



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of PTA Meeting 12<sup>th</sup> May 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), Charlotte Flemming (CF), Sarah Harris (SH), Katarina Lauder (KL), Elaine MacMaster (EM), Sonja Ranson (SR), Rehana Shanks (RS) & Nikki Watt (NW).

#### **Apologies**

Vicky Abercrombie (VA), Blanca Kerr (BK), Fiona McKay (FM) & Fiona Railton (FR).

#### **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.

- SM set up a VACANCY SYSTEM on the PTA website. If a vacancy occurs, please send the details to SM.
- Amanda Russell is still to update the PTA on what FOOTBALL EQUIPMENT is required
- PLAYGROUND EQUIPMENT:
  - SM will buy 2 pumps to pump the present balls
  - Further ordering of playing material and benches (and tables) is on hold until the plan to teach parents to help with playground games is in a more developed stage and there is a better overview of what is really needed.
- ACTIVE SCHOOL VOUCHERS are coming in.
  - SR to ask Jennifer of the Church Office to make a box for kids vouchers
  - Maybe a box can also be placed at the library.
  - Where to get vouchers: Sainsburys, Morrisons, Tesco...
- FIRST AID KITS:
  - One is at the gym
  - One will be placed somewhere in a cupboard at the hall with a sticker outside. Location to be set by RS.
  - Maybe the annual check can be added to the procedure of the school first aider? RS
- KL will send a draft version of the EMERGENCY PROCEDURE to the PTA members when the location of the first aid kits are set.
- NURSERY UNIFORM SALE: date is set on 22<sup>nd</sup> May.
  - CD will make a flyer, to be sent out by Tracy Kiggins (TK)
- ONLINE UNIFORM ORDERING: Kathryn Brignall sent out a letter about the new ordering system. Not all parents have received a letter, probably because of Abernathy.
  - SM to ask TK to send out a new email notification.



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- P1 PARENT AFTERNOON
  - Letter to be sent out this Friday: info nursery uniform sale and new uniform ordering system to be added. SH & RS.
  - BH to do PTA presentation.
- RS to ask about HIGH SCHOOL BLAZERS.

### 3. Head Teacher's Report

- Head teachers report will be sent out in June.
- RS is happy, positives from parents and positive visit from the council.
- Online booking system was a success, parents who didn't sign up through this system were called.
- RRSA (Right Respecting Schools Association) meeting on Thursday morning 18<sup>th</sup> June. Mrs Watsons asks if anyone is available to assist her.
- RETIREMENT: Mrs Watson and Mrs Young will retire at the end of this school year. The PTA will take care of a collection. BH
- PARENT TEA PARTY: all PTA members are invited, Wednesday 24<sup>th</sup> June, RS will take care of the catering.
- NEW BUSINESS ADMINISTRATOR: Mrs Amy .... (she comes from Balerno High School and is a former parent).
- FIELD: the PTA decides to contact the Parent Council for a joined letter to Andy Grey and Ricky Henderson. BH & Sally Cavers. CF will draft a letter.

### 4. Treasurer's Report

Balance on PTA account is currently £27,532.82

Balance on the Gift Aid bank account is £11,550.46

**TOTAL: £39,038.28**

£25,980 will be kept aside for the field drainage work.

£ 980 will be kept aside for clubs lets and coach fees.

**This gives a NET BALANCE (PTA and Gift Aid) £13,103.**

### 5. Fundraisers

- CHRISTMAS CARDS: all set, actions to be sent to RS by WZ.
- TOMBOLA AT GALA:
  - Letter to send out to parents – WZ
  - Boxes for donations – AA (Thursday 28<sup>th</sup> May)
  - Raffle tickets to be bought – WZ
- AUTUMN FAYRE: BH asked for ideas to make the fayre an even bigger success
  - Halloween theme?
  - Online signing up system for helpers
  - Next meeting: collection of ideas. EVERYONE TO THINK ABOUT IT
- FUN RUN:
  - Date is set for Sunday 13<sup>th</sup> September
  - CD is looking for funders for medals, water etc. Maybe Decathlon.
  - Everyone to think about ideas to involve more P6-7s.
  - A shorter run for the P1-2 is requested.



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### 6. Projects

- GARDEN: tap is in use, sheds are filled. Planting will be done when it has become warmer. A summer rota for watering the plants will be made by Jen. After the summer break there will be a Harvest Lunch again.
- We need a new big project: **ideas to send in next meeting.**

### 7. Funding Requests

- SOUND SYSTEM: no quote has been sent to the school yet, because of change of contact persons. **SM will contact Kirsten Boyd and Brian Speedie.**
- P7 LEAVERS' GIFT: ordered by WZ on request of RS.
- SPORTS DAYS:
  - Coffee/tea/spoons/sugar is needed. **SM will buy the supplies.**
  - Help with serving coffee/tea:
    - Friday 15<sup>th</sup> May: **Silvia & Charlotte**
    - Friday 22<sup>nd</sup> May: **Silvia & Nikki**
    - Friday 29<sup>th</sup> May: **to be confirmed if help is needed - SH**

### 8. Club Updates

- ART CLUB: a few new kids on the waiting list. Two classes made into one, now covering the costs.
- GYM CLUB: co-ordinator takes care of class after it was cancelled. She will step down at the end of term.
- **VACANCIES: to be placed on the PTA website SM in co-operation with all members.**
- **THANK YOU FOR THE COACHES: Decathlon vouchers (£10 and £20) for unpaid coaches and thank you cards for all coaches (around 20 cards). KL will buy vouchers and cards to be signed at next meeting.**

### 9. Thrift Shop Report

- Two new volunteers.
- Money this year up till now: £ 642 on 2<sup>nd</sup> hand items and £ 279 on new items (money we paid for new items has not been subtracted).

### 10. Matters Arising

- The PTA would like to have Wisepay so a lot of money and time can be saved.
- NEWSLETTER: before end of year BH and WZ
  - Update year 2014-2015
  - Dates Fun Run, Autumn Fayre and Christmas cards next year.
  - **Positives about being a member of the PTA or parent helper. ALL TO SEND TO WZ.**
- FINDING NEW MEMBERS: talk to other parents, AGM with extras to attract parents, P1 parent afternoonetc.

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

Other meetings in 2015:

New dates to be set for after the Summer Break