



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 9<sup>th</sup> May 2017

#### PTA Members Present

Nati Smith (NS) – Chair	Pamela Lamb (PL)
Helen Morriss (HM)	Christina MacLennan (CM)
Dawn Graham (DG)	Mairead Telford (MT)
Kirsten Beddows (KB)	Paula Ryan (PR)
Rehana Shanks (RS)	Saria Collins
Lindsay Coull	Rosslyn Campbell
Sarah Harris (SH)	Clare Dow (CD)
Ailey Aitkin (AA)	

#### Welcome and apologies

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

#### Minutes and actions from previous meeting

2. The minutes of the April meeting were agreed

#### PTA Vacancy – Vice Chair

3. Johan Nolan has stepped down as vice-chair of the PTA, she was thanked for all she had done. As no nominations were received, the post will be advertised. It was suggested the role could be promoted at the parents evenings and the P1 parents evening.

#### Action – NS to advertise the vice-chair role.

4. Charlotte Fleming is also stepping down from the PTA, but will carry on as the Karate Club Co-ordinator for this term, again the PTA were very grateful for all the work she had done.

#### Matters arising – School Grounds Review

5. Due to the speed of progress and the requirement to ensure all space is used effectively, RS is progressing with the breakfast club and seeking authority for staff to run it (from August 2017). It is hoped that it will be run by the school and not external providers. It is hoped that some of the library space will be used for the breakfast club but also a wider multi-purpose space. The Fort area will also be cleared and made safe. RS hopes the school can fund the structural work, however, the PTA may be approached for funding for equipment e.g. cooking area.
6. Final decisions are still to be made about the clinic and Compass playgroup areas. RS following up the list of school grounds issue that can be done by the school. Headboy, Headgirl and House Captains have been asked to consider what they want in the playgrounds for their interviews as a follow up from the PTA grounds review.



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### Fundraising/Social Events

- PTA Disco/Quiz night

7. Thanks to HM for organising, and to PL and CM for helping. 42 tickets were sold on Eventbrite, with 32 attendees. The total raised was £490.71, which after costs resulted in a profit of £190. It was proposed that it could be done again later in the year, possibly as an early Christmas night or race night.

- Parents Evening – 17 & 18 May

8. BHS PTA will serve refreshments on Thursday, PL and AA offered to help on Wednesday from 5.30 pm. A Parentmail will be issued to provide home baking on parents evening to raise money to support a fashion show which is proposed for 23 June, although this is not a PTA event, any leftover clothes can be donated for Bags to School.

- Gala Day – tombola stall

9. NS will seek volunteers nearer the time using on-line registration.

- Sports Day

10. Thanks to CM for getting the gazebos. CM will arrange to label and number the gazebos, they can be stored in the thrift shop or the single garage. CM has also secured the fruit, CM, SH, and Tracy meet to agree the arrangements for the stalls, gazebos and issuing of fruit and treats.
11. Caffeine Fix attending all three sports days (19<sup>th</sup>, 26<sup>th</sup> May and 2<sup>nd</sup> June) and Balerno Farmers Market will promote the Scarecrow Trail. House Captains have run a competition for children to design a mascot for each house. It may be possible to get them printed for the sports days. RS has arranged for three parents/coaches, who have helped the school, to open the field each sports day.
12. It was proposed to hold a picnic after the final sports day on 2<sup>nd</sup> June.

**Actions – CM to investigate purchase of bunting; CD to investigate costs of banners**

### Treasurer's Report

13. Covenant account has been used for gym equipment. In addition the PTA unanimously agreed that they could pay £825 for balance bikes and tricycles for the nursery. After these the balance of Covenant account is £10,118. The main account balance £16,675 and on-line payments are underway.
14. The Active Schools owe around £250, a possible use for it would be for 1<sup>st</sup> aid training for voluntary coaches.



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15. £500 has been donated from the Balerno Village Screen directly to the school, RS has thanked the BVT.

**Action – CD to establish which coaches have 1<sup>st</sup> aid training and who would be interested in undertaking training.**

### Funding Requests

16. It is expected that there will be for funding requests for the Fort once the project is underway. PR will order school ties and water bottles for the thrift shop. It was agreed that CD can use funds from sale of garden produce can be used for the eco-garden.

### 2017/2018 Lets - PTA Meetings and After School Clubs

17. CD to confirm to CM any changes to the club lets. Autumn Fayre will again be held in BHS, date to be confirmed. The Parent Council may be able to help organise the AGM if a joint approach is taken again.
18. PTA meeting lets, proposed 9 meetings in 2017/18 ensuring sufficient meetings around the key funding activities of the fun run and autumn fayre, but possibly no meeting in December. It was suggested that the individual meetings could have a focus/theme.

### After School Clubs

19. CD will update the behavioural policy text, including checking with RS, and coaches will be reminded of the requirements.
20. 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.

**Action – CD to update behavioural policy**

- Coach 'no show' procedure

21. The school office can now access spreadsheet created by the electronic registration, but CD need to ensure they are complete – carried forward.

### Head Teachers Update

22. The breakfast club and school grounds had been covered under matters arising.
23. St Andrews Ambulance Service are happy to provide CPR training for all children under the Heart start initiative. 1<sup>st</sup> aid training run has been run for staff, RS suggested that there was the potential to offer training annually to parents, funded by either PTA or PC under wellbeing fund (cost of £600 for 12 people). It was proposed that volunteer club coaches are prioritised.

### AOB

24. Discussions on the Community Skills Week and Health and Safety were carried over to the next meeting.
25. Next meeting – 13 June 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
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.
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	
24/03/17	2017/023	Check the PTA 1 <sup>st</sup> aid box in cupboard.	AA	Ongoing
18/04/17	2017/025	Investigate possibility of a PTA banner	CD; NS	



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18/04/17	2017/027	Lets for PTA meetings and PTA clubs	DG; CM	Ongoing
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	
09/05/2017	2017/030	Advertise the vice-chair role.	NS	
09/05/2017	2017/031	Establish which coaches have 1st aid training and who would be interested in undertaking training.	CD	
09/05/2017	2017/032	Update behavioural policy	CD	