols and regulations.

PICNIC BENCHES

We now have a case manager from the procurement team to help us with the application for the benches.

KB will update us at the next meeting.

FREE SCHOOL MEALS

From January P1-3 will get free school meals. The logistics have to be sorted out.

5. Fundraisers

FUN RUN UPDATE BY CD

- 28th September, approval from Council is in
- we will use the space behind the high school for the finish (the field is being redone), with use of the rugby toilets
- make sure the car parking is safe!!
- we got £ from C&B News, £ 93 has been spent on trophies and some prizes from the Common Wealth Games
- water will be donated by Carol Saunders
- we might have a visit from Common Wealth sporters
- a PTA laminator can be bought for certificates CD
- freddos: AA will ask Scotmid



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CHRISTMAS CARDS

- all planned
- 29th Sept orders and money will be checked, supervision Fiona Rushworth

DATES OTHER EVENTS

- Autumn Fayre – 1st Nov
- Christmas Fayre – 29th Nov
- Christmas Tree Festival – 14/15 Dec, the PTA will take care of 1 tree

6. Head Teacher's report

PARENT COUNCIL PAYMENTS

- the Parent Council has agreed to pay for the back gate and the sliding glass windows for the office (so parents and others don't have to enter the school when just handing in letters and small parcels)

ENHANCED TRANSITION

- no update yet
- huts at Balerno High School will be improved and used

HOMEWORK

- this should only be for the benefit of the children, not to stress them (and their families), consolidation , training study habits and communication to the parents
- homework free weeks will be communicated

HEAD BOY/GIRL

- 78% of the P7 put themselves up for head boy/girl
- most of P7 put themselves up for any function in the school

RED CARDS

- depending on sort of behaviour there will be direct contact with parents, first a child gets a chance to change their behaviour.

GYM HALL

- the floor needs to be fixed this week so the hall can be used again
- for now, karate and other clubs use the main hall

PARENT HELPERS

- always welcome
- handbook is available on paper (and soon on the website)

7. Treasurer's report

£ 27,103 balance bank account (payments received from Hockey, Gymnastics, Football and Art Club).

£ 1,600 will be kept apart to pay for the coaches of Hockey, Gymnastics and Art Club.

£ 9,783 Gift Aid Bank

£ 35,287 total

£ 232 have been donated specifically to the nursery.

£ 100 donated by Compass Playgroup and £ 132 raised at Thrift Shop Nursery Event.



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FUNDING REQUESTS

- **£ 461.90** Football club: balls, bag, first aid kit, training track set, speed reaction hoops, activity award => granted by PTA
- **£ 66** Basketball: refund lost sessions => granted by PTA
- **??** for bibs for basketball **FR will come back with an offer**

GIFT AID ACCOUNT

Still in the process of changing the signatories, because the name on the form was not exact. They have sent back all the forms and also asked for the PTA minutes stating the PTA decision of changing the signatories. The forms are now back to the bank.

There are 11 subscribers are still giving, although they put a specific duration on their form which expired. Their bank should have stopped the payments. **SM will send subscribers letters about their donations.**

AUDITOR

Steward Balder will be the auditor this year.
Another auditor will be contacted for backup/next year.

GARDEN TAP

The Tesco-money that Jennifer Jacques received will be used for the garden tap.

BATON RELAY MONEY

This money is still in the school and will be used to fix the basket ball nets.

8. Club Updates

BASKETBALL CLUB

- there a new coach
- 2 classes up and running

FOREST CLUB

- stopped
- maybe something for John Muir award

DRAMA CLUB

- stopped as well, maybe something will happen in school

RECORDER CLUB

- visibility is improving
- NW is the co-ordinator
- financial details will be sent to SM
- 10 beginners and a group of post-beginners of P5

REGISTERS: to be sent to KL

FENCING/BADMINTON: maybe next year



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9. Thrift Shop Report

- Sales August to-date: will be sent around by WZ
- opening hours: expanded in the afternoon to catch parents of P1-2
- volunteers rota: sending around by mail and writing on rota, always let WZ know about changes
- new uniforms: we will sell new items for the full price and think about keeping a small stock
- more space: RS will ask whether we can use (for the time being) the room across the thrift shop
- we made £ 725 net last year!
- water bottles: WZ is waiting for an offer, SR will search for non-plastic bottles
- winter clothing: if we can have more space as of next week, otherwise after the autumn break
- lost property: all labelled items have been returned to the children with help of KB and Gail Walker
- uniform orders: staying with PTA of outsources??

10. AOB

AUTUMN FAYRE

- Local suppliers?
- Maybe Buggy Malone ticket sale
- Maybe contact with Young Enterprises for help

BAGS2SCHOOL

- Must be sent out this week TK

Next meeting: Tuesday 7th October – AGM, Assembly Hall, Main Building 6.30pm-9pm.