



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 21 November 2017

PTA Members Present

Nati Smith (NS) – Chair	Adrienne Wilson (AW)
Kirsten Beddows (KB)	Christina MacLennan (CM)
Rosslyn Campbell (RC)	Mairead Telford (MT)
Clare Dow (CD)	
Brian Speedie (BS)	

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 October meeting were agreed.

Fundraising/Social Events

- Autumn Fayre – update
3. The takings were £4,085, however, the outgoings were still to be taken off. Thanks to everyone who helped and contributed.
 4. The leftover toys were brought to the school for children and families to take, and then the remainder were given to the Scout Jumble Sale. It was suggested that the same could be done next year and leftover books may be useful for the school for additional learning.
 5. Lessons learned for next year included:
 - reviewing the level of volunteers required
 - attempting to secure volunteers earlier
 - securing face painters earlier
 - seeking a van to transport the left over toys to the clinic
 - the 'pop the balloon' stall was popular but needed earlier preparation
 - craft stall – allowed for quiet family time, children enjoyed organising it but may be worth running it for donation only
 6. It was proposed that the Fayre could be on Saturday 27th October 2018 at the High School who were happy to host again.

Treasurer's Report

7. The Treasurer was not available at the meeting.



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Funding Requests

- Potential for authority of Chair to sign off requests (within a limit)
8. Currently, the Chair needs authority for any purchases. It was suggested that there could be a petty cash that could be accessed for small purchases.

NS to look into a petty cash fund that could be accessed

9. It was noted that it had been agreed by correspondence that the PTA would support the Ski Race.

- P7's leavers gift

10. Previously we have given autograph books at a cost of £2.40 each, it had been suggested by a parent that there could be a more formal year book which would be subsidised by the PTA. It was noted that this was a significant amount of work when the P7s are already very busy during the year and there was concern about using photos of the children if permission had not been given.
11. The pupils currently prepare a school newspaper, it was suggested that they could prepare a special edition for the end of the year as a keepsake, which could include some blank pages for autographs.

RS/NS to raise suggestion of an end of year special with the Newspaper Committee

Piping and Drumming lessons and a pipe band at the school

12. Lisa Benn joined the meeting to discuss the Scottish Schools Pipes and Drums Trust which has funding that can be used to support schools to provide piping and drumming lessons with a view to forming a pipe band. Ideally we would offer chanter and drumming lessons from P5-P7. The involvement of Balerno High School would need to be established.
13. To take this forward we would need to complete an application form and advertise for tutors. This would include deciding a band name, defining a vision and confirm the involvement of the Balerno High School.
14. It would require an initial outlay to buy the equipment (drum pads and chanters), the Trust will loan some equipment so the initial outlay to the school/PTA would be around £18,00. The equipment could then be sold onto pupils in due course. The Trust would also loan pipes for three years, while funds were raised for the school to buy pipes which would then be loaned out.
15. This would be open to everyone (12 parents have shown interest to date), then lessons would cost parents around £5 each.
16. Lisa Benn could prepare an application which would be taken to the Trust in January and once a tutor was secured then a kickstart weekend could take place.
17. **The PTA agreed that we should proceed to support this.**

AOB

18. Next meeting 16th January 2018



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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	Superseded?
09/05/2017	2017/031	Establish the which coaches have 1 st aid training and who would be interested in undertaking training.	CD	
13/06/2017	2017/11	Costing of in-house planners	BS	



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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	2017/74	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	
21/11/2017	2017/78	NS to look into a petty cash fund that could be accessed	NS	
21/11/2017	2017/79	RS/NS to raise suggestion of an end of year special with the Newspaper Committee	RS/NS	