



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of PTA Meeting 10th March 2015

PTA Members Present

Brent Hurley (BH) – Chair, Wendy Zwart (WZ) - Vice Chair, Silvia Martocchi (SM) – Treasurer, Dawn Graham (DG) - Secretary

Ailey Aitken (AA), Clare Dow (CD), Elaine MacMaster (EM), Sarah Harris (SH), Katarina Lauder (KL), Fiona McKay (FM), Fiona Railton (FR), Sonja Ranson (SR) & Rehana Shanks (RS).

Apologies

Vicky Abercrombie (VA), Charlotte Flemming (CF), Blanca Kerr (BK) & Nikki Watt (NW).

Actions

- General action pertaining to one or two individuals
- Action for Rehana Shanks
- Requires all PTA members to consider

1. Welcome and Apologies

BH welcomed all those present and made apologies for those unable to attend.

2. Minutes and Actions from previous meeting

Actions were completed and those incomplete were discussed during the meeting.

- *WZ to discuss health and safety at the next club coordinators meeting on 25.02.2015: KL will report at the club updates.*
- *WZ said she would discuss with Sally Cavers from the parent council how best to tackle the poor state of the toilets used by the pupils. It was suggested this could perhaps be more a council issue than PTA matter.*
The matter was discussed between WZ and SC.
RS tells the PTA that there is a new project: Flush for Success, with help from the council, driven by Mrs Clare Thompson (CT). 26th March community groups will come in to freshen up the toilets.
If any action from the PTA is required, we will be contacted by CT.
- *SH knew of an alternative to Cyber Coach which runs out in the summer. She will discuss the alternative with teaching staff prior to making any changes.*
SH has contacted Alex Parsley. Cyber Coach has just been renewed. A free trial of the alternative can be run this year and reviewed afterwards. FM shows interest in the trial.
- *SH was going to ask teaching staff to prioritise from the Funding Requests list.*
RS mentions that she has spoken with Kirsten Boyd (KB) about the funding requests. The process for progressing requests was discussed in detail. Requests are to go to KB & RS to be reviewed. If the requests are about teaching materials, the school can buy those. Other requests, if approved by RS, can be sent to the PTA.
This procedure prevents the PTA from buying all kinds of small things that the school can cover. It also prevents non-council approved contractors being contacted.
- *SR volunteered to get a quote for tarmacing the nursery play area.*
This item is put on hold for now.
- *KL to approach Ricky Kavanagh re requirement for new gym coach*



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- *A new club coordinator is required for gymnastics after the summer.*
At the moment there is no gym coach available. Some more contacts were given to KL by the PTA members. This will be advertised as detailed below. If nobody is found then the club may have to stop, to be further discussed later.
- RS suggests starting a vacancy section on the school website for parent helpers, coaches and PTA tasks. SM will set up a vacancy system. Input will come from KL (clubs, specifically Gym Coach & Gym Club Coordinator), PTA meetings (fundraising events), RS (parent helper tasks). Parent helpers need to be PVG checked.
- Amanda Russell is still to update the PTA on what football equipment is required
- CF will contact the class reps to check their understanding of their role.
- DG and WZ will take control of the notice boards and update the information.

3. Head Teacher's Report

- The first focus group with pupils show that they wish for the ICT to be improved.
- There will be no more evening surgeries, because no parents have attended over a prolonged period of running the surgeries.

4. Fundraising

- #pitchfever: fundraising is going very well. RS suggests we hold a celebration/tester day on a school day. Maybe Sports Inspire could help. TBD
- Maybe a ceidilh for children, around the Burns festival? TBD

5. Projects

- Field: CF is in ongoing discussion with CEC, with the main difficulty being ensuring that the work CF is carrying out is to the satisfaction of the council given that they will have ongoing responsibility for the pitches. CF will keep us posted.
- Playground equipment survey on Monday after lunch: SM, CD and AA will scan the school for playground equipment.
- New equipment can be bought with Active School Vouchers (at Sainsbury's now). The vouchers can be handed in at school and the nursery. SH will coordinate Sainsbury's and any other supermarket vouchers, ensuring that there is improved visibility by displaying banners to show we collect them.

6. Treasurer's Report

Balance on PTA account is currently £29,538.33

Balance on the Gift Aid bank account is £11,150.33

TOTAL: £40,688.66

£29,477 will have to be kept aside to pay for :

1. Sports field drainage work	£25,000
2. Eco garden shed and tools	£350
3. JASS folder inserts	£675
4. Cyber Coach	£595
5. Club Lets	£3,452

This gives a NET BALANCE (PTA and Gift Aid) £11,211.66



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7. Funding Requests

- Sound System: the school has an offer for a good sound system, for indoor and outdoor use. The PTA will cover 50% of the costs.

8. Club Updates

- Meeting 25th February
 - An excel sheet will be updated with all the coaches details: first aid qualification, PVG status, coaching qualifications etc.
 - The lead coach is the responsible person for their specific club in case of fire. The 2nd coach/parent helper will escort children out the school. The lead coach will make sure the designated areas are vacated and will call 999 once it is safe to do so. KL will produce a procedure for distribution to coaches, club coordinators and parent helpers
- There are 2 first aid kits: one in the gym hall (to be checked by SM, CD and AA), one in the PTA cupboard in the room opposite the thrift shop (a proper place has to be found by SM, CD and AA in the main hall).

9. Thrift Shop Report

- Next meeting.

10. Matters Arising

- FUN RUN
The date is set on Sunday 13th September 2015.
- CHRISTMAS CARDS
The next timescale is approved:

Artwork completed by classes and sent home	Friday 25 th September
Deadline for orders	Friday 2 nd October
Orders checked by PTA members	Monday 5 th October
Date for collection of completed cards by APFS	Friday 9 th October
Delivery of cards from APFS	Wednesday 21 st October
Distribution to classes complete and sent home	Friday 23 rd October

Fiona Rushworth has kindly agreed to continue to coordinate this activity but RS offered further school support – FR will make the initial booking with APFS then the school will coordinate all other activities except for checking which will be carried out by PTA members. WZ will send the timescale to Fiona Rushworth.
- GALA DAY
PTA will have a tombola again. WZ to organise this.
- COMIC RELIEF
The school is promoting a number of fundraisers hence comic Relief is not being actively promoted this year. However, pupils are welcome to attend school in face paint/red noses and any money that is donated will be combined with the proceeds from the P2 toy shop sale which is specifically for Comic Relief.
- BAG2SCHOOL
The date for Bag2School has changed to 1st May.
- LOST PROPERTY



Dean Park Primary School

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FR and Tracy Kiggins will take care of the enormous amount of lost property. RS will give dates the items can be displayed in the main hall for parents and children to look for their own items. Leftover items will be washed and sold in the thrift shop.

- NURSERY UNIFORM SALE

FK will set a date, CD will organise this event.

- BADGES

The parent council will receive badges to be more visible at events. The PTA would like them too. RS will organise this.

- UNIFORMS

The uniform co-ordinator Kathryn Brignall will leave. SM will take over the uniform co-ordination for now. Longer term a new uniform co-ordinator will be required.

RS will contact the High School for returned blazers, for use at Dean Park. SM will look for new blazers.

- WATER BOTTLES

New plastic water bottles are ordered by WZ.

SR has searched for non-plastic water bottles. The PTA agrees on buying 25x350ml bottles and 25x500ml bottles in white displaying the school logo to be sold for £7.00 and £8.00 per bottle. SR will take care of this water bottle order.

- BREAKFAST CLUB

Kids Insight will stop with the breakfast club. Village Nursery will take all the children.

- MRS AITKEN

RS will order flowers for Mrs Aitken who is leaving Dean Park.

Next meeting: Tuesday 31st March (in lieu of April meeting) – **Clinic Building 7.00pm-9pm.**

Other meetings in 2015:

12th May

9th June