



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 27 August 2019

PTA Members Present

Nati Smith (NS) – Chair	Emma Wood (EW)
Helen Morriss (HM)	Christina MacLennan (CM)
Kathryn Wright (KW)	Mairead Telford (MT)
Kirsten Beddows (KB)	Clare Thomson (CT)
Eleanor Campbell (EC)	Becca Chesser (BC)
Ailey Aitkin (AA)	Laura Howe (LH)
Lyndsay Smythe (LS)	Clare Dow (CD)
Karen Von Kriegsham (KVK)	Heather Nicholson (HN)
Linda Vautherin (LV)	Fay Frank (FF)
Kirstie Birrel (KBi)	Dina Anastasiadou (DA)

Welcome and apologies

1. The Chair welcomed parent and staff members to the PTA. Apologies were noted.
2. LH volunteered to be the new PTA chair, nominated by NS, seconded by MT.

Minutes and actions from previous meeting

3. The minutes of the June meeting were agreed

Active Schools

4. Johnathan Wallace from Active Schools joined the meeting. He looks after the Balerno and Currie clusters. Recognised that the PTA run a number of clubs but happy to help. The consensus is that the PTA continue to run the club, however, one area the PTA would appreciate would be ensuring an adequate child protection policy for both paid and volunteer coaches. Active Schools run free courses on safeguarding and protecting which the coaches could attend.
5. First aid provision should also be considered with some free spaces. There may be an option to run a training course specifically for DPPS PTA which could cost £400.
6. There is also the option for Active Schools to help consider any opportunities for new clubs.
7. It was also considered whether the PTA should pay for PVG for paid coaches or whether they should take the same approach as Active Schools where the coach needs to pay themselves.
8. Johnathan will send on dates for training courses and current risk registers.

Action - CD to follow up club coach training with Johnathan

Head Teachers Update

9. Clare Thomson now permanent Deputy Head, Lyndsay Binnie due to join in September as Acting Deputy Head.
10. Key funding request is for replacement reading scheme. One option is a reading scheme that Ms Wright had become aware of, costs were P1 and P2, starter pack £649, pro pack £1,199, full pack is £4,399 PTA agreed in principle to the full pack. There may also be further asks for the rest of the school.



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11. Currently have 1:4 i-pads and some children require one each. To maintain the 1:4, 46 i-pads will be required as some of the older i-pads require replaced at a cost of around £9,000. It was noted that the PTA spent around £10,000 on i-pads last year and questions were asked about whether there would be a need to replace further i-pads in the future. It was agreed to invite Mr Parsley to the next meeting to discuss.
12. Boot camp was being fully funded by the school for a small minority. It was agreed that it could continue to be held at the school but should not be funded by either the school or PTA.
13. Proposed a coffee morning for new P1 parents, possibly with the PTA to help serve. Date still under consideration.

Action – KW to invite Mr Parsley to the next PTA meeting

Treasurer's Report

14. There is around £16,000 in main account and around £12,000 in the covenant account (allocated for health and wellbeing and mostly used for outdoor activities and equipment).
15. Dawn Graham, Mariana Trusson and John (Johan) Nolan will be removed from the Dean Park Primary School PTA account (account number 11007595 sort code 83-19-15). Fay Frank will be added as an authorised signatory to this account.
16. Dawn Graham and Johan Nolan will be removed from the Dean Park Deed of Covenant account. Fay Frank will be added as an authorised signatory to this account.
17. Treasurer Fay Frank to meet with RBS bank. PTA in agreement to enabling bank transfers with two signatories on accounts if possible.
18. All agreed to Fay Frank reviewing the Dean Park Deed of Covenant account type with the bank to explore if another account type would better suit PTA needs. RBS reports that this is a savings account not ideal for clubs.
19. There was a query around roles and contact lists. It was agreed information would be circulated

Action – NS to circulate the PTA role bearers

Action – CD to set up a form for data protection to allow all new members to agree that their contact details can be used for PTA purposes.

Fundraising

• Fun run – 29 September

20. The theme will be the Rugby World Cup. Preparations are underway, application has been submitted to the Council. Approaching various options for funding (Asda, Scotmid, SRU). Trophies and medals to be ordered. Google form will be used again for parents to register their children, gift aid is included in the sponsorship forms.
21. Option for parents to run a cake stall.
22. Winners podium – a new podium was considered but expensive and would need stored. Last year parts of the stage were used which could be used again.



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- **Autumn Fayre – 2nd November**

23. The High School is booked for Friday evening and the Saturday. Seeking co-ordinators for each stall, which will include café, salon, tombola, face painters, P7s last year ran balloon pop, book stall, toy stall (access to the school or thrift shop required to move the left over toys), games if Scouts are happy to run again, beat the goalie, barrel of booze, water or wine. Happy to hear other suggestions
24. Teachers stall – option that teachers could provide a piece of 'autumn' art and children could guess which teacher painted them.
25. Raffle – suggested that each year group provide a hamper, possibly themed e.g. colours or countries of the world. Agreed that this could be done for sports day.
26. Agreed the usual raffle will go ahead, funding focus will be on reading scheme and library.

Action - NS will circulate a request for co-ordinators.

Funding Requests

27. In addition to the funding requests discussed earlier (under headteachers update) there was a funding request for a shared listening station for P1 and P2 at a cost of around £800 which the PTA agreed to fund.
28. The boat that was donated and painted for P1 playground was deemed unsafe. We may wish considering a replacement, it was noted that it would need to be movable or put in place after the building works.

Matters arising

- **Recruitment drive**

29. Most roles are now filled with the exception of vice-chair. DA, KVK and LS were happy to help with co-ordination of clubs if directed in what needs to be done.

Action – CD to meet with those that will help take on club co-ordinator roles

- **After school clubs**

30. The google forms are now live with some people now signing up. A parentmail needs to be issued to encourage sign-up and to say that notification of start dates will come from club co-ordinator.
31. P1/P2 football can use the field on a Friday afternoon, as gym hall is still not ready. May be possible to use main hall. CT to check if the main hall can be used from 12.35 pm and confirm to CD.
32. New basketball and football co-ordinator in place. Need to consider if goals could be stored on or near field, it was agreed that quotes should be sought and permissions checked. There may be the option of asking the contractors to help.
33. Ski club have requested bibs to help identify the children, there has been an offer from a parent to fund them.
34. All lets are in place with the exception of Art Club.

Action - CT to ask Kathryn about whether the school logo, name or initials can be put on the bibs.



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AOB

35. Next meeting 17th September.
36. The PTA thanked NS for such a good job chairing the PTA over the last two and a half years.



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Actions log

Start date	Reference	Action	Owner	Status/progress
21/2/18	2018/018	Write coach 'no show' procedure	CD	Will follow electronic registration
21/2/18	2018/021	Clear out google drive	NS; CD; CM	Carried forward
09/05/2018	2018/031	Establish which coaches have 1st aid training and who would be interested in undertaking training.	CD	ongoing
13/06/2019	2019/11	Costing of in-house planners	BS	
13/06/2019	2019/13	Find out which teacher supporting fun run	BS/RS	
13/06/2019	2019/12	Approach rotary about funding for parts of fun run, i.e. medals. Approach Tesco's and Sainsbury's about water.	CD/ CM	Ongoing
13/06/2019	2019/37	Buy more bunting	CM	
13/06/2019	2019/48	Reissue behavioural policy to coaches to match website version.	CD	
13/06/2019	2019/54	Find out costing and supplier for resin benches	SH	
13/06/2019	2019/64	Organise purchase of two new tables	CM	
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	
27/08/2019	2019/67	NS to circulate the PTA role bearers	NS	



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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	
27/08/2019	2019/69	NS will circulate a request for co-ordinators.	NS	
27/08/2019	2019/70	CD to meet with those that will help take on club co-ordinator roles	CD	
27/08/2019	2019/71	CT to ask Kathryn about whether the school logo, name or initials can be put on the bibs.	CT	