



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 20 March 2018

#### PTA Members Present

Nati Smith (NS)	Christina MacLennan (CM)- Chair
Helen Morriss (HM)	Clare Dow (CD)
Dawn Graham (DG)	Mairead Telford (MT)
Kirsten Beddows (KB)	Claire Thomson (CT)
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 February meeting were agreed.

#### Head Teachers Update

3. RS gave apologies for the meeting so there was no head teachers update.

#### Treasurer's Report

4. £18,856 in main account and around £10,900 in the covenant fund. The maths resources have been paid for, the remainder of cost of the i-pads have yet to be paid.
5. Art club and hockey club still appear to be running at a loss. The other clubs are all making a profit, with an overall balance of around £10k but fees are still to be paid out.

#### Fundraising/Social Events

- Gala day
6. CM has applied for two market stalls for the tombola for gala day which is on the 26<sup>th</sup> May.
- Sports day
7. First sports day is on 18<sup>th</sup> May. CM will contact the external stallholders to see if they wish to attend, and suggest that they may wish to make a donation to the PTA. It was also suggested that we may wish to just have teas/coffees provided by an external provider and that the PTA could provide scones and/or home baking.
  8. It may be possible for P7s to run stalls again for their Virgin money project.
  9. House colour t-shirts work out at either £3.80 or £4.20 for each t-shirt with the logo. It was suggested that a combined communication could be issued from the P7 House Captains and PTA is issued before the Easter holidays. Teachers should be able to inform children of what House they are in if they are not sure.

**Actions – CM to contact external stallholders; NS to prepare the communication about t-shirts, CM to confirm with Image Scotland.**



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- **Treasure hunt**

10. A parent has volunteered to organise a treasure hunt, it was proposed either 23 June or August, it was felt 23 June would be preferable. NS to check if we need a licence or permissions.
11. It was suggested that access to the school grounds would be required for the start and finish, potentially with a tuck shop. It was still to be decided whether to take donations or charge £1 per sheet. It was proposed to provide a certificate for those that completed it and possibly a small treat.

- **Bags to school**

12. AW has contacted Bags to School which should arrive shortly, with a pick up date of 27<sup>th</sup> April. It was agreed that a Parentmail communication is issued on the same day as the bags are given out, along with a note on the school calendar on the website.

**Action – NS to arrange for communication and for school calendar to be updated**

### Funding Requests

- **Club equipment**

13. CD had approached all club coaches to see if they require any equipment, requests will be brought to the next meeting.

### Matters arising

- **School grounds**

14. CM has had a meeting to follow up the school grounds review. Key points were:
  - work outside the main hall by raised flower bed and steps has been postponed.
  - PSA support for repainting the hopscotch etc.
  - Agreed that some planting should take place in the raised flowerbed in the P2 playground.
  - Area near the huts needs maintenance.
  - Fort area in process of being made safe so it can be used, a temporary solution would be to lay turf.
  - The garage in the P2 playground is to be cleared out, this may allow storage for loose play parts.
  - PSAs requested additional balls, hoops, ankle skippers along with skipping ropes for the upper school. They also asked if there could be a cupboard in each playground for storage.
15. A community day for the school was being considered where parents could be invited to help with a list of jobs around the playground and garden beds.
16. Finally, the area outside the infant gate was discussed as the path was too narrow and the grass was very muddy. As this was an issue outwith the school CM will suggest to the Parent Council that they may wish to raise it.



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- **After School Clubs**

17. CD has discussed the possibility of moving the Art Club to the main school with the tutors. The tutors would prefer to retain the club at the huts in the nursery but would endeavour to watch out for children messing around. The location of the Art Club would need to be revisited if the Nursery needed the space back.
18. Ski club – there was an issue with instructor for one group last term so we have been given a free instructor for this term, this has allowed the children that were affected last term to receive some free lessons.
19. CD is following up on the behavioural policy on the website and registration form. She has also contacted Active Schools Coordinator to see if there was any opportunity for them to provide a course for coaches on including children with special needs. It was hoped that the funding owed to the PTA by Active Scotland (£243) could be used to off-set any fee.
20. DG still to discuss the Hockey Club, it was agreed that this needs to be resolved by the end of the June.

### AOB

21. Dates to note:
  - P1 open evenings – 13 June evening and 14<sup>th</sup> June in afternoon – PTA may wish to run the Thrift Shop
  - Nursery open afternoon – 15<sup>th</sup> June - need to decide a date for a Pop up Thrift Shop
22. Training for public speaking for community groups/local charities potentially in the pipeline.
23. Next meeting is on 1 May.



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### 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	2018/07	Contact the organisation about Bags to School	AW	Complete, bags to be delivered with a collection date of 27 April.
20/02/2018	2018/08	Ask club coaches to ensure that they have all necessary equipment	CD	Complete



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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	On-going
20/02/2018	2018/12	Arrange a meeting with the Hockey Club Co-ordinator	DG	On-going
20/02/2018	2018/13	Speak to the Art Club Co-ordinator and consider the options for changing location	CD	Complete
20/03/2018	2018/14	Prepare the communication about t-shirts	NS	
20/03/2018	2018/15	Confirm with Image Scotland that parents will be offered to order coloured t-shirts.	CM	
20/03/2018	2018/15	Communication for Bags to School	NS	