



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 27 April 2021

PTA Members Present

Laura Howe (LH) – Chair	Cal McCrea (CM)
Nicola Rankine (NR)	Nicola Kaye (NK)
Tizzy Hephher (TH)	Clare Thomson (CT)
Victoria Smith (VS)	Ros Smith (RS)
Linda Vautherin (LV)	Kirsten Beddows (KB)
Lyndsay Smythe (LS)	Karen Von Kriegsham (KVK)
Judith Brown (JB)	Sally Smith (SS)
Becca Chesser (BC)	Carolyn Cameron (CC)
Heather Nicholson (HN)	Lynsey Binnie (LB)

Welcome and apologies

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

Minutes and actions log

2. The minutes of the March meeting were agreed.

Head Teachers Update

3. Welcomed the new headteacher, Nicola Rankine and updated her with recent activities that the PTA have managed to run which are the Christmas cards and outside thrift shop.

Treasurer's Report

4. The PTA Main Account has £18,870. There is £11,239 ringfenced including for loose parts, outdoor play, nursery books, Smartboards and nurture base. This leaves £7.5k remaining to spend.
5. It was noted that some funds had been ringfenced for some time. It was agreed to follow up with NR on the detail of the various ringfenced funds and clarity was sought about whether they were still required. It was suggested that funds for items could be ringfenced for six months, and then released if not taken up.
6. Make £5 grow – LB asked about supporting the P7s to run Make £5 Grow. It is funded by Virgin Money but challenges due to the timescales so LB asked if the PTA could provide a loan. The PTA agreed providing there is a record of the transactions

Action – CM to send a list of ringfenced funds and NR to consider

Fundraising

- Fun run



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7. The replacement fun run will take place between the 17-21st May and start three weeks of sporting activities. The classes will run as teams, each class will have set place and time to run each day Mon – Thursday with a celebratory assembly on the Friday.
8. The aim is for each class to complete as many laps as they can in 15 minutes and with a map to plot how far each class has got from Balerno, and then plot how far the whole school has run collectively.
9. HN and LV have supported the planning. It was agreed that this would not be a fundraiser, however, there is a potential for sponsorship in the future.

- **Autumn Fayre**

10. The High School and Council are unable to take bookings at this time, we are to follow up in June. The intention was still to put the preparations in place, however it may be that even if there is permission for the event to run, some activities may not be able to go ahead e.g. face painting and the salon. Consideration nearer the time needs to be given to items made at home such as baking and soup, it may be that an extended tuck shop could be run. NR offered to give guidance on risk assessing activities and also consider how the school could support.

- **Thrift shop**

11. It was hoped that another outdoor thrift shop would be run soon.

- **Story Quest**

12. Proposed to now run in September. 3-4 helpers were sought to help with the preparations for this one-off event. It was noted that the last Story Quest was run on a Saturday, there are difficulties with opening the school on a Saturday and currently lets were not permitted. It was suggested that a Friday afternoon may be an option but it was not expected that people would be able to gather in groups.

- **Potluck Book Bag**

13. A proposal for fundraising was for children to bring in books and arrange a book swap for each year group e.g each child could be given a bag of books for a £1 or a donation. The other option would be to gather the books and each child could take 5 books for a £1 or a donation.
14. The idea was supported in principle but as there has been a recent initiative to collect books for charity then it should be considered at a later date.

- **Grand Prize Raffle**

15. This has been run in the past and could be reconsidered, but would need to be managed in a covid safe way, for example could the money be collected and numbers allocated online. Options could be using Parentpay or Eventbrite, the latter could keep funds separate from the school.



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Actions – LH to contact the previous organiser to see if they were content to arrange the raffle again, NR to check whether Parentpay could be used.

Matters arising

- After School Clubs

16. NR updated that some clubs may be able to restart if they are before 6pm and outdoors. Requests need to be made on a case by case basis.
17. The two outdoor clubs are hockey and P3-P7 football. Need to source new coaches for hockey who would have to be disclosure checked. Football, concern that the 2G was not suitable so alternative venue would need to be sought. However, football was after 6pm so it appeared that it could not be run under the current restrictions.
18. It was also suggested that consideration could be given to whether any other clubs could be run outside for the summer term.
19. VS reported that the Activeschools Co-ordinator was keen to meet with the PTA to see how he can support the PTA clubs. Agreed that he could be invited to the next meeting, NK hoped to speak to him before the meeting.

Action – VS to invite Activeschools Co-ordinator to the next meeting.

- Roles to fill

20. Continue to advertise the vacancies in the hope that people may come forward after the summer when hopefully the clubs can restart.
21. There is still an offer to run a roller skating club, concerns around safety and marking the gym hall floor. The hall is currently being refurbished so the school could check with the builders about the resilience of the flooring.

AOB

22. The next meeting is on 8th June 2021.
23. Confirmed that the PTA will pay £396 for nursery transition books.



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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 September 2021
09/03/2021	2021/01	Pass information on costings for ipads	School	Ongoing
09/03/2021	2021/02	Check if PTA have paid for a Smartboard	CT	Ongoing
09/03/2021	2021/03	Consider a 'fun run' in-school event	CT/LV	Ongoing
27/04/2021	2021/06	CM to send a list of ringfenced funds and NR to consider	CM/NR	
27/04/2021	2021/07	LH to contact the previous organiser to see if they are content to arrange the raffle again, NR to check whether Parentpay could be used	LH/NR	
27/04/2021	2021/08	VS to invite Activeschools Co-ordinator to the next meeting.	VS	