



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 13<sup>th</sup> September 2016

#### PTA Members Present

Johan Nolan (JN) – Vice Chair	Rehana Shanks (RS) – in part
Silvia Martocchi (SM) – Treasurer	Roslyn Campbell (RC)
Pam Lamb (PL)	Mairi Lawrie (ML)
Amanda Russell (AR)	Sarah Harris (SH)
Marciana Trusson (MTr)	Brian Speedie (BS)
Adrienne Wilson (AW)	Kirsten Beddows (KB)
Ailey Aitken (AA)	Clare Dow (CD)
Mairead Telford (MT)	Saria Collins (SC)
Charlotte Fleming (CF)	Paula Ryan (PR)
Nati Smith	

#### Apologies

Dawn Graham (DG)	Maria (MN)
Mamel Henendez (MH)	Clare Thomson (CT)
Chrissy MacLennan (CM)	Helen Moriss (HM)

#### Head Teachers Update (joint for PTA and PC)

1. RS welcomed members of both the PTA and Parent Council and provided a joint update. Neil McCallum the new Balerno High School head was introduced and expressed his desire to work together.
2. Health & Wellbeing – the field drainage is completed and appears to be successful. RS thanked all those involved.
3. Buildings – a number of building projects are underway in the school which are being co-ordinated and RS ensuring health and safety protocols are being met. The projects include refurbishing the toilets; new windows which will also result in new external panels; car park surface has been re-done although this will need further work once the other building projects are complete; all doors are being re-painted during the October holidays. External signage will also need to be considered at an estimated cost of £2k.
4. Balerno Village Trust Survey – RS encouraging the PTA, PC and pupil groups to respond to the BVT survey on how the hydro scheme funds could best be used in the local community. Potential options include a community meeting space or permanent shelters at the 2G and school pitches.
5. 2G pitch – this is now complete, RS thanked all those involved. The pitch is due to come under community ownership so there will be further discussions about the clubs that pay levies for its use. RS suggested that the Autumn Fayre (to be held in BHS concourse) could be an opportunity for a 2G celebration.



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6. Standards, Quality and Improvement Plan (SQIP) – A new standardised format is to be introduced. It was noted that the last three years plans were available on the school website. New national assessments are being introduced and previous assessments are being collated, any use of these as a league table needs to be treated with caution.
7. Recruitment – Jamie Ross and Helen Milne have been recruited for P2 and P3/4.
8. Breakfast Club – Keen for a breakfast and afterschool club on-site but challenging with the current available space. Potential opportunity for the PC to lobby for additional resource through school expansion that is likely to be requirement of house builders. It was noted that the gym hall floor is being refurbished, and that this is a possible future funding need.
9. ASL Survey – RS explained that this survey was a DPP initiative to seek views from parents to ensure all pupil needs are addressed. The results are being assessed and where necessary individual discussions will take place. RS noted that there is a need to be cautious about proportionality when analysing survey responses and that different methods of communication and information is available.
10. Care Inspectorate & parent questionnaire for nursery – The themes that came out are the environment- including children in risk management, helmets have been purchased for bikes and trikes, the outdoor surface has been fixed, and weekly walks have been introduced; and, staff where work is underway to formalise links between the school and nursery staff.
11. Health and Wellbeing Fund – options for the use of this are to reduce the costs of skiing or school camp. PC considering putting money into this fund.
12. AGM – A joint AGM will be held on 5 October in St Josephs Hall. JN to draft communications, PR volunteered to organise drinks and nibbles.
13. Following the joint Head Teachers update, RS left the meeting and the stand-alone PTA meeting then took place.

### Welcome, Introductions and Minutes

14. The Chair welcomed new parent and staff members to the PTA. The minutes from the last meeting were approved with no outstanding actions. They will need to be put on the website and notice boards. It was noted that the notice board by the P1 gate needs fixed.

### PTA Office Bearers

15. JN gave an update:
  - President – RS
  - Chair – a parent is considering the role of Chair and we await a final decision.
  - Vice-Chair – JN
  - Secretary – DG



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- Minute Secretary - KB had offered to be minute secretary, but would not be able to commit to attend every meeting. PR and Chrissy had also offered to help.
- Nursery link – MT & NS
- PC link – RS
- Thrift shop co-ordinator – PR
- School uniform co-ordinator – As there is now an online ordering system with delivery to the school it was unclear if this role was still necessary. JN to investigate requirements
- Rag bin co-ordinator – Rag bins in the car park, it was thought the janitor requests for them to be emptied but PR offered to help. JN to investigate where the cheque is sent to.
- Clubs Administrator – CD
- Basketball co-ordinator is the only vacant position. EM currently covering, CD also offered to help temporarily cover if necessary.
- Treasurer - MTr offered to take on the position of Treasurer and SM would do a handover. Mamel Henendez was considering the website and options for secure payments, however, it was agreed to wait until the school launched their new on-line payments system and investigate whether the PTA could also use this. It was suggested that we should ensure we are maximising interest with the current bank account, MTr offered to investigate.

**Actions – JN to investigate school uniform co-ordinator requirements & cheque for rag bins**

**- SM to handover Treasurer duties, MTr to investigate bank account options**

### Treasurer's Report

16. SM advised members that:

the balance on the PTA account is	£7,815
the balance on the Gift Aid bank account is	£13,684
<b>TOTAL</b>	<b>£21,499</b>

17. SM advised that approximately £11,920 would have to be kept aside to pay for:

Clubs	£4,420	
Fort area	£7,500	
<b>Leaving a net balance of</b>		<b>£9,579</b>

18. It was noted that £2,500 from football and hockey fees were to be put aside to be paid towards the 2G pitch and it was agreed that the PTA would provide a petty cash float of £200 for the school office. Garden funds will be put into the PTA account for ease of access but need to remain ring-fenced.



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### Fundraising Events

19. Fun run – C&B news supporting with Sainsbury's and Tesco providing enough refreshments for 200. CD following up with the Council for permission. There should be enough helpers but more are always welcome.
20. Autumn Fayre – 29 October in BHS concourse. Volunteers are required to run the stalls which are tombola, book stall, guess the teacher, tuckshop, nearly new sale, face painting, café, arts and crafts, games and competitions.
21. Calendar/Christmas cards – JN offered to take forward a school calendar with a sample available for view at the Autumn Fayre. ML and RC offered to take forward Christmas cards.
22. Thrift shop – Thrift shop, garden and jam made £442.32. AW and PL offered to help.

### **Actions – All to consider how they can help at the Autumn Fayre**

- JN to take forward sample calendar
- ML and RC to take forward Christmas cards

### Projects

23. Possible future projects include the gym floor replacement or possibly appropriate cleaning equipment although further investigation is required, football club storage, cleaning equipment for the garden e.g. boot cleaners.

### After school clubs

24. After schools club – there was an apparent issue with the website for recorder club, it was suggested that for future years parents should pay for the books. Karate teacher had suggested taster sessions for P1 and P2 on active Wednesday, SH taking forward

### AOCB

25. School uniform provider to be discussed at the next meeting. CD asked if it would be possible to buy boot cleaners for the school and members agreed to discuss at the next meeting.
26. Date of Next meeting – 11<sup>th</sup> October 2016, with AGM on 5<sup>th</sup> October