



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 13th June 2017

PTA Members Present

| | |
|-------------------------|--------------------------|
| Nati Smith (NS) – Chair | Brian Speedie (BS) |
| Helen Morriss (HM) | Christina MacLennan (CM) |
| Sarah Harris (SH) | Mairead Telford (MT) |
| Rosslyn Campbell | Paula Ryan (PR) |
| Adrienne Wilson | Clare Dow (CD) |

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 May meeting were agreed

PTA Vacancy – Vice Chair

3. CM accepted the role of vice chair. Secretary role to be advertised.

Sustainability Fund

4. NS, DG met with chair of parent council. Rebranding discussed and possible name suggested of 'DPPS – Pupil Health & Well Being Fund'.

Letts for next year

5. CM, CD – Mostly complete all dates as expected apart from May PTA moved to 1st May 2018 due to clashes with parents evening.
6. AGM booked for 4th October

School Signs

7. Centurian met with RS and NS and gave some ideas. Awaiting quote.

Head teacher's Update

Given by BS in RS absence

8. Thanks to PTA for recent events
9. Tea-party invite for everyone in PTA on 28th June
10. Update on breakfast club, recruitment completed. It will be located in the library until more is known about the forte area plans. Funding request see funding requests
11. Bespoke In-house planners requested for teachers – Funding request see funding requests

Actions – BS to find costing for in house planners

Fundraising/Social Events



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- **Fun Run**

12. CD & CM do fun run again
13. Which teacher to support for 2017?
14. Suggestions to improve start CD, CM: maybe get parents to stay and have two different start times for different ages to prevent congestion. House where fun run starts has been demolished so may need some changes. Consider using old sound system.
15. No fruit to prevent wasps (CM, CD)
16. Need theme – CD Check years of fun run, all other suggestions welcomed.
17. Consider online payments, speak to Dawn

Actions –

- **BS/ RS find out which teacher supporting fun run**
- **CD theme for fun run**
- **CD ask rotary about funding medals**
- **CD/CM approach Sainsbury's and Tesco's for water (all costs covered last year)**

- **Autumn fayre**

18. CM emailed high school about 28th Oct or 4th Nov not confirmed yet
19. CD suggested classes could create some crafts to sell. BS suggested possible but would be on a class by class basis.
20. Post it raffle suggested
21. Pop balloons for prizes suggested
22. Raffle tickets sold before day, suggested at fun run
23. Could sell soup if soup kettles available HM

Actions

- **Confirm high school booking CM**
- **BS investigate if class teachers would be interested in class creating hand crafts for autumn fayre**

- **Parents Evening – 17 & 18 May**

24. Thanks given to PL, PR and AA for tea and coffee
25. High school PTA are not coming back as found it ineffective
26. Teas and coffees were a lot of work and may not be so popular without the cakes present this year so will consider scrapping for next year.

- **Pop up thrift shop**

27. Thanks to AW, PR and PL
28. £210 raised of Friday at nursery
29. Everything was brought back to school for next day
30. Still to confirm transition programme. (PR)

- **Sports Day**

31. Thanks to CM, SH and HM husband



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32. Noted that farmers market did not realise we had gazebos and thought there would be more interest from stallholders had they known.
33. Scoff donated £20 voluntarily
34. P1 sports day £45 from donations tin
35. Scones were easy to order with one of the managers being an ex- Dean Park pupil.
Total taken for scones: £85.60
 - 4.00 jam and butter
 - 22.50 scones
 - = 69.10 profit
36. Discussed if fruit was needed, costs £75 with waste, consider just sweets and water for next year. £214 all expenses.
37. Consider more bunting for next year in house colours.

Actions – Buy more bunting

Treasurer's Report

No report this week

Funding Requests

38. Breakfast club may require funds from PTA for IKEA shop – all members agreed in principle costing and participation of PTA still to be confirmed.
39. Bespoke In-house planners requested for teachers – all members agreed in principle costings still to be completed.
40. The school website is in need of security updates. There is no current supplier agreement for these or support contract, it is handled by Mark Sproul informally. He would now like to formalise this with a service agreement which the school has requested funding from the PTA. Members were in agreement to fund this but more details to be confirmed.
41. CM requested more resin benches for school grounds review, all members agreed dependant on costings.

After School Clubs

42. CD to organise reregister everyone in August
43. Was discussed to offer paper form but encourage online
44. Was discussed that karate teacher may need a chat for being too pushy about external qualifications and competitions CD to take forward.
45. Art club previous action about kids arriving unsupervised appears to be resolved (CD).
46. Skiing CD considering a new beginners groups as well as current groups.
47. Update of first aid training - a few interested CD. Some confusion noted about whether first aid is in-house or external, active schools contact is about to start maternity leave.
48. Discrepancy found between behavioural policy online and coaches copy. Need to reissue to coaches CD.

Actions

- **CD organise re-register of everyone**
- **CD reissue behavioural policy to coaches**



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School Grounds Review

52. CM reported on ongoing discussion with school janitors on following:
- Bench stumps to be removed
 - Replace rotten flower bed with benches
 - Repaint goals
 - Cobbles screed over
 - Netball
53. The janitors happy to try fixing but would like parents to paint, they also request no bark in flower beds as it just blows away.
54. Funding request for resin benches
55. SH suggested Friendship stops
56. Suggested that we approach village trust for help with planters after nursery involvement in main street

Actions

- **SH find out costings of benches from Tracey**

Community Skills week

57. NS reached out to parent council about a skills matrix
58. No further action completed on this
59. Some confusion as to the vision of what it should look like, require input from RS.
60. Suggested make things for Autumn Fayre during

Health and Safety

61. First aid boxes – no action taken

AOB

62. Discussions on how to make the minutes from PTA meetings accessible to all parents, suggested using notice boards. Further suggestion of leaving a note on noticeboards that a paper copy can be viewed in the office.
63. CM informed members that we now have extra tent pegs and a mallet for gazebos.
64. Agreed that 2 more tables are to be bought.
65. Next meeting –

Actions

- **Organise purchase of two additional tables**



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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 | On hold till next year |
| 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 carried forward to next academic year |
| 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 | Ongoing |
| 24/03/17 | 2017/023 | Check the PTA 1 st aid box in cupboard. | AA | Ongoing |
| 18/04/17 | 2017/025 | Investigate possibility of a PTA banner | CD; NS | Completed just to check how many were acquired |
| 18/04/17 | 2017/027 | Letts for PTA meetings and PTA clubs | DG; CM | Ongoing |



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|------------|----------|--|--------|---------|
| 18/04/17 | 2017/028 | Seek volunteers for a signage sub-group | NS | |
| 09/05/2017 | 2017/031 | Establish which coaches have 1st aid training and who would be interested in undertaking training. | CD | ongoing |
| 13/06/2017 | 2017/11 | Costing of in-house planners | BS | |
| 13/06/2017 | 2017/13 | Find out which teacher supporting fun run | BS/RS | |
| 13/06/2017 | 2017/16 | decide theme for fun run | All | |
| 13/06/2017 | 2017/12 | Approach rotary about funding for parts of fun run, i.e. medals. Approach Tesco's and Sainsbury's about water. | CD/ CM | |
| 13/06/2017 | 2017/18 | Confirm High school booking | CM | |
| 13/06/2017 | 2017/19 | Investigate if class teachers would be interested in class creating hand crafts for autumn fayre | BS | |
| 13/06/2017 | 2017/37 | Buy more bunting | CM | |
| 13/06/2017 | 2017/42 | Organise registering everyone online in August for clubs | CD | |
| 13/06/2017 | 2017/48 | Reissue behavioural policy to coaches to match website version. | CD | |
| 13/06/2017 | 2017/54 | Find out costing and supplier for resin benches | SH | |
| 13/06/2017 | 2017/64 | Organise purchase of two new tables | CM | |