



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 18th April 2017

PTA Members Present

Nati Smith (NS) – Chair	Pamela Lamb (PL)
Helen Morriss (HM)	Christina MacLennan (CM)
Ailey Aitken (AA)	Clare Dow (CD)
Kirsten Beddows (KB)	Adrienne Wilson (AW)
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 March meeting were agreed.
3. Most actions were due to be discussed during the meeting, however it was noted the clear out of the Google drive and the PTA/PC work on the sustainability fund will be carried forward.

Matters arising – School Grounds Review

4. Surveyors were in school and considered the issues raised by the PTA. RS is waiting to hear about what can be done by facilities management, and will need to be done by the school. It was noted that planters and painting could be done by school or community groups. RS suggested that the kids should be involved in discussing what should be painted on the playground surface. PTA continue to monitor progress and aim to have works completed by the new school year.
5. RS to pass on message to stay off the grass at the front entrance as AA and CD have re-seeded it.

Fundraising/Social Events

- PTA Disco/Quiz night
6. 15 tickets have been sold on Eventbrite, some may be sold through the Thrift Shop. 29 tickets needed to be sold to break-even, however, the Bowling Club requested at least 40 attendees. The PTA agreed to actions to promote the event, including RS to consider notifying future P1 parents if possible, reminder emails to be issued and the PTA to promote. A final decision is needed by next Saturday when the DJ is to be paid.
 - Gala Day – tombola stall
 7. Gala day on 27th May, the PTA stall needs 2 tables and 4 chairs. Dress-down day on 26th May in return for a contribution for the tombola. AA will arrange for boxes and PTA members will ticket the items on the Friday afternoon and then take the filled



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

boxes away on the Friday evening. NS to arrange for parent mail to ask for volunteers for the stall.

8. Suggested that we check the current PTA banner, and possibly arrange for a new PTA Dean Park Primary banner.

Action - CD and NS to look at the banner

- **Sports Day**

9. Caffeine Fix can provide a stall on all three sports days (19th, 26th May and 2nd June) and Balerno Farmers Market will promote the Scarecrow Trail. As Dean Park is a fair trade school the children suggested that bananas should be provided, rather than strawberries. It is estimated that it would cost around £100 for bananas for all the children, and £75 for Freddos. It was also suggested that Haribos could be provided for those that have allergies.

Action - CM to arrange ordering the food, RS to provide exact numbers, including the nursery.

10. Other options include Scoffs attending one of the sports day; the Vanilla Pod could be approached; and/or home baking. Other actions on-going: RS still to contact coaches etc to open each sports day and CM continuing to pursue costs of gazebos.

- **Parents Evening – 17 & 18 May**

11. BHS PTA still to confirm whether they are able to help provide refreshments. If not, it was agreed that the PTA could provide refreshments. RS could arrange for it to be set up in the library and either staff or PTA volunteers could help – AA and PL volunteered.

Treasurer's Report

12. There was not report available as DG had offered apologies.

Funding Requests

13. SH offered a thanks for the re-stocking the PE cupboards. SH has requested that CD could ask club co-ordinators to request that any coaches who use the gym hall ensure equipment being used is put away carefully and correctly.
14. Planning is due to start shortly on work for the next financial year which may generate some funding requests. The refurbishment of the Fort area is on hold until the review of the school grounds is completed.



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

After School Clubs

- **Electronic registration**

15. A Parentmail for electronic registration has been issued, once this is done co-ordinators will contact parents to arrange for electronic payment. It will also allow simpler management of the clubs, although it was noted that access to the details is limited to certain personnel.

16. A further email for the ski club has been issued to attract greater numbers. It may need to run under capacity and subsidised by balance of ski club funds if there is not sufficient attendees.

17. Active Schools Co-ordinator previously promoted their system which was trialled by the Basketball Club, however, it was not possible to transfer the funds directly to the PTA so this has been stopped. The Basketball Club has now reverted back to the previous system.

- **Coach 'no show' procedure**

18. Once the electronic registration is completed then a procedure will be put in place. It was suggested that next time that the forms are issued that parents should state who is due to collect their child and a contact number.

- **Lets for 2017/18**

19. CM to consider dates for PTA meetings for next year, and DG & CM to complete the form for the PTA meeting lets and PTA club lets for 2017/18.

Action – DG & CM to request lets for upcoming PTA meetings and PTA clubs.

Head Teachers Update

20. RS requested that we consider a sign for the front of the school, and possibly for each gate. A sub-group could be formed to take forward.

Action - NS to seek volunteers for signage sub-group.

21. A new Japanese manga club is to be launched, this may be restricted to older pupils to manage numbers. PTA financial support may be requested in due course.

22. The school has been gifted £500 from Balerno and Currie News towards a PE kit, the school has paid the difference to get better quality 'Canterbury' kit. 40 strips will be available for any club that is participating in external sports events. The kit will also be available to purchase via the website for active wear.

23. RS visited Orkney recently, interested to see the significance of culture, music and art for all children. RS keen to promote creativity in the school, in conjunction with the BHS. The opportunity for support to promote the Japanese culture is a good chance to progress this approach.

24. RS keen to establish more effective engagement from the parents and community, and get greater parental involvement. There could be an opportunity for parents to come into



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

school and run small workshops to share skills e.g. knitting, baking, sewing, woodwork. It was suggested running a community week where various taster sessions could be run, including by parents, grandparents and community groups. PTA could consider a survey to establish what skills could be shared with the pupils.

Action - NS – to add 'Community Skills week' to next agenda.

AOB

25. Next meeting – 9 May



Dean Park Primary School

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	Info circulated, further action 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.
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	Completed
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	Will follow electronic registration
21/2/17	2017/019	PTA club lists to school office	CD	Will follow electronic registration
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	



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

24/03/17	2017/023	Check the PTA 1 st aid box in cupboard.	AA	Ongoing
24/03/17	2017/024	Investigate a potential negotiation on price for gazebos.	CM	Ongoing
18/04/17	2017/025	Investigate possibility of a PTA banner	CD; NS	
18/04/17	2017/026	Finalise sports day food (inc nursery)	CM	
18/04/17	2017/027	Lets for PTA meetings and PTA clubs	DG; CM	
18/04/17	2017/028	Seek volunteers for a signage sub-group	NS	
18/04/17	2017/029	Add Community Skills Week to agenda of May meeting	NS	