



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 14<sup>th</sup> March 2017

#### PTA Members Present

Nati Smith (NS) – Chair	Pamela Lamb (PL)
Dawn Graham (DG)	Christina MacLennan (CM)
Helen Morriss (HM)	Paula Ryan (PR)
Roslyn Campbell (RC)	Sarah Harris (SH)
Lindsay Coull (LC)	Brian Speedie (BS)
Ailey Aitken (AA)	Clare Dow (CD)
Kirsten Beddows (KB)	Saria Collins (SC)
Rehana Shanks (RS)	

#### Welcome, Introductions and Minutes

1. The Chair welcomed parent and staff members to the PTA. Apologies were noted.
2. The minutes of the February meeting were agreed. Most actions were due to be discussed during the meeting, however it was noted that PL offered to help with the pop-up thrift shop at nursery and the clear out of the Google drive had been carried forward.

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

3. The Parent Council (PC) wished to allocate money each year for a range of health and wellbeing issues, however didn't want to cause confusion between PTA and PC for parents. It was confirmed that the PC would not wish to access the funds, but would expect reports on what it was used for.
4. PTA have a Covenant Fund (known as Giving Fund) which is funded by parent donations under a stand-alone account. It was suggested PTA and PC work together to ask parents to contribute to the existing account which the school could access for health and wellbeing, however consideration would first have to be given to the use of funds currently in the account. It was suggested that the name of the fund could be amended to 'Sustainability Fund' which could be linked into the schools priorities and allow flexibility for what the fund could be used for in the future.

**Action – it was agreed that the PTA and PC could work together to consider best way to approach and communicate a re-branded fund to start from August.**

#### Head Teachers Update

5. RS reported that Balerno High School PTA have offered to do the teas and coffees on parents nights, Dean Park PTA will still supply the teas, coffees and refreshments



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

6. There was a discussion around the planned school extension on the use of space and how to fit in additional classrooms while retaining flexible space for other purposes e.g. breakfast club, after school club. Potentially the current clinic building will be used for extra classrooms, however, it was noted that it would be preferable to retain the clinic as a community space.

*Background: RS and parent representatives met with the City of Edinburgh Council in the afternoon to form a parent working group for the school extension.*

7. RS was investigating options around teaching some Japanese language and culture e.g. Manga cartoons. There were potential opportunities for accessing funding and learning packages.
8. The school is due to be reviewed by the Local Authority. PTA did a grounds review for maintenance issues, RS is seeking to follow up. Consideration of whether a similar review could be done inside after school hours.

### Treasurer's Report

9. DG reported a balance of £20, 416. Bags to School and Rag Bag payments have come through, however, coaches were still to be paid.
10. Covenant £14,361. DG wishes to write to those contributing to firstly thank them and secondly ask for updated details and seek gift aid as DG planning to do a claim for gift aid.
11. There had been a successful trial of automatic payments for P3 football team, aim from next term to get all clubs members registered electronically and pay online.

### Health and Safety

12. 1<sup>st</sup> aid boxes – CD has looked at the ones in the gym hall and emailed club co-ordinators, need to check the one in cupboard – action AA. PTA 1<sup>st</sup> aid box stuff needs to be used by summer 2017 so suggested it could be passed to RS, and the stocks could be replaced by newer items with a longer date.

**Action – AA to check 1<sup>st</sup> aid box in the cupboard**

### Fundraising/Social Events

13. NS has investigated the Bowling Club for a Disco/Quiz night, and suggested the 6<sup>th</sup> of May. NS, HM, PR and PL agreed to establish a small Social Committee to organise.
14. RS offered to set up Eventbrite to sell tickets, it was suggested to use a minimum donation approach which means we could claim gift aid too.



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

15. Sports day - the pricing of refreshments still to be investigated, can't buy too early due to sell by dates and risk of sports days being cancelled. Balerno farmers market are speaking with their stall holders about providing trade stands for catering.
16. There was a discussion about opening the sports ground, it was suggested that either a local sports celebrity; parents or past pupils who have been heavily involved and/or raised a lot of funds; or, past coaches could formally open it. RS will take forward.
17. Gazebo – The gazebos used by the Gala Committee cost £119 each from Decathlon. BS also did research and found one for £154. It was agreed to purchase a minimum of 2 from Decathlon, however, 4 could be purchased if a discount was secured.

**Action – CM to investigate a potential negotiation on price for gazebos.**

### Fundraising Requests

18. It was agreed to the new increased cost of replacement PE equipment.
19. The costs of maths resources and lighting will be revisited in June after the self-evaluation focus groups. It was noted that there may also be literacy resource requests after Muckle reading training.
20. Also, need to consider the costs of repairs and improvements identified by the PTA grounds review:
  - basketball hoops could be added to the PE equipment order – SH to do;
  - RS will arrange for the list to be reviewed to see what can be done by the school and what we will need to outsource.
  - Sustainability funds could be used to improve the grounds e.g. planting, playgrounds.
  - Outside of the huts needs to be renovated, however, the future of these is likely to be considered as part of the Council review.
  - P7 are going to do work on the garden area near the huts, PTA could support.
21. Fun run revised date – Sunday 1 October

### After School Clubs

22. CD requested that when the email issued about re-registering children, that PTA members encourage others to do it and explain the benefits.

### AOB

23. Next meeting – 18 April



## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### 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.
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	2017/008	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	
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	6 May tbc
21/2/17	2017/013	Contact local traders to attend sports days	RS	Ongoing
21/2/17	2017/014	Cost of strawberries and cream for sports day	AA; CM	Ongoing
21/2/17	2017/016	Cost of maths resources & request for PTA to contribute	SH	Ongoing
21/2/17	2017/017	Organisation of thrift shop pop-up at nursery during transition	AW; PL	Ongoing
21/2/17	2017/018	Write coach 'no show' procedure	CD	



## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

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	Completed – Parentmail sent 7 <sup>th</sup> March and published on PTA website.
21/2/17	2017/021	Clear out google drive	NS; CD; CM	Carried forward
24/03/17	2017/022	PTA and PC to consider Sustainability Fund and communication with parents	NS; FB	
24/03/17	2017/023	Check the PTA 1 <sup>st</sup> aid box in cupboard.	AA	
24/03/17	2017/024	Investigate a potential negotiation on price for gazebos.	CM	