



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 19th September 2017

PTA Members Present

Nati Smith (NS) – Chair	Jo Johnstone (JJ)
Helen Morriss (HM)	Christina MacLennan (CM)
Mairead Telford (MT)	Rehana Shanks (RS)
Vicky Smith (VS)	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 August meeting were agreed

Fundraisers

Fun Run – 1 October

3. CD noted low numbers so far, agreed parentmail would be resent and house captains would be involved in generating interest.
4. A podium has been obtained
5. Craig Newport the active schools co-ordinator will organise the high school pupils to do a cheer as part of warm up. Agreed they should start about 1:30pm to 2pm.
6. CM & CD discussed new meeting point for this year due to safety concerns.
7. CD will talk to neighbours to ensure they are not inconvenienced.
8. Rotary will cover costs of wrist bands which are now silver and blue, £108.
9. Martin Brazenol has agreed to help out for the anniversary.
10. First aiders are RS, J and Paula MacLean
11. Medals and trophies have been ordered in silver, CD to check Dawn received the invoice.
12. CM waiting to hear if C&B news will run article yet.
13. Alan Whyte (Hearts) to be asked if can come to warm up VS.
14. CM check Tesco's still happy to supply water and freddos.
15. Sainsbury's offered nine bags of sweets only.
16. Paper copies of the form to be given to school children and nursery children in bags/drawers.

Actions

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



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Autumn Fayre

17. Alan Whyte to be approached to help with beat the goalie, VS or high school kids.
18. NS emailed editor of Connect magazine to advertise autumn fair.
19. NS contacted gala committee about using gala tables (24).
20. Coordinators were found and the spreadsheet updated NS.
21. Raffle – was agreed the raffle would be available before the fair and be bespoke books made. A raffle permit is required (HM), and books ordered. Draw decided to take place on 15th December after nativity.
22. Soup kettles have been ordered. RS
23. A token thank you gift was discussed for high school janitor and head.

Actions

- **HM apply for permit for raffle**
- **All get raffle prizes**
- **NS Confirm if all stalls covered for coordinator**
- **Organise volunteers, clean up, setup – all**

AGM

24. Discussed what booze and snacks required. RS has champagne flutes in Ogston hall so all agreed cava best option for booze.
25. PTA to supply as PC paying for hall.

Actions

- **Check glasses and wash if necessary**

Treasurers report

1. NS on behalf of Dawn. £11784.90 in main account after IPADS £10057, and £4454 in covenant account after sports equipment.

Club Coordinator Report

2. CD Hockey club will merge P6 and P7 to maintain good numbers.
3. Ski and Karate club has spaces.
4. Online payments working so far, no problems raised.
5. Potential Guitar club to be investigated CD and CM.
6. CD bought a first aid kit for hockey club on 2G pitch.
7. Discussed finding somewhere new for football goals, suggested existing shed location.



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Thrift Shop

1. Sadly Paula has had to give up the thrift shop, PTA discussed how much she will be missed and will organise a thank you NS.
2. Pam and Adrienne have agreed to be joint coordinators of the thrift shop.
3. NS will speak to Dawn about knowledge of rag bins.

Funding requests

4. VS will follow up funding for benches and friendship stop

Actions

- **VS to follow up funding for benches and friendship stop.**

Head teachers update

1. Children's champions have many ideas about houses, colours and badges.
2. Children have requested a podium for sports day CD may have a solution.
3. Children want to organise bag packing to raise funds for house charities and also for iPad fund.

AOB

4. Next meeting – 10 October 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	Completed
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	Completed
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	Completed



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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	Completed
29/08/2017	2017/70	RS to investigate the gambling licence for the raffle	RS	Completed
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	Completed
29/08/2017	2017/73	VS to speak with upper school and Active Kids about warm up event	VS	Completed
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	
19/09/2017	2017/77	HM apply for permit for raffle	HM	