



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 9 March 2021

#### PTA Members Present

Laura Howe (LH)– Chair	Cal McCrea (CM)
Marianne Flanagan (MF)	Nicola Kaye (NK)
Tizzy Hephher (TH)	Clare Thomson (CT)
Steph Torrance (ST)	Ros Smith (RS)
Linda Vautherin (LV)	Kirsten Beddows (KB)
Lyndsay Smythe (LS)	Karen Von Kriegsham (KVK)
	Sinead Mackay (SM)

#### Welcome and apologies

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

#### Minutes and actions log

2. The minutes of the November meeting were agreed.
3. Action log – follow up with the nursery and school on outstanding funding requests. Nursery are still seeking funding, school reading resources are being reviewed and there may be a funding ask once the review is complete.
4. Edinburgh Council said all P5, 6, 7 that should have access to a one to one device by the end of this session and the school have managed to secure additional devices but aware of the need to ensure there are still devices for P1-P4. This may result in a future funding ask.
5. Remote learning has helped the school and teachers to use technology more effectively and there was a desire to consider how technology could continue to be used more once all children are back in school. It was noted that the school can purchase other brands of tablet but the Local Authority don't support them e.g. the network, security, licences for apps
6. When asked about replenishment, schools will need to consider how to support the Digital Strategy and allocate a proportion of their budget to support this.
7. Smartboards – need to check if the PTA have paid for one as previously agreed. CT to check with Tracy Kiggins.
8. LH reported on following up from a previous action that insurance will cover clubs outwith the school but need proper risk assessment in place and procedures to follow covid rules.

**Action – MF to pass further information on costings for ipads & CT to check if PTA have paid for a Smartboard**

#### Head Teachers Update

9. Staffing – now recruited a permanent head teacher – Nicola Rankine. MF moving to Falkirk Council and the Councils were considering start dates and it was hoped that there wouldn't be a gap between MF leaving and Ms Rankine starting. Recruitment process for Early Years Officer has been successful and there are upcoming interviews for a clerical assistant.



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10. P4 – P7 return – pleased to getting all pupils back. Have reviewed practices and risk assessments and retaining processes that were previously in place which allows for consistency for children. Parentmail will be issued and practices will be monitored.
11. Breakfast Club will fully re-open from Monday 15 March, it is essential to book in advance, and signed up by midnight on the Wednesday before (which is the same as the school meals deadline). After school club will also be restarting.
12. School Estate planning and building work. It is proposed that a 6 block classroom will be built where the P7 temporary classrooms currently are sited. This was the preferred decision of the focus group although there is still a full assessment to be done and in planning stage
13. Clinic building – potential uses including Early Years team or removal of the building, still discussions to be held.
14. Diversity and inclusion week is expected to be 26-30 April, led by P7s. Parent Council have put forward ideas for the P7s to consider. Opportunity for them to have some leadership skills.

### Treasurer's Report

15. The only outstanding invoice is for wristbands/key rings for learner of the week.
16. Little change since last meeting key points are profit from Gift Aid and Ragbin, paid out for website, books and Christmas parties.
17. The Regular Giving account has £12,765 and the PTA Main Account has £18,964. We have ringfenced £13k for loose parts, outdoor play £7k, nursery books £400, nursery loose parts and listening station £600 and around £5k on Smartboards and nurture base.
18. Leaves around £5,900 of non-ring fenced funds
19. Funding for leavers hoodies was raised, LH to look into the approach we took last year. Currently polling P6s about options for when hoodies can be worn in school.

### Fundraising

- Fun run
20. There is still time before a final decision was required, however, it was doubtful that the fun run would be able to be held this year. However, it was suggested that we could learn from an event elsewhere where classes set a track within the school grounds were asked to run round the track as many times as possible. In this example they then competed against other local schools with a prize for the school that had the most laps. One option may be classes in each year group could complete, however, this would need to be organised by the school and the PTA could support with prizes. Don't expect it would be an opportunity to raise funds.
  21. Another option would be for Activeschools to run it across a number of local schools.
  22. It was noted that we were short of time to arrange an event across schools this year, however, it could be considered to be run within Dean Park Primary this year with the potential to have it across schools next year.
  23. It was felt that the event would support outdoor learning, physical and mental health. It was suggested that the collective distance could be tracked to see how far the children have run in total and their achievements could be promoted on social media.



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24. Week of 10<sup>th</sup> May suggested, PTA involvement may be sought to help organise it and may be able to arrange prizes.
25. It was noted that the PTA previously discussed changing the fun run to encourage accessibility and higher uptake.

**Action – CT and LV to take forward, noting that others could be brought in to assist as necessary.**

- [Autumn Fayre Alternative](#)

26. Work would usually start now for planning the Autumn Fayre, including booking Balerno High School. It was not yet known if it would be possible but MF happy to approach them and the Council to ask in principle. The preference was to plan towards it for 6 November so that we were prepared could the event go ahead, even if at a later date.

**Action – LH to pass on the relevant information for MF to approach BHS.**

- [Thrift shop](#)

27. Raised £94 at the recent outdoor thrift shop. It was confirmed that the school was happy to continue with the pop-up thrift shops.

- [Story Quest](#)

28. It was suggested that Story Quest may be able to be run in the summer term, however, it would need to be run so that groups of people did not gather, information could be emailed in advance rather than collected on the day.
29. Concern as the family groups would walk a route but would need to find characters to get a 'clue' so it would need to be arranged in such a way to prevent people from gathering. Alternatively, it may be better to delay to the Autumn Term when the rules may permit the event to be run.

### [Matters arising](#)

- [After School Clubs](#)

30. Welcomed Nicola Kaye who has taken on the Club Co-ordinator role.
31. Lets for the use of the school are not being permitted, however, it is becoming permissible to use green spaces for curriculum activities, providing risk assessments etc are in place. It may be possible therefore to run some outdoor clubs in the summer term and it was hoped other clubs may be run from the autumn.
32. The potential for the football club to run in the summer term in the park beside the school was considered, the health and safety logistics need full consideration, particularly as there are no toilet facilities.

**Action – LH to follow up with NK**

33. Proposed the fee for the clubs could be raised.
34. Art Club had closed, keen to offer an alternative club that offered a range of art and crafts. LH and TH have been discussing options and will keep the PTA posted.



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- Roles to fill

35. Vacancies – gymnastics coach on Thursday, chess coordinator and leader, shared role for the ski coordinator
36. CT had an offer of for a co-ordinator for a gymnastics club. Query regarding a roller skating club but concern regarding the practical implications of using the gym hall and health and safety issues.

### AOB

37. The next meeting is on 27<sup>th</sup> April 2021.



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### Actions log

Start date	Reference	Action	Owner	Status/progress
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.	LH/KvK	Forms are on the Google drive. KvK to check if the forms were for clubs and/or PTA members
19/11/2019	2019/79	Follow up about Storyquest	LH	On-going – will consider as a potential option for spring 2021
09/03/2021	2021/01	Pass information on costings for ipads	MF	
09/03/2021	2021/02	Check if PTA have paid for a Smartboard	CT	
09/03/2021	2021/03	Consider a 'fun run' in-school event	CT/LV	
09/03/2021	2021/04	LH to pass on the relevant information for MF to approach BHS regarding the Autumn Fayre	LH/MF	
09/03/2021	2021/05	Investigate potential for football club to be run in the park beside the school	LH/NK	