



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 8th October 2019

PTA Members Present

Laura Howe (LH) – Chair	Eleanor Campbell
Adrienne Wilson (AW)	Christina MacLennan (CM)
Lyndsay Smythe	Alison Robertson
Ros Smith	Clare Thomson (CT)
Linda Vautherin (LV)	Linda Vautherin (LV)
Becca Chesser (BC)	Fay Frank (FF)
Chrissy MacLennan	Helen Morris
Nati Smith	

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 September meeting were agreed

Head Teachers Update

3. At parents evening there will be access to RSHP(Relationship, Sexual Health and Parenthood Education) resources for parents to view what it entails for each age group.
4. There will be access to the Zones of regulation resources for parents to understand the approach.

Fundraising

- **Fun run, 29th September**
 5. Fun run was a success still receiving sponsorship money so total not yet known.
 6. C&B news article to come.
 7. A resident may have complained, there was no official complaint but someone may have said something to a volunteer. This will be investigated.
 8. Photos yet to be collected and permission to check before making accessible.
- **Autumn Fayre, 2nd November**
 9. Salon – Hair-braiding team in place but no co-ordinator in place for set up and stock ordering. Chrissy has full descriptions from previous years.
 10. All other stalls covered.
 11. First aiders to be determined, need to check teachers attendance as this would cover it also AW if available all day.
 12. The office have received a very generous box of football cards which will be very useful in the balloon pop for prizes.
 13. Need to find somewhere for left over toys.



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- **Raffle**

14. Nativity 13th December so draw will be 12th.
15. All to contribute to prize collection.
16. Tickets and license ordered.

Funding Requests

17. The nursery have requested to be included in the loose parts funding. Agreed to allocate £600 to nursery by members present based on ration of children.
18. £500 agreed to be allocated to nursery for books.
19. Christmas crafts requested though figures not known as may include panto and party costs due to parents failure to pay in previous years.

Treasurer's Report

20. There are ongoing problems with the bank making statements out of date and signatories still a problem.
21. After the email sent round members to change the bank account to Lloyds, no complaints so going ahead.
22. Agreed to keep two signatories to protect volunteers.
23. Considering changing invoicing for then clubs using Xerox system which will use a XEROX allocated reference number instead of the existing reference system.
24. Profits for clubs being analysed to see if sustainable, though important to ensure offering value for money opportunity's for children.
25. Drop in profits for football club needs looked into, could be pitch hire was not previously charged for. (NS) to look into.

After School Clubs

26. Football club would still like somewhere to keep goals.
27. Get costings for grille against fence (KVC).
28. Grass on field too long for football, this is with the business manager. This may be beneficial to school use of field as main playground now and reduces mud. Drainage still not brilliant.

Matters arising

29. Balerno High School PTA has requested assistance for charity day at school. Unfortunately a week after Autumn fayre so not possible to provide similar stalls. Agreed to make parents aware of the event and how they can support without taking an official roll to prevent conflicts of interests and volunteer lethargy for Primary PTA.
30. Bag packing available at M&S to raise funds, date to be confirmed. P6 junior awards children possible, could run for school library fund for whoever wants to sign up. P6 & P7 probably best year groups to use.

Christmas card Project

31. Needs a co-ordinator (RS) agreed at meeting.



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32. Need to start ASAP 29th October latest date to gather cards so need to organise teachers well before.

AOB

33. 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 agree that their contact details can be used for PTA purposes.	CD	On-going
17/09/2019	2019/73	Help secure raffle prizes	All	
08/10/2019	2019/74	Get costings for grille against fence for goal posts	KVC	
08/10/2019	2019/75	Organise Christmas cards	RS	
08/10/2019	2019/76	Investigate change in expenses for football club	NS	