



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 17 November 2020

PTA Members Present

Laura Howe (LH)– Chair	Khadidja Merakchi (KM)
Marianne Flannigan (MF)	Elizabeth Hepher (EH)
Fay Frank (FF)	Clare Thomson (CT)
Judith Brown (JB)	Ros Smith (RS)
Linda Vautherin (LV)	Kirsten Beddows (KB)
Dina Anastasiadou (DA)	Karen Von Kriegsham (KVK)
Lyndsay Smythe (LS)	Lynsey Binne (LB)
Becca Chesser (BC)	Cal McCrea (CM)
Nova	

Welcome and apologies

1. The Chair welcomed parent and staff members to the PTA, including Marianne Flanagan.

Minutes and actions from previous meeting

2. The minutes of the October meeting were agreed

Head Teachers Update

3. Clare Thomson gave the head teachers update. The Parent Council had run surveys on teaching and health and wellbeing and pleased that the majority of parents are pleased with how things are going.
4. The school was aware of issues with Microsoft Teams and recognised this was causing problems for parents looking to access homework. The Digital team is aware and are seeking to fix the issue, in the meantime homework will continue to be sent out via Parentmail.
5. Unfortunately there were a small number of Covid cases before the October break. However, the procedures that are in place are robust and process worked well which is reassuring should there be any other cases in future.
6. Vicky Smith has been working to update the anti-bullying policy with pupils and parents which is now re-named the Positive Relationships, Diversity, Equality and Anti-bullying Policy. This is now available on the website. This week is anti-bullying week with lessons planned for all classes with focus on bullying.
7. At the recent in-service day, staff discussed the South East Improvement Collaborative research projects that the school are involved in. All teachers are running projects with their classes and hope to be able to share with parents in due course. All staff are also up to date with asthma and allergies training.

Treasurer's Report

8. Good response to Treasurer advert, pleased to say that Cal McCrea taking over as Treasurer and Katie Hall will be manager for gift aid and the regular giving account. Handover process will be underway shortly.



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9. The Treasurers account has £18,181, the Regular Giving account has £12,725. Previously the latter had been ringfenced for health and wellbeing purposes, FF is not aware of any documentation on this and recommended that going forward we may want to allow more flexibility with the account.
10. The PTA has bought Christmas tree, bulbs and plants and books for P1 and nursery packs.
11. Ringfenced funds, which may change, are £7k for loose parts and outdoor play, £600 for nursery books and £600 nursery loose parts, along with the shared listening station for P1/P2 and topping up reading schemes. Other possibilities were the nurture base (although this would follow the building works), school app and smartboards (it was confirmed that these were still needed, estimated around £5k).
12. Income has come through selling off chanters, easy fundraising (£139), previous gift aid that has been processed (around £2k) and the recent outdoor thrift shops (£44 and £126)
13. It was recommended that we leave a buffer in the account as little funds coming in and may need to cover costs for club coaches for when they restart.

Action - CT/MF offered to which funding requests are going ahead.

Fundraising

- **Thrift shop**
 14. Parents seeking another outside Thrift Shop, MF happy to go ahead if that worked well and safely in the past. School expecting to do a Christmas jumper day on 11 December so there may be an opportunity have that as a focus for the thrift shop in advance.
- **Christmas cards**
 15. RS has organised the Christmas cards, shop will close on Monday and hope to get cards in early December. They will be processed in such a way to ensure safety.
- **Autumn Fayre Alternative**
 16. It was hoped that the Autumn Fayre may be able to go ahead next year this will need to be kept under review, including consideration of any alternative options. It was noted that it was a lot of work to organise if there was a risk that it may then not go ahead. It was also noted that the Gala Committee may wish to look to do something in the first term.
- **Story Quest**
 17. Had planned to do this earlier in the year but had to cancel. It involves family groups doing a form of treasure hunt, so no gatherings, so it may be an option for spring time. MF happy to consider nearer the time once all the details shared. The PTA will need to decide whether it will be a fundraiser.
 18. CT reported that a parent who worked for Active Schools had approached about an online cross country event and wondered if it may be a potential approach for the fun run. CT to pass the details to LV to follow up.



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Action – CT to share contact and information on the Active Schools cross country event for LV to follow up.

After School Clubs

19. The paperwork, policies and procedures are all updated and ready for when clubs can restart, processes are in place to confirm and monitor that coaches have read the updated policies. Work is underway on the risk assessments.

Matters arising

- **Recruitment drive**
20. Vacancies – gymnastics coach, chess and football coordinator, chess coach and an overall club co-ordinator as KvK will be stepping down. These will be advertised.
 21. LH contacted the Council about using outdoor space for clubs, and has been provided with forms to be able to use outdoor space. This may allow certain clubs to be able to run outside and LH will follow up with the school.
 22. LH also following up regarding insurance cover for clubs being run in an outdoor space.

Action – LH to follow up with school and insurance about potential to run some clubs outside.

AOB

23. The next meeting is on 19th January 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
17/11/2020	2020/06	Follow up with school and nursery about which funding requests are going ahead.	CT/MF	
17/11/2020	2020/07	CT to share contact and information on the Active Schools cross country event for LV to follow up.	CT/LV	
17/11/2020	2020/08	Follow up with school and insurance about potential to run some clubs outside.	LH	