



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 17<sup>th</sup> January 2017

#### PTA Members Present

Nati Smith (NS) – Chair	Johan Nolan (JN)
Dawn Graham (DG)	Mamel Henendez (MH)
Helen Morriss (HM)	Paula Ryan (PR)
Roslyn Campbell	Sarah Harris (SH)
Lindsay Coull (LC)	Brian Speedie (BS)
Adrienne Wilson (AW)	Clare Dow (CD)
Kirsten Beddows (KB)	Saria Collins (SC)
Mairead Telford (MT)	

#### Welcome, Introductions and Minutes

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

#### Guest – Kirsty Fulton

2. KF proposed introducing 'Loose Parts Play' in the playground as part of Learning for Sustainability and offer to forward some information to allow the PTA to consider providing funding.  
'Loose Parts Play' is the use of materials (natural or synthetic) that can be moved, carried, combined, redesigned, lined up, and taken apart and put back together in multiple ways. They are materials with no specific set of directions that can be used alone or combined with other materials empowering creativity, communication and learning.

**Action – KF to forward information, NS to circulate.**

**NS to price containers to store provision boxes**

#### Minutes and Actions from November and December meetings

3. The minutes from 8<sup>th</sup> November and 13<sup>th</sup> December were agreed. Most actions had been completed, the outstanding actions were:
  - CD to look at possibility of using supplies from Malleny Community Orchard and Cyrenians – on-going
  - RS to provide the cost of plates and gifts – carried forward
  - BS to investigate the costs of gazebos – BS reported that there was a wide range of choice and cost depending on what was required, with an average of about £150. PR offered to investigate what gazebos the Gala use.

Action – PS to investigate gazebos  
CD to investigate whiteboard for the garden

#### Head Teachers Update

4. BS reported that a self-evaluation exercise would take place on 9 February, in preparation for an inspection. Assistance from experts has been secured, but they would still welcome parental involvement for the discussion groups.



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### Treasurer's Report

5. DG reported that the balance is £15,892. DG suggested that the PTA should claim gift aid which can be claimed back for the last four years.
6. DG also suggested that records could be stored electronically as HMRC will accept scanned documents and it would reduce storage. It was suggested that the boxes of previous records could be stored in the lockable cupboard in the clinic.

### PTA Vacancy – appointment of Chair

7. NS put herself forward as Chair, there was unanimous agreement, formally CD nominated and MT seconded.

### Health and wellbeing fund

8. Balerno Village Screen have kindly donated £500 towards the Health and Wellbeing Fund, to be used for outings that children may not be able to go on if unaffordable for the families.
9. DG will manage and report it as a separate fund which the Parent Council can also contribute to and view the balance.

### Health and Safety

10. It was suggested that H&S was a standing item on the agenda. It was agreed that the PTA 1<sup>st</sup> aid boxes should be checked to ensure all the items were up to date and included the appropriate equipment.

**Action – CD and PR to check the 1<sup>st</sup> aid boxes.**

### Fundraising/Social Events

11. The next regular fundraising event is the tombola at the gala, for which the Gala Committee usually provides a donation

**Action – BS to check the usual procedure with the Gala Committee Chair.**

12. Other suggestions for fundraising included:

- ceilidh
- family bingo
- sports day refreshments
- car boot sale (although we would need to investigate a licence)
- a beetledrive
- a sale of outdoor activity equipment such as bikes and scooters (it was noted that someone would have to ensure the safety of the bikes, or they would be 'sold as seen')
- a fashion show similar to the one that raised money for the 3G pitch, this would use donated clothes and a sale of good quality second hand clothes. Any leftover clothes could go to Bags to School
- asking P7s to donate old school ties and red jumpers for the thrift shop (would need to check with RS and children)

**Action – NS offered to collate ideas for a vote for an event possibly in late April**

### Fundraising Requests

13. There may be a request for sports kit for the school to be used by clubs when representing the school. It was noted that the C&B News have donated £500 towards the kit, but there may be further costs.
14. It was suggested that a form being introduced for requests of PTA funding.



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**Action – SH to notify the costs with a request for the PTA to contribute; and to send on the forms that the school uses to request funding.**

### Projects

15. CD is planning work on the Eco-garden, possibly a sensory garden, and is investigating sources of funding, she will keep the PTA informed.
16. National Trust membership is still to be arranged. Work on the Fort area is still under consideration, SH will be working with the Health Committee to gather ideas from the children. PTA suggestions included a dome, outdoor eating area, picnic blankets or benches.
17. It was agreed that other potential projects should be considered to focus fund raising efforts.

### After School Clubs

18. Electronic registration forms are now set up which, once in use, will allow simpler management of the club attendees and reduce the admin resource.
19. An electronic payment system may be available in the future, in the meantime it was suggested using BACS payments by giving unique reference numbers to each child.
20. Options for a new P3 football coach were being pursued.

**Actions - CD to take forward electronic registration**  
**DG to investigate the possibility of on-line payments**

### AOB

21. As the meeting had to come to a close, communications would be discussed at the next meeting.
22. Date of Next meeting – 21<sup>st</sup> February 2017.