



Dean Park Primary School PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 18 September 2018

PTA Members Present

Nati Smith (NS) – Chair	Christina MacLennan (CM)
Pam Lamb (PL)	Clare Dow (CD)
Dawn Graham (DG)	Becca Chesser (BC)
Kirsten Beddows (KB)	Kirstie Birrell (KBi)
Clare Thomson (CT)	Anne-Marie Carey (AMC)
Ailey Aitkin (AA)	Adrienne Wilson (AW)

Welcome and apologies

1. The Chair welcomed parent and members to the PTA. Apologies were noted including Rehana Shanks (RS).

Minutes and actions log

2. The minutes of the August meeting were agreed.

Head Teachers Update

3. No Head Teachers update was available.

Treasurer's Report

4. The covenant fund has £x and the main account has £x.
5. Football and gymnastics made biggest profits. Total profits from clubs was £4,952 with football and gymnastics making the biggest profits and art and hockey clubs making losses.

Fundraising/Social Events

- **Fun Run**
- 6. 30th September - arrangements in place although need more volunteers. Sourced medals, trophies, freddos and water. There is the option for Red Rocket Coffee to attend but need to ensure get permission from BHS. CT offered to follow up with RS.
- 7. A Parentmail reminder for signing up will be issued this week.

Action – CT to speak with RS about Red Rocket Coffee attending the Fun Run

- **Autumn Fayre**
- 8. 27th October - arrangements underway, finalising co-ordinators for stalls but will need more volunteers.



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9. AA offered to lead on the tombola organisation on the Friday, CM agreed to co-ordinate the toy stall. CD offered to co-ordinate a harvest stall which could include the apple pie competition and be alongside the Eco-Committee stall (possible guess the weight of the pumpkin) and it was suggested that the teachers could have a stall for guess the teacher for pumpkin carving which would be autumn harvest related. The Eco-Committee also have a stall which they may wish to do guess the weight of the pumpkin.
10. DG offered to organise the money but will need an assistant (possibly PL); AMC agreed to do the face painting; CT co-ordinate the home baking and RS to co-ordinate the pupil stalls. CD will check whether the Scouts will help run the games and PL trying to get a co-ordinator for the water or wine stall.
11. Still require lots of volunteers on the day, NS to put out a Parentmail next week and include a listing in KoConnect. It was agreed to purchase a new banner for the Autumn Fayre.

Actions:

- NS to speak with RS re pupil stalls
- CD to confirm whether Scouts will run the games
- PL to confirm whether she has found someone to co-ordinate water or wine stall
- Teachers to confirm if they will do a guess the teacher pumpkin carving stall
- CT to speak to Mr Grieve about the Eco-Committee stall
- NS to do communications including a Parentmail and Konnect

Raffle

12. Helen has started and has circulated a link to the spreadsheet but needs to all support to gather prizes.

Christmas cards

13. DG has organised the Christmas cards and has circulated a doodle poll about the message inside the cards.

Funding Requests

14. Basketball requested £250 for new hoops, nets and balls – CD to check precisely what is required.

Action – CT to follow up re basketball equipment and liaise with CD

Commented [U1]: Already mentioned above.



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Matters arising

- Thrift shop clear out
15. AW has organised the thrift shop but there is a lot of lost property that is unclaimed. It was proposed that we ask for the clinic building to be open at the next PTA meeting for people to come and claim items.
- After school clubs
16. Will need to secure a new football co-ordinator, plan to recruit in new year. CD has contacted coaches re first aid courses.

AOB

17. Next meeting is on 9th October



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Actions log

	Reference	Action	Owner	Status/progress
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	On-going. NS has spoken to the house captains and will follow up with PSAs
23/01/2018	2018/01	BS to investigate the costs of frames and fixtures	BS	On-going
20/02/2018	2018/11	Investigate training for club coaches	CD	On-going
19/06/2018	2018/13	fun run paper work	CM, CD	Done, awaiting permission from Council
19/06/2018	2018/14	check Hearts FBC can help at fun run or autumn fayre	VS	
19/06/2018	2018/15	Raffle arrange council permission and order tickets	HM	
19/06/2018	2018/16	Request Raffle prizes	All	
18/09/2019	2018/17	Speak with RS about Red Rocket Coffee attending the Fun Run	CT	
18/09/2019	2018/18	Autumn Fayre - speak with RS re pupil stalls	NS	
18/09/2019	2018/19	Autumn Fayre - confirm whether Scouts will run the games	CD	



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18/09/2019	2018/20	Autumn Fayre - confirm whether she has found someone to co-ordinate water or wine stall	PL	
18/09/2019	2018/21	Autumn Fayre - confirm teachers will do a guess the teacher pumpkin carving stall	Teachers	
18/09/2019	2018/22	Autumn Fayre - speak to Mr Grieve about the Eco-Committee stall	CT	
18/09/2019	2018/23	Autumn Fayre - communications	NS	
18/09/2019	2018/24	Follow up re basketball equipment	CT/CD	