



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 17 September 2019

PTA Members Present

Laura Howe (LH) – Chair	Pamela Lamb (PL)
Adrienne Wilson (AW)	Christina MacLennan (CM)
Clare Dow (CD)	Mairead Telford (MT)
Kirsten Beddows (KB)	Clare Thomson (CT)
Kathryn Wright (KW)	Nati Smith (NS)
Becca Chesser (BC)	Eleanor Pickett (EP)
Chynara Atubekova (CA)	Heather Nicholson (HN)
Natalie Chisolm (HC)	Fay Frank (FF)
Linda Vautherin (LV)	Dina Anastasiadou (DA)

Welcome and apologies

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

Minutes and actions from previous meeting

2. The minutes of the August meeting were agreed

Head Teachers Update

3. The building programme is progressing with gym hall now in use. KW has looked at the reading scheme used by Ratho but continues to look into at other options, including replenishing the stock of the Oxford Reading Tree. DPP intend to buy some scholastics resources with credit that the school currently holds.

Treasurer's Report

4. The main account has around £14,500 after removing funds that are ring fenced for the reading scheme. Covenant account had around £5,000 taking into account the ring fenced funds for outdoor equipment.
5. Proposal to use a software package which we can receive for a reduced fee that will improve accounting, reduce risk of human error and help manage and analyse the accounts better. This will also allow the Treasurer role to be less time consuming and more easily shared. The cost is £129.60 a year.
6. PTA agreed to invest in software, subject to assurances that it is GDPR compliant.
7. This led to a discussion about the Google mail and Dropbox. It was agreed to check that they were also GDPR compliant.
8. Note – following the meeting this was investigated and it was noted that each service provides information about how they comply with GDPR:
 - Xero: <https://www.xero.com/uk/campaigns/xero-and-gdpr/>
 - Google Drive: <https://cloud.google.com/security/gdpr/>
 - Dropbox: https://www.dropbox.com/en_GB/security/GDPR



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AGM – 2 October 2019, The Mill

9. The AGM will be held at The Mill at 7.30pm, hope all could attend.

Fundraising

- **Fun run, 29th September**

10. Organisation is well underway, however more volunteers are needed and we are still awaiting the licence, CD is following up with the Council. Asda have provided supplies and LV had secured some goodies from Scottish Rugby Union for the winners.

- **Autumn Fayre, 2nd November**

11. LH has contacted Konnect to include a promotion of autumn fayre in the next edition.
12. A number of stalls still needed co-ordinators - barrel of booze, salon, face painting, arts and crafts. PL offered to co-ordinate the face painting.
13. All need to help secure raffle prizes. HM has submitted the application and ordered raffle books.
14. DG and FF would undertake the Treasurer duties on the day. PL and MT offered to be runners. CT agreed to organise the teachers stall which will be a piece of art each. CD will do guess the weight of the pumpkin.
15. Agreed that Sing Academy can perform.
16. KW to check that we can have access to the Clinic building on the Saturday afternoon to store the toys.

Actions – KW to check access to Clinic building

All to help secure raffle prizes

Funding Requests

17. The £2k for loose parts and £7k is ring fenced for outdoor play. It was noted that the request for further i-pads is on hold.
18. Medical rucksacks have been bought.
19. Agreed that we continue support hardship funding for the Pipe band (expected no more than 3).

After School Clubs

Matters arising

- **Recruitment drive**

20. CA has agreed to be Vice Chair. LH was keen to speak to all post holders about their roles and see what could be done to make the roles easier.

- **After school clubs**

21. The role of co-ordinator will be split. Lyndsay Smythe will take over the changes to the website and Karen Von Kriegsham will take on google forms and overseeing co-ordinator and work with NS on the child protection policy. DA has agreed to take on the disclosures. CD will be around for the rest of the year and August next year to provide support as necessary.
22. All clubs have now started, Basketball is low on numbers and have suggested running some taster sessions during the school day to raise interest. Karen is planning to follow up with



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the co-ordinators to formalise parent helpers which will also help with child protection purposes. Also intend to publish the risk assessments on the website.

AOB

23. Next meeting is on 8 October 2019



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Actions log

Start date	Reference	Action	Owner	Status/progress
21/2/18	2018/018	Write coach 'no show' procedure	CD	Ongoing, will be done as part of Co-ordinator role handover
21/2/18	2018/021	Clear out Dropbox	LH	LH agreed to look at this, retain minutes but remove any other non-essential documents that are over two years old.
09/05/2018	2018/031	Establish which coaches have 1st aid training and who would be interested in undertaking training.	CD	Superseded by 2019/65
27/08/2019	2019/65	CD to follow up club coach training with Johnathan	CD	
27/08/2019	2019/66	KW to invite Mr Parsley to the next PTA meeting	KW	On hold
27/08/2019	2019/67	NS to circulate the PTA role bearers	NS	CD to add club co-ordinators to allow NS to finalise
27/08/2019	2019/68	CD to set up a form for data protection to allow all new members to be agree that their contact details can be used for PTA purposes.	CD	On-going
17/09/2019	2019/72	Check for access to clinic building to store toys	KW	
17/09/2019	2019/73	Help secure raffle prizes	All	