



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 29th August 2017

PTA Members Present

Nati Smith (NS) – Chair	Pamela Lamb (PL)
Helen Morriss (HM)	Christina MacLennan (CM)
Dawn Graham (DG)	Rosslyn Campbell (RC)
Kirsten Beddows (KB)	Clare Dow (CD)
Rehana Shanks (RS)	Ailey Aitkin (AA)
Vicky Smith (VS)	

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 June meeting were agreed

PTA Vacancy – Secretary

3. Kirsten Beddows agreed to be Secretary, she was nominated by NS and seconded by AA.

Autumn Fayre

4. Confirmed for the 28th October, the Let form is still to be finalised. RS offered to review let form and contact BHS to confirm that there was no cost.
5. Proposed stalls –
 - toys
 - tombola
 - book stall
 - café -hot soup was proposed although would be made available by suggested donation. It was agreed that two 10l soup kettles could be purchased at £69.95 each
 - games – run by Scouts, also suggested that older Dean Park kids could help. CD offered to co-ordinate.
 - beauty salon (hair spray ,tattoos done by kids, nail, hair wraps). CM offered to co-ordinate and to see if High School children could help as more volunteers than last year were required.
 - arts & crafts – run by PR last year. Needs to be low cost and not too messy - suggestions included badge making, book marks (possible monster theme). RS suggested that pupils could get involved.
 - tuck shop – usually run by P7s, NS to write
 - guess the teacher (possibly using photo of teachers in fancy dress) Action – RC to contact teaching staff
 - sweetie count
 - barrel of booze – can ask for contributions along with the tombola
 - face painting



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- raffle – send an email by parentmail to seek donations. To sell tickets beforehand you would need a gambling licence. Action – RS offered to investigate the gambling licence.
 - plant stall
6. Other suggestions included:
- pop-a-balloon – everyone gets a lollipop, some balloons have tickets to then get a prize – possibility for P7s to organise and run, NS to write
 - CM suggested a present room where kids paid £2.50 and chose something in the room that then got wrapped
 - Enterprise projects
 - wine or water – bottles wrapped in newspaper
 - lucky envelope – people contribute a pound and then one winner gets 50% of the winnings
 - kids could do crafts which can then be sold
 - dance wear stall
 - beat the goalie (possibly on the 2G pitch) – possibly football coaches could help
 - CPR training
 - pumpkin carving competition
 - Waffle stand was also proposed, however, it was agreed that this should be held for Christmas time e.g. nativity, Christmas concert
7. Promotion: need to check the Autumn Fayre banner, proposed the PTA could get a riser banner and possibly run a competition to design Autumn Fayre posters.

Actions

- **RS review let form and contact BHS**
- **CD to contact Scouts about games**
- **CM to see if High School children could help with the beauty salon**
- **RC to contact teaching staff about 'guess the teacher'**
- **NS to prepare a letter for P7s about the tuck shop and pop-a-balloon**
- **RS to investigate the gambling licence for the raffle**

Lets

8. Still waiting on formal approval for the Lets due to delays with facilities management but it has been agreed that we can go ahead with the Clubs and PTA meetings.
9. Christmas cards – need to decide whether we do these.
- **DG to investigate Christmas cards**

Fun Run – 1 October

10. CD looking at getting permission from Council and fees, follow up with rugby club for use of toilets, seeking BHS to cover the cost of medals and prizes.
11. CM reported that Tesco should provide water and freddos.



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12. 25th anniversary of the fun run, options to celebrate including water bottle with the 25 year logo, wrist band, t-shirt printed in house colours to sell to kids, 25 year anniversary on medals. CD and CM to investigate.
13. Looking for someone to do a warm up with kids for entertainment at start, suggested a mascot (Gala mascot), P7 involvement. VS to speak to upper school and Craig Newton from Active Kids.
14. Theme – proposed to be fashion in sport in the 1980s and 1990s to celebrate 25 years. Aim to contact C&B news to run an article in advance, asking people for any old photos. Also consider someone who was involved in the first fun run to attend.
15. Seeking sponsorship from Rotary, C&B news and/or Community Trust

Actions

- **CD and CM to finalise the arrangements**
- **VS to speak with upper school and Active Kids about warm up event**

Treasurers report

16. £16,102 in main account, £10,435 in covenant account. RS stated that there was need for ICT, it is not yet known what will happen with the fort so no action here.

Funding requests

17. Digital Strategy – ideally i-pads should be provided at a ratio of 1:4 at a cost of around £18,750k (for 75 i-pads), to be shared between pupils to support learning. Pupils and teaching staff are both keen to have these and it would have an immediate impact on the school and enhance the teaching and learning. Proposed that this could be a public campaign, suggested that we could also approach Community Council and/or Cala Homes, NS to consider writing to seek additional funding.
18. It was agreed that the PTA will provide £10k for 40 i-pads for the ICT strategy. It was also agreed to save the covenant fund for the fort area and improvements outside as this was to be used for outdoor purposes.
19. CD questioned whether there was a need for outdoor playground equipment, however, it needed to be confirmed whether the equipment does exist but not being utilised. Action – VS to follow up with the House Captains.
20. Agreed to follow up the grounds review as it was not possible to bring contractors into the grounds over the summer due to the windows being replacement.
21. Maths resources are no longer being sought from the PTA.
22. VS will follow up funding for benches and friendship stop



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Actions

- CD and CM to finalise the arrangements
- VS to speak to House Captains about outdoor playground equipment
- VS to follow up funding for benches and friendship stop.

AOB

Action - CD to provide registers for all clubs

23. Next meeting – 19 September 2017



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Actions log

	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	2017/018	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 st aid box in cupboard.	AA	Ongoing
18/04/17	2017/027	Lets for PTA meetings and PTA clubs	DG; CM	Complete, just waiting for confirmation from facilities management
18/04/17	2017/028	Seek volunteers for a signage sub-group	NS	
09/05/2017	2017/031	Establish the which coaches have 1 st aid training and who would be interested in undertaking training.	CD	



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09/05/2017	2017/032	Update behavioural policy	CD	
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	2017/12	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	2017/64	Organise purchase of two new tables	CM	
29/08/2017	2017/65	RS review let form and contact BHS about Autumn Fayre	RS	Completed
29/08/2017	2017/66	CD to contact Scouts about games at Autumn Fayre	CD	
29/08/2017	2017/67	CM to see if High School children could help with the beauty salon	CM	
29/08/2017	2017/68	RC to contact teaching staff about 'guess the teacher'	RC	



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29/08/2017	2017/69	NS to prepare a letter for P7s about the tuck shop and pop-a-balloon	NS	
29/08/2017	2017/70	RS to investigate the gambling licence for the raffle	RS	
29/08/2017	2017/71	DG to investigate Christmas cards	DG	
29/08/2017	2017/72	CD and CM to finalise the arrangements for Fun Run	CD/CM	
29/08/2017	2017/73	VS to speak with upper school and Active Kids about warm up event	VS	
29/08/2017	2017/74	VS to speak to house captains about outdoor playground equipment	VS	
29/08/2017	2017/75	VS to follow up funding for benches and friendship stop	VS	
29/08/2017	2017/76	CD to provide registers for all clubs	CD	