



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Minutes of the PTA Meeting 21 January 2020

#### PTA Members Present

Laura Howe (LH) – Chair	Heather Nicholson (HN)
Adrienne Wilson (AW)	Fay Frank (FF)
Ros Smith (RS)	Dina Anastasiadou (DA)
Judith Brown (JB)	Lyndsay Smythe (LS)
Kirsten Beddows (KB)	Linda Vautherin (LV)
Alison Robertson (AR)	Karen Von Kriegsham (KVK)

#### Welcome and apologies

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

#### Minutes and actions log

2. The minutes of the November meeting were agreed

#### Head Teachers Update

3. No headteachers update was available.

#### Treasurer's Report

4. The balance in main account is around £21,500, the balance of covenant is about £5,500 after taking into account funds ring fenced for loose parts play. The new bank account will be opened shortly and communication will be arranged.
5. It was agreed for LH and KB to be new signatories for the bank account.
6. It was agreed that nursery could have funding for £600 for loose parts play and £600 for new books.

#### Action – AW agreed to speak to the nursery to follow up loose parts and books

7. The goals storage has gone ahead without any cost to the PTA, it was noted that the PTA had previously been agreed to pay for P1/P2 shared listening station, outstanding payments for Christmas parties and panto, new books, potentially the new app for school communications.
8. Using the new software for managing the PTA finances has allowed for more efficient for following up on missed or late payments meaning that so far around £3,500 funds of unpaid invoices has been followed up and now paid.
9. An Invoicing Manager is required to support FF. This would involve liaison with club co-ordinators to gather details of club, and maintain contact through the term, complete information on excel and send out reminder emails from Xero. FF will continue to reconcile payments from the bank. RS volunteered and it was agreed by the PTA that she would undertake the role.

#### Fundraising

- Easy-fundraising website



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

10. The easy fundraising app is very simple to use and an effective way to raise money, eight people have registered and already raised £25. Another communication will be issued to encourage parents to sign up.

- **M&S Bag-packing**

11. This is now confirmed for 21<sup>st</sup> March. Parentmails will be issued to P6 and P7s for sign ups, it was noted that this could be a good way to meet JASS requirements. KVK volunteered to assist.

12. FF noted that two people are required to count the proceeds and offered to do so along with LH

- **Story Quest**

13. LH said that the previous organiser was happy to arrange another Story Quest. LH will seek to arrange a date, potentially in June.

- **Selling Indian Food**

14. A parent has offered to make and sell Indian food for the PTA, however if we were to go ahead it would need to be at done an appropriate event. Assurances would be need that all regulatory and hygiene requirements were met, it may have to be sold for a suggested donation.

- **Other funding requests**

15. Additional funding is needed for the reading scheme, which could also be taken up further up the school. Details and options would be brought to a future meeting.
16. A proposed future project could be a nurture space to help support children.

### Funding Requests

- **New notice board**

17. It was agreed that LH could order a new notice board and stationary.
18. It was agreed to purchase a coin counter to help lessen labour and remove human error for events such as Autumn Fayre and bag packing.

### Matters arising

- **After school clubs meeting with club co-ordinators**

19. LH was looking to meet with the new PTA co-ordinators, it would be arranged to have a meeting with Clare Dow (CD) and include FF.

**Action – JB will arrange a meeting with CD**

20. AW seeking a coach for Gymnastics on a Thursday. Friday may need to change time to accommodate the coach, in the meantime AW is happy to cover.

- **Coding club**

21. A coding club has been proposed on a Friday afternoon after the February half term, using STEM. It would be free to children, aimed to P5 and P6 potentially with some P7s. It would be run by Alex Parsley and Alison Couch with parent volunteers. It was felt that it could be



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

run by the PTA as preferable for communication and booking system. PTA can also organise and pay for the PVG.

**Action – Alison to provide wording to recruit parent volunteers and children signed up.**

### Roles to fill

- 22. New posts have identified – a Software Co-ordinator and Clubs Invoice Manager. Gareth How has agreed to fill the role of the Software C-ordinate and Ros Smith the Clubs Invoice Manager
- 23. Need to find Club Co-ordinators for Hockey, Football and Gymnastics after the summer as the existing co-ordinators are stepping down. It was suggested that these should be targeted to parents of children that attend those clubs.
- 24. Chynara Atubekova is unable to fill the vice-chair role so LH is seeking to fill that post.

- **School Leavers - gift**

- 25. It was suggested that a photobook could be produced for P7s.

**Action – AR and KB agreed to investigate options.**

### AOB

- 26. Fun run – proposed to reconsider the approach to help appeal to more kids. The Fun Run Co-ordinators are going to prepare a short paper on options to be tabled at the next meeting, potentially to be followed by a survey.
- 27. First aid training dates were circulated to the club coaches, however it is currently not recorded which coaches have completed first aid training. This would be followed up at the meeting with Clare Dow.
- 28. Software being investigated to help manage the clubs and processes as google forms is currently being used for that creates quite a lot of work. It would be preferable to have a system that 'spoke' to Xero some more of the processes could be automated. FF asked if someone would be happy to investigate.
- 29. Concern was raised about Art Club on a Monday and the process for parent helpers and ensuring meeting GDPR. It was agreed that there should be a consistent approach across the clubs.

**Action - KVK agreed to speak to the Art Club coach**

- 30. LH to investigate creating a new dropbox or similar and share to allow all PTA members to create files and use
- 31. It was noted if we want to reinstate the convenient account and promote it then there would be a PTA role to promote it, communicate its purpose, organise standing orders and arrange gift aid. This would be discussed at a later meeting
- 32. Next meeting is on 17<sup>th</sup> March



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

### Actions log

Lh to create a new dropbox or similar and share to allow all PTA members to create files and use

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 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	
21/01/20	2020/04	Investigate options for a P7 yearbook.	AR/KB	



# Dean Park Primary School

## PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

--	--	--	--	--