



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 20 November 2018

#### PTA Members Present

Nati Smith (NS) – Chair	Christina MacLennan (CM)
Adrienne Wilson (AW)	Helen Morriss (HM)
Kirsten Beddows (KB)	Anne Marie Carey (AMC)
Vicky Smith (VS)	Mairead Telford (MT)
Clare Dow (CD)	

#### Welcome and apologies

1. The Chair welcomed parent and members to the PTA.

#### Minutes and actions log

2. The minutes of the October meeting were agreed.

#### Head Teachers Update

3. No update was available.

#### Treasurer's Report

4. The Autumn Fayre takings were £4,112, after expenses there was a profit of £3,597. Other funding raising included Christmas cards profit of £620; RAG bin has made £187.20 to date; edible garden around £100 to date; thrift shop £648 to date. Clubs, net profits so far £7,810 with a balance for the Chanter and Drums of £2,895.
  5. Main account balance is £35,038 including donation and i-pads funds from covenant. The Covenant account is £1,045.
- Fun Run sponsor update
6. So far the fun run had raised £1,978.

#### Fundraising

- Autumn Fayre (review)
7. Lessons learned – check DVDs for age limit, maybe sell through the book stall; balloon pop toys should be laid in ticket number order; water and wine - could get empty wine bottles from local pubs in advance; beauty salon - could teach others face painting and hair braids to then help on the stall; potential nail bar for adults.
- Raffle draw



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8. The licence has arrived, flyers to be put out in bags shortly. To be drawn on 13<sup>th</sup> December, AMC offered to be the teacher witness.

- **Nativity teas/coffees and refreshments**

9. Nativity is on 14 December, PTA usually provide some refreshments, volunteers were required, HM, CD, AW offered to help.

**Action – CM to speak to Tracy Kiggins about refreshments.**

- **After school clubs**

10. Risk assessments were still to be taken forward, it was suggested that a generic risk assessment may suffice, although there could be the opportunity for the club co-ordinators to add any specific information. Incident forms were also required, along with the supporting policy about when these should be completed.
11. It had been suggested that mouth guards that were made for individuals would be beneficial for certain clubs (hockey, rugby) if the PTA could arrange for fittings (although parents would have to pay), there would need to be enough interest from parents to make it worthwhile.

**Action – CD to establish a price and levels of interest for mouth guards.**

12. It was still a challenge to get sufficient numbers for the ski club to make a profit. It was also suggested that bibs would be helpful, this could be discussed along with other club equipment when considering the use of the donation.
13. VS said that she had a volunteer to run P6 and P7 girls football, this could be run either through Active Schools or PTA, it was suggested that this could be revisited at the end of the school year. A request for funding for new footballs that could be used by the club and the wider school was agreed.
14. There was a discussion about potential other PTA clubs, suggestions included a board games club. It was agreed that the PTA would not include clubs that were run on a commercial basis.
15. A recruitment drive was needed for club co-ordinators as some co-ordinators will be stepping down.
16. There was a discussion about requests for paying for children to attend clubs. It was agreed that this should go through the Headteacher who could then request funding for the PTA if it was deemed necessary.
17. Other options for potential future fund raising events are a pampering night, the local band had offered to do something for the PTA, an Abba night, roller disco and escape rooms.



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### Funding Requests

- Xmas crafts

18. The PTA agreed to pay £25 per class, including the nursery, for the Christmas crafts.

### Matters arising

- Christmas cards for club coaches/others

19. It was agreed cards would be sent as last year.

- Thrift shop clear out

20. AW was gradually clearing any particularly old or worn clothes from the thrift shop.

### AOB

21. Next meeting is on 15<sup>th</sup> January 2019



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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
18/09/2018	2018/24	Follow up re basketball equipment	CT/CD	Ongoing
20/11/2018	2018/26	Speak to Tracy Kiggins about refreshments for the Nativity	CM	
20/11/2018	2018/27	Establish a price and levels of interest for mouth guards	CD	