



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 19 June 2020 – by Zoom

PTA Members Present

Laura Howe – Chair	Vicki Smith
Fay Frank	Clare Thomson
Judith Brown	Ros Smith
Adrienne Wilson	Kirsten Beddows

Welcome and apologies

1. The Chair welcomed parent and staff members to a virtual meeting of the PTA. Apologies were noted. It was confirmed that a new Vice Chair, Khadidja Merakchi was in place.

Minutes and actions from previous meeting

2. The minutes of the January meeting were agreed

Head Teachers Update

3. There was no headteachers update.

Treasurer's Report

4. The balance of the treasurers account has £20,254 and the covenant account has £12,685. Ringfenced funds were £7k for loose parts and outdoor play, £600 for nursery loose parts play and £600 for nursery books. The PTA had also previously discussed paying the shortfall from Christmas parties, the school app, P1/2 shared listening station, reading scheme, nurture base and school leavers booklet. At this time it was not clear which of these would still require funding.
5. There has been some income from club fees, thrift shop and rag bag. Refunds were offered for missed club sessions for the last term but it was noted that most parents generously had not asked for refunds.
6. Expenditure has been higher than income mostly due to club coaches, the coin counter and some payments to the school including for rainy day costs, Burns night, music stands, insurance and books for the incoming P1s.
7. FF, LH and KB are signatories for the bank, with online banking set up.
8. LH has purchased replacement notice board.

Fundraising

9. A number of events have been cancelled or postponed including M&S Bag-packing, Gala Tombola, Story Quest, Sports Day, donations for Indian Food, Fun Run, Autumn Fayre, Nativity Teas and Coffees.
10. There were challenges around fund raising event due to social distancing and asking people to donate money. The possibility of offering a free event was discussed, particularly for the



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kids to feel more connected and involved with the school. It was unknown when any events could be run but the working assumption was that it would be after Christmas.

11. Discussion around autumn fayre, it was agreed that this would be postponed this year. If it were possible then we could look to run a more low key event in the spring but not replicate the fayre. It was agreed that we would progress with the Christmas cards, subject to the school confirming next term that they were able to do so.

Action – RS will take forward the preparations for the Christmas cards

12. Thrift shop – it was not possible to re-open the thrift shop under the current rules. It was expected that the rules around school uniform would be fairly relaxed in August. AW would be looking to the running of the thrift shop on to someone else.
13. Fun run – we could put information out to allow people to still do the fun run in their own time for fun, not raising any funds. However, parents could send in the kids time and the PTA could provide certificates and possibly medals. It was likely this could be after Christmas so could be discussed at the next meeting.
14. The option for some type of on-line event e.g., quiz was discussed but it was agreed that the practical and safety considerations would mean that there would be significant work in trying to organise something and it may not be possible to meet all child safety requirements.

Matters arising

- After school clubs

15. Karen has been updating the paperwork around clubs e.g. risk assessments in preparation for when clubs could restart. It was noted that some clubs were being run online by the tutor for free. There was concern about running online clubs under the PTA and charging due to child safety. Further to this the financial margin for the clubs is quite tight so if they did not run at capacity then they would be likely to run at a loss.
16. It was noted that Edinburgh Council was not permitting any lets, and the school does not have any spare space to allow clubs. It was unknown when these restrictions would be lifted so all that is possible at this time is to keep the situation under review.
17. Some club co-ordinators may need to be replaced, it was agreed that as usual 'retiring' club co-ordinators could be provided with gifts.

AOB

18. It was suggested that the next meeting could be in the new term, but after a few weeks to allow a better understanding of how things were operating in the school.
19. An AGM was required, this could possibly be a virtual meeting with questions being submitted in the side bar or prepare and issue a video and ask for questions to be sent in afterwards. The approach would need to be discussed with the Parent Council.



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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
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	2019/66	KW to invite Mr Parsley to the next PTA meeting	KW	On hold
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
19/11/2019	2019/77	Speak to CD regarding the cost of the use of 2G pitch	KvK	On-going
19/11/2019	2019/78	Speak to Art Club co-ordinator	KvK	On-going
19/11/2019	2019/79	Follow up about Storyquest	LH	On-going
21/01/20	2020/01	Speak to the nursery to follow up loose parts and books	AW	
21/01/20	2020/02	Arrange a meeting with CD for club handover	JB	
21/01/20	2020/03	Provide wording to recruit parent volunteers and children signed up to Coding Club	Alison Couch	
19/06/20	2020/05	Preparations for Christmas cards	RS	