



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 19 November 2019

#### PTA Members Present

Laura Howe (LH) – Chair	Pamela Lamb (PL)
Kirsten Beddows (KB)	Clare Thomson (CT)
Kathryn Wright (KW)	Nati Smith (NS)
Becca Chesser (BC)	Eleanor Pickett (EP)
Chynara Atubekova (CA)	Heather Nicholson (HN)
Linda Vautherin (LV)	Fay Frank (FF)
Judith Brown (JB)	Helen Morriss (HM)
Lyndsey Binnie (LB)	Kathryn Wright (KW)
Karen Von Kriegsham (KVK)	Rose McCarthy (RM)
Lyndsay Smythe (LS)	Mhairi Thomson (MT)

#### 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 October meeting were agreed

#### Thank you to previous role bearers

3. LH thanked previous role bearers, Nati Smith, Chrissy McLennan, Dawn Graham and Clare Dow for their work on the PTA. The PTA had bought them gifts for appreciation of all their hard work and contributions.

#### Head Teachers Update

4. Building is progressing with a number of new classrooms. A reading scheme for P1 – P2 had been identified. It would cost around £3,370 and include a year's free subscription for e-books, there is an option to invest for new books further up the school. The PTA agreed to support the reading scheme.
5. Additional books have also been bought for further up the school funded by the scholastic book fairs.
6. LB provided a summary of parent feedback from the parents evening on the zones of regulation, the next steps are to encourage children to talk about the zones and to encourage them to be used and discussed at home.
7. What it means to be a learner at Dean Park? Seeking parent voice about qualities of a good learner and asked for PTA contribution. Will be seeking a wider parent voice and also looking to do a similar exercise about what makes a good teacher.
8. Updating anti-bullying policy following updated guidance from the Scottish Government. Focus group are being held as keen to involve pupils and parents.
9. Keen for feedback on communications, Friday updates, Twitter, website. A school app was being considered which would be a single source of information. There was



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general support for an app which the PTA broadly supported. Wider parent feedback would be sought before any decisions were taken.

### Treasurer's Report

10. The PTA noted the amount of work involved and thanked FF for her work which has been particularly challenging due to issues with the bank. It is intended to move banks to allow access to online banking.
11. The main account has around £19,000, although there are payments due to come out such as club coaches. Covenant account had around £5,000 taking into account the ring fenced funds for outdoor equipment.
12. A breakdown of the stalls at the Autumn Fayre was provided, the main profit was made through the toys, tombola and baking. This can help inform a discussion about next year's fayre. The total profit was £3,426 which is broadly in line with the previous year.

### Fundraising

- [Autumn Fayre \(review\)](#)
13. Thank you to everyone who helped, the process was much improved this year. LH happy to take feedback from members about what worked well, and what worked less well and ideas for different stalls.
  14. The singing performance was popular and agreed something similar could be included at future Fayres.
  15. Bag packing – suggested for the 22 March and suggested for P6 and P7. It was to raise funds for the library and reading books and could be used towards JASS.

### Funding Requests

16. The £2k for loose parts and £7k is still ring fenced for outdoor play.
17. Panto and Christmas party costs roughly £5 per child, usually each child has to pay but last year there was a shortfall. It was agreed that parents should continue to pay but the PTA could potentially help with the shortfall.
18. The PTA agreed to replace the big noticeboard outside the school.

### After School Clubs

19. Still looking into the goal storage, challenging to find something suitable and affordable. It may be that the building contractors will be able to provide something.
20. Negotiation price of the 2G pitch, we can be charged up to £2,500 but last year we were charged £1,000 which takes a significant proportion of the profit.
21. Art Club has limited uptake, is not always full and is running at a loss. It would be useful to see if the PTA could provide more support to allow the club to increase numbers. It was also raised that there is art supplies stored in the huts which needs to be removed as the huts are due to be demolished shortly.
22. LH had been approached about a roller skating club, also a cheerleading club was a suggestion for future consideration.



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**Actions: KvK – is to speak to CD regarding the 2G pitch, and if necessary follow up with LH; and speak to Art Club co-ordinator**

### Matters arising

23. LH asked for photos to update the website, Tracy Kiggins has photos from the fun run.
24. LH looking into re-running the Storyquest event.
25. Nativity – the PTA usually provide teas and coffees which needs 3 helpers for each performance and help to set up.
26. Unpaid club coaches have usually received a small Christmas present.
27. Tesco have provided a voucher from the Autumn Fayre which will be used for milk, teas and coffees for the nativity.
28. LH to get a gift for the BHS janitors
29. Offered 117 school ties for £1 each which is more than half the usual price. Agreed that they could be bought providing there are not already a lot in the thrift shop.
30. The PTA is registered for a fund raising website which can raise money if parents shop via it. It was also suggested that we could register for Amazon Smile. LH agreed to look into it and put out some communications.
31. FF is actively looking for support to take on invoicing for the clubs, it requires communicating with the club co-ordinators, issuing invoices through Zero and chasing up unpaid invoices.

**Actions: LH – to follow up about Storyquest, seek volunteers for nativity teas and coffees, get gifts for janitors, school ties, fundraising websites, organise communications for support for invoicing.**

### AOB

32. Next meeting is on 21 January 2020



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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
08/10/2019	2019/74	Get costings for grille against fence for goal posts	KvK	
08/10/2019	2019/75	Organise Christmas cards	RS	
08/10/2019	2019/76	Investigate change in expenses for football club	NS	
19/11/2019	2019/77	Speak to CD regarding the cost of the use of 2G pitch	KvK	
19/11/2019	2019/78	Speak to Art Club co-ordinator	KvK	



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19/11/2019	2019/79	Follow up about Storyquest	LH	
19/11/2019	2019/80	Seek volunteers for nativity teas and coffees	LH	
19/11/2019	2019/81	Get gifts for janitors	LH	
19/11/2019	2019/83	Purchase school ties if required	LH	
19/11/2019	2019/84	Investigate fund raising websites	LH	
19/11/2019	2019/85	Organise communications for support for invoicing.	LH	