



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 23 January 2018

PTA Members Present

Nati Smith (NS) – Chair	Brian Speedie (BS)
Helen Morriss (HM)	Christina MacLennan (CM)
Dawn Graham (DG)	Mairead Telford (MT)
Kirsten Beddows (KB)	Adrienne Wilson (AW)

Welcome and apologies

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

Minutes and actions log

2. The minutes of the November meeting were agreed

Head Teachers Update

3. BS provided the update - RC leading the Rights Respecting School award and has found a helpful set of resources, leading to a request for funding £130. This was agreed.
4. Working time clubs – possible funding request for teachers to run their own after school clubs (within their allocated non-teaching time) which will be offered to children in the summer term for free. Planning is still underway, but there may be a future funding request. It was noted that this was unclear how this relates to the potential Community Schools Week.
5. BS currently doing art with the children two days a week and suggested that it would be good to raise the profile art within the school, potentially in frames in areas around the school. BS requested funding for frames and fixtures that would allow artwork be permanently displayed in the school, with the pictures rotated regularly. This would raise the profile of the art and enhance the school.

Action – BS to investigate the costs.

6. CM asked about the possibility of speaking to some of the playground supervisors to follow up from the grounds review that was carried out last year. CM is keen to understand how the children are playing in the spaces and if they feel anything extra would benefit the children. CM also asked for a copy of a previous playground insurance report that was undertaken last year. Suggested that we also need to follow up on whether the loose parts play will be progressed, or postponed.

Action – BS to organise a meeting and endeavour to source a copy of the review.

7. It was noted that we need to follow up on the gym equipment that was purchased last year to ensure that the basketball/netball nets get put up.



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Action - CM to speak to VS

Treasurer's Report

8. The covenant fund has £10,807 and the main account has £19,909. £10,000 has already been paid towards the i-pads.
9. Chess club tutor has increased his fee, the Committee agreed to accept it in this instance, but it was noted that in future a request would have to be put to the Committee.
10. Hockey Club – concern that the coaches fees were high, and participant numbers are low. The income is lower than the fees for the coaches, meaning that other clubs are having to subsidise the hockey club. DG has emailed the co-ordinator to check how many payments are outstanding, but it was questioned whether two coaches were required for all lessons. It was suggested that a BHS pupil could help rather than a second coach, and it should also be reviewed whether all the classes were necessary.

Action – NS to follow up with CD

11. Art Club is also running at a loss, with reduced numbers, but not to the same scale. It was suggested that if the Art Club could be run from the main school building which may remove the need for a parent rota (which is currently required as the toilets are in a different building at the nursery).

Fundraising/Social Events

- Events

12. It was suggested that an event be held either in the spring and or before the summer. Ideas included an outdoor film night in conjunction with Balerno Village Screen, a Balerno Treasure Hunt (possibly in conjunction with the Harlaw Woods or BCC).
13. The PTA expected to do the tombola at the Gala. Sports days are 18th, 25th May and 1st June. Balerno Farmers Market should be invited to attend again, but possibly ask stallholders for a donation. We need to check with RS what is planned for this year.

Action – CM to follow up with RS

- Bags to school

14. The bags need to be ordered and communications organised.

- Thrift shop

15. AW is opening the thrift shop on a Monday and Friday. It was felt that a steamer was not necessary but DG will purchase some washing powder.



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Funding Requests

- ICT Strategy Digital

16. It was agreed that after the success of the Fun Run and the Autumn Fayre then the funds could be provided for the rest of the i-pads.

Matters arising

- School Grounds Review

17. CM has re-revisited the school grounds review. Still need to replace and repair equipment and benches and climbing holds; repaint the netball and football lines; repair the hopscotch grid and improve the grounds around the huts (although noted that this may depend on what is happening in the future). She hoped to meet with the lunchtime supervisors to get feedback about the flower beds and any equipment that was required.
18. CM suggested that four benches were required, which would cost in the region of £900. It was suggested that we could follow up on a covered area outside that could be used for lunches and an outdoor classroom; more benches/equipment could be purchased for the playground; and, finally, the loose parts play should be followed up.

AOB

19. Next meeting is on 20th February.



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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 which coaches have 1 st aid training and who would be interested in undertaking training.	CD	
13/06/2017	2017/42	Organise registering everyone online in August for clubs	CD	



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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	
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	
23/10/2018	2018/01	BS to investigate the costs of frames	BS	
23/10/2018	2018/02	BS to organise a meeting with playground supervisors and endeavour to source a copy of the playground insurance review	BS	
23/10/2018	2018/03	CM to speak to VS about basketball/netball nets	CM	
23/10/2018	2018/04	Investigate hockey club costs/coaches	NS/CD	
23/10/2018	2018/05	Balerno Farmers Market attendance at sports days	CM	