



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 20 February 2018

#### PTA Members Present

Nati Smith (NS) – Chair	Ailey Aitkin (AA)
Helen Morriss (HM)	Clare Dow (CD)
Dawn Graham (DG)	Mairead Telford (MT)
Kirsten Beddows (KB)	Adrienne Wilson (AW)
Pam Lamb (PL)	

#### Welcome and apologies

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

#### Minutes and actions log

2. The minutes of the January meeting were agreed.

#### Head Teachers Update

3. Neither RS or BS were able to attend. NS reported on behalf of RS that the Validated Self-Evaluation (VSE) is on Wednesday 21 March, RS seeking a PTA representative to be involved.

#### Action - NS to email PTA to seek volunteers

#### Treasurer's Report

4. The covenant fund has £10,877 and the main account has £21,400. Still to pay for the balance of the i-pads. £500 had been agreed for maths resources. A further £2,600 was requested for additional maths resources which was agreed.

#### Fundraising/Social Events

- Events

5. NS is following up with the suggestions of the treasure hunt and film night.

- Bags to school

6. AW is to follow up on Bags to School.

#### Action – AW to contact the organisation about Bags to School

#### Funding Requests

- Club equipment

7. It was suggested that some additional netball balls may be required. It was suggested that we should ensure that all clubs had sufficient equipment.

#### Action – CD to ask coaches to ensure that they have all necessary equipment

8. CD sought renewal of the National Trust membership at £80, this was agreed.



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

- Fort area

9. RS agreed that we could pursue revamping of the Fort Area. It had previously been suggested that it could be used by the Breakfast Club in the mornings and an outdoor classroom during the day. It was suggested that the planning for the Fort Area needed to be done in conjunction with the Breakfast Club/library area, and we had to ensure that there was no risk to the investment.
10. A proposed option would be to spend a limited amount to make the area safe and usable, possibly with picnic benches, in the short term.

**Action – NS to follow up on options for the Fort Area**

11. It was also noted that we needed to ensure maintenance of the spider web etc

**Action – DG to check that maintenance was being done**

### Matters arising

- After School Clubs

12. It had been suggested that the coaches could have training for supporting children with additional needs and 1<sup>st</sup> aid. However, it was also suggested that there was a responsibility for the parents to inform the coaches if any child requires additional support and this will be reflected in the behavioural policy. Finally, it was suggested that an additional question could be asked in the registration form about whether their child has any additional support needs, this would be treated as confidential.

**Action – CD to investigate training (it was noted that Active Schools owed funding to the PTA); updating the behavioural policy and the registration form**

13. Hockey Club - there are currently two sessions each week, however, there was concern that the finances could not be reconciled.

**Action – DG to arrange a meeting with the Hockey Club Co-ordinator**

14. Art Club was also running at a loss, this may be due to the limited number in each group and the need for a parent rota. It was suggested again that it may help to move the club to the main school building which may prevent the need for a parent helper.

**Action – CD to speak to the Art Club Co-ordinator and consider the options for changing location**

### Community Skills Week

15. Not yet known whether this was to go ahead or whether this was superseded by the proposed teachers working time clubs.

### AOB

16. AA said that Scotmid have made it aware that there may be funding available for community support.



# **Dean Park Primary School**

## **PARENT TEACHER ASSOCIATION**

Registered Scottish Charity No.24582

17. CD suggested that she would need help with the garden, it was suggested that parents may help in the evenings or weekends. Other suggestions were the Balerno Village Trust or Cubs etc for a gardening badge.
18. It was noted that the notice board at the infant gate needed new perspex.
19. Next meeting is on 20<sup>th</sup> March.



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Actions log

	Reference	Action	Owner	Status/progress
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	NS/RS	Info circulated, further action on hold till new academic year. 20/2/18 – NS followed up with RS who has agreed and will set up a meeting with Ratho Headteacher.
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	
23/01/2018	2018/01	BS to investigate the costs of frames and fixtures	BS	
23/01/2018	2018/02	BS to organise a meeting with playground supervisors and endeavour to source a copy of the playground insurance review	BS	
23/01/2018	2018/03	CM to speak to VS about basketball/netball nets	CM	
23/01/2018	2018/05	Balerno Farmers Market attendance at sports days	CM	
20/02/2018	2018/06	Seek volunteers for VSE on 21 March	NS	Complete
20/02/2018	2018/07	Contact the organisation about Bags to School	AW	



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

20/02/2018	2018/08	Ask club coaches to ensure that they have all necessary equipment	CD	
20/02/2018	2018/09	Follow up options for the Fort Area	NS	
20/02/2018	2018/10	Check that maintenance was being done on spider web etc	DG	
20/02/2018	2018/11	Investigate training for club coaches; updating the behavioural policy and the registration form	CD	
20/02/2018	2018/12	Arrange a meeting with the Hockey Club Co-ordinator	DG	
20/02/2018	2018/13	Speak to the Art Club Co-ordinator and consider the options for changing location	CD	