



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 21<sup>st</sup> February 2017

#### PTA Members Present

Nati Smith (NS) – Chair	Sarah Harris (SH)
Dawn Graham (DG)	Clare Dow (CD)
Helen Morriss (HM)	
Roslyn Campbell	
Christina MacLennan (CM)	
Adrienne Wilson (AW)	
Rehana Shanks (RS)	
Ailey Aitken (AA)	

#### Welcome, Introductions and Minutes

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

#### Guest – Fiona Bell, Parent Council Chair

#### Minutes and Actions from January meeting

School dinner plates – now off the agenda, the ‘slop trays’ have not yet arrived in school and we await a response from the Facilities manager.

Whiteboard for garden – arrived, CD to arrange for janitor to build.

Sports kit – having reviewed several suppliers and been unhappy with the quality, RS has proposed to use the same supplier as Balerno High School. Ordering of these items may be added to the uniform order form.

**Action - We await response from Linda Parks at BHS.**

#### Head Teachers Update

##### School Plans/building work to add additional classrooms

- Catchment area of school to change due to additional housing being built in area.
- Parents that have been affected by/were out of catchment encouraged to take part in meetings re. school building works/additional classrooms. CD & NS to attend.
- Meetings will take part predominantly during school time.

##### Library

- Carpet removed, library shelves pushed back against walls.
- Carpet may be replaced once building works completed.
- Library services to be invited in to review books and run bookbug sessions.



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**Breakfast Club** - To be trialled after Easter, from 8am onwards, staffed internally.

**Lunch Time Supervisor Roles** - Three jobs to be advertised.

**Fort Redevelopment** - On hold until building plans discussed/finalised.

**Health and Wellbeing** - Ongoing part of school agenda.

### Treasurer's Report

- DG reported a balance of £19,737. The ski club invoice is awaited.
- Covenant account balance is £14,740. This is ringfenced for spending on projects outside/in the school grounds.
- DG has completed forms to allow us to use online banking.

### Health and Safety

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

### Fundraising/Social Events

- Gala Tombola - The next regular fundraising event is the tombola at the gala, for which the Gala Committee may provide a donation.
- The results of the PTA fundraising/social event vote were as follows:
  - 1) Quiz and disco – Possible date end April, to be held at the bowling club.
  - 2) Sports Day refreshments – local traders to be invited in to sell food/refreshments. Children to be provided with strawberries and cream, cost to be covered by the PTA. Discussed giving the children a ticket to 'claim' their free food and serving the strawberries in cups. Final details to be discussed at a later meeting. Also, discussed organising a local sports star to launch/open the field and inviting people/parents who were heavily involved in fundraising for the field (Kirsty Armsworth husband, Matthew Laidlaw's father).  
P3/P4 big idea is the BVT, so we may be able to involve them in some way.

Sports Day dates

19<sup>th</sup> May – P3/P4 (140 children).

26<sup>th</sup> May – P5/P6/P7 (220 children).

2<sup>nd</sup> June – P1/P2 (140 children).

**Action – NS to investigate availability & cost of bowling club for quiz/disco and no clashes with existing local events.**

**RS, along with the PTA and parent council to contact BVT to see whether local traders/traders from the market would be interested in attending (such as Scoff foods).**

**CM/AA to look into cost of strawberries & cream for children for sports days (Scotmid and Tesco).**

**Await PR update on where the gala committee source their gazebos from.**



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### Fundraising Requests

- **Restocking the gym cupboard with sports equipment** i.e. lightweight mats, basketball nets etc. Request made by SH and PTA were in agreement to cover the cost of this. The total cost so far is £2,000.
- **Cooking area in the 'library'**. Following the changes to the library space as detailed above, the PTA may be asked to purchase some hotplates/tablecloths/other cooking items to stock/create a cooking area in the library space.
- **New carpet for the library**. This may be required after any building work is completed.
- **Overhaul of playground planters/raised beds** – CD requested money and perhaps an event to overhaul these items in the playground. RS suggested requesting the janitors complete this over the Easter/Summer holidays. The garden fund/PTA may cover the cost of this.
- **Maths resources**. Additional/new for infant, middle & upper school. This would be funded by school & PTA. SH to provide cost.
- **Lighting in the main hall**. Await BS update on cost.
- **Action – SH to provide PTA with funding request slip for gym cupboard equipment. School to keep PTA updated with progress of the cooking area in the library. CD/NS/CM to complete a review of the playground to assess requirements (Wednesday 22<sup>nd</sup> February, 2pm). A report is to follow. SH to provide cost of maths resources.**

### Projects

- **Loose Parts Play**. This has been parked until the new academic school year, due to the commencement of the building plans. As Kirsty Fulton is due to leave Dean Park, Matt Grieve is to take this area on.
- **Pop up thrift shop** to be run again at nursery on Friday 9<sup>th</sup> June.
- **Action - NS is to continue investigating storage for 'loose parts play'. AW to help with thrift shop pop up and contact PR to help organise.**

### After School Clubs

- New P3 football coach found and to start 2<sup>nd</sup> March.
  - For the P3 football, we are going to trial online payment using a google form, child's surname and code.
  - Need to set up club coach 'no show' procedure: Unfortunately, last term one of the coaches did not turn up to take a football club. CD covered the club for its duration. The main clubs affected are; French, Spanish, football.
- Action - CD to write a list of what to do in case of a coach 'no show'. CD to share online registers with the school office, once set up.**

### Communication

**Action - NS to send communication on parentmail re. the new office bearers of the PTA and directing any PTA enquiries to the website.**

**Action - Google drive and dropbox to be cleared out by CD, NS, CM and decide how to store old documents and how to archive etc going forward, so we have a consistent approach.**

**Action – CD to update website, specifically regarding art club times.**



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### **AOB**

- AA updated us on the hi-vis jackets for nursery. They have been purchased from Ikea with a 25% discount, total cost £262.50, for 100 vests.
- Date of Next meeting – Tuesday 14<sup>th</sup> March 2017.



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### Actions log

Start date	Reference	Action	Owner	Status/progress
08/11/16	2016/001	Investigate the possibility of using supplies from Malleny Community Orchard and Cyrenians	CD	On hold till the Summer - May/June
13/12/16	2016/002	Provide the cost of plates and gifts	RS	ON HOLD.
13/12/16	2016/003	Investigate whiteboard for the garden	CD	In school, to be put up in garden. COMPLETED.
17/01/17	2017/001	Investigate gazebos used by Gala Committee	PS	
17/01/17	2017/002	KF to forward information about Loose Parts Play, NS to circulate	KF; NS	On hold till new academic year.
17/01/17	2017/003	NS to price containers to store 'Loose Play' provision boxes	NS	On hold till new academic year.
17/01/17	2017/004	Check the PTA 1 <sup>st</sup> aid boxes.	CD; PR	
17/01/17	2017/005	Check the usual procedure for the gala day tombola with the Gala Committee Chair	BS	COMPLETED.
17/01/17	2017/006	Collate ideas for a vote for an event possibly in late April	NS	See minutes for information. COMPLETED.
17/01/17	2017/007	Notify the costs for sports kit with a request for the PTA to contribute	SH	See minutes.
17/01/17	2017/008	Send on the forms that the school uses to request funding.	SH	Staff to complete a 'purple' slip and if appropriate the PTA may be asked to help with costs.
17/01/17	2017/009	Take forward electronic registration for clubs	CD	
17/01/17	2017/010	Investigate the possibility of on-line payments for clubs	DG	



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Start date	Reference	Action	Owner	Status/progress
21/2/17	2017/011	Sports kit supplier details from BHS	RS	
21/2/17	2017/012	Costings for quiz/disco and potential dates	NS	
21/2/17	2017/013	Contact local traders to attend sports days	RS	
21/2/17	2017/014	Cost of strawberries and cream for sports day	AA; CM	
21/2/17	2017/015	Playground review	CD; NS; CM	
21/2/17	2017/016	Cost of maths resources & request for PTA to contribute	SH	
21/2/17	2017/017	Organisation of thrift shop pop-up at nursery during transition	AW; PR(?)	
21/2/17	2017/018	Write coach 'no show' procedure	CD	
21/2/17	2017/019	PTA club lists to school office	CD	
21/2/17	2017/020	Update on PTA office bearers to parents/carers	NS	
21/2/17	2017/021	Clear out google drive	NS; CD; CM	