



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

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

#### PTA Members Present

Nati Smith (NS) – Interim Chair	Rehana Shanks (RS)
Dawn Graham (DG)	Mamel Henendez (MH)
Helen Morris (HM)	Paula Ryan (PR)
Chrissy MacLennan (CM)	Sarah Harris (SH)
Lindsay Coull (LC)	Brian Speedie (BS)
Adrienne Wilson (AW)	Kirsten Beddows (KB)
Ailey Aitken (AA)	Clare Dow (CD)
Mairead Telford (MT)	Saria Collins (SC)

#### Apologies

Johan Nolan (JN)	Charlotte Fleming (CF)
Mariana Trusson (Mtr) Treasurer	Pam Lamb (PL)

#### Welcome, Introductions and Minutes

1. The Chair welcomed parent and staff members to the PTA. Apologies were noted.

#### Head Teachers Update

2. School dinners – the Eco Committee and Parent Council (PC) were both looking to improve the dining hall experience including the quality of food and waste. RS reported that there was not enough crockery and she was in discussion with the Council about the cost of replacement plates, and asked if the PTA would help support the costs.

**Action – RS to provide costs and issue to be discussed further at the next meeting.**

3. Gifts – the PTA has historically bought glass gifts for those that have provided a service to the school which were usually given out at the Tea Party at the end of each year. RS asked if the PTA were willing to pay for a new order, NS asked for the costs to be confirmed.

**Action – RS to confirm the cost of gifts.**

4. Upcoming activities include the nativity play, Burn competition, P7 celebration of work. There was also due to be a self-evaluation of the school in advance of the formal inspection. PC to provide parent helpers.
5. Health & Wellbeing – work is underway to consider the best use of space including the current fort space and library, with the aim of providing a breakfast club.
6. Buildings – It is expected that new classrooms would be provided due to the expansion of housing in Balerno, this may free up the space previously used by Compass Playgroup. RS was considering approaching Cala for additional resources given the school is being used in the marketing of their new houses.



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### PTA Office Bearers

7. It was suggested that some roles could be divided up if the workload was too much. The vacant positions were discussed and agreed as:
  - Interim Chair – NS agreed to act as interim chair
  - Secretary – CM (nominated by RS, seconded by SH)
  - Minute Secretary – KB, RS and CM offered to act as back-up
  - Treasurer – DG (nominated by RS, seconded by AA), supported by AA, CD who will co-ordinate the PTA clubs payments.

### Treasurer's Report

8. It is anticipated that a treasurers report will be available for the next meeting.

### Fundraising Events

9. Bags to School – PR was arranging for the bags to be issued shortly, in the school and nursery.
10. Autumn Fayre – to be held at BHS again in 2017, date to be confirmed.
11. NS asked the Committee for suggestions for other fund raising events, social events such as a ceilidh or family bingo were proposed. It was suggested that the PTA could also raise funds on the sports days through sales of coffee, filled rolls etc which could be done in the gym hall. Another option was to run a family picnic after the sports day. RS suggested that it would be useful to own a couple of gazebos.

**Action – BS to investigate the cost of gazebos.**

### Projects

12. Options for the fort and associated areas are being considered. £7,500 had been committed by the PTA and RS investigating grant funding as costs could exceed £60k. It was noted that the signage for the school entrance had been raised with the Council Asset Management Team.

### After school clubs

13. After schools club – Cairn Simpson is the new basketball coach, with Elaine McMaster continuing as co-ordinator. It was hoped that the P3 football club coach role would be filled shortly.
14. A concern was raised that the roles and responsibilities of parent helpers that were possibly not clear to everyone. It was suggested that a single description of the role could be produced, however it would need to be confirmed if the role was the same for each club. Further to this RS offered to run a session to update on child protection and consider the



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production of a Rights Respecting School Community Charter as a positive way to promote good behaviour out with the school. RS suggested that this could be launched in August, possibly with as associated social event.

**Action – RS to take forward from March, potentially discussing at the community meeting scheduled for 7 March.**

### AOCB

15. A new whiteboard for the eco-garden was requested.
16. It was agreed that the school should join The National Trust at the cost of £60 for the whole school.
17. It was noted that excess stock from the thrift shop was being provided to support children in deprived areas.
18. It was agreed that 100 yellow high viz vests could be procured for the nursery.
19. Communication and the use of shared space, such as google drive or dropbox, to be considered at the next meeting.

**Action – communication to be on the agenda of the next meeting**

20. Date of Next meeting – 17<sup>th</sup> January 2017.