



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 26 April 2022

PTA Members Present

Laura Howe (LH) – Chair	Lyndsay Smythe (LS)
Nicola Kurth (NK)	Kirsten Beddows (KB)
Heather Nicholson (HN)	Clare Thomson (CT)
Linda Vautherin (LV)	Tizzy Hepher (TH)
Ros Smith (RS)	Kate Gibb (KG)
Judith Brown (JB)	Becca Chessser (BC)
Lynsey Binnie (LB)	Cal McCrea (CM)

Welcome and apologies

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

Minutes and actions log

2. The minutes of the March meeting were agreed.

Head Teachers Update

3. The headteacher updated the PTA, attainment overall appears to be on track and back to pre-pandemic levels. Support for individual children that need additional support continues. Currently the Improvement Plan is being considered along with continuing equalities, anti-poverty and refreshing the curriculum including looking more broadly across the curriculum and links to the community.
4. New transition teacher, Mrs Birrell, is working across Ratho, Kirknewton and Balerno to know and support the P7s and then will be based at BHS in the new school year to give a familiar face and direct support.
5. Busy term coming up, involved in the Gala and Gala court, Gala makers challenge, diversity week which includes the Fishy Music workshop funded by the PTA, and the 50th Anniversary of the school.
6. Visit planned for 12th May by UNICEF and City of Edinburgh Council representative meeting the leadership team, some teachers and groups of children to share information and also for the reaccreditation for the schools Gold award.

Treasurer's Report

7. £1,800 outstanding in invoices, spend just over £5k this month, majority was for the ski club.
8. £18k in main account and unrestricted funds of around £11k.
9. Sought agreement for the Trustees report, which was agreed by the PTA.
10. Club finance procedures were restated, club co-ordinators should use a spreadsheet with the details which is then forwarded to RS, the Club Finance manager. That is then uploaded into the Zero software which then automatically issues invoices and tracks payments, this makes it more timely and straightforward for parents (and less time consuming for Club Finance manager. Club Co-ordinators also need to notify and confirm club invoices with the Treasurer.



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Fundraising

- **Autumn Fayre**

11. 29th October had been agreed and the High School was content in principle.

- **Gala tombola (Saturday 28th May)**

12. Expect to need around 8 volunteers to organise and ticket the items on the Friday afternoon along with volunteers to set up and then run the stall. RS and HN offered to help on Friday and Saturday afternoon, LH will organise communications for volunteers.

Matters arising

- **Thrift Shop**

13. Dates have been confirmed for when the Thrift Shop is due to open. It was also hoped to have it open for the new P1s on Thursday 9th while the children were meeting their teachers at 1.30-2.30pm, it was noted that there was likely to be demand for school ties. It may also be an opportunity for the PTA and the Parent Council to have stalls to raise awareness, along with teas and coffees, promote the PTA 1.30-2.30 for the new P1s.

- **After school clubs**

14. P4 football has secured sponsorship for the strips, information will be shared with via Parentmail. P7 football is taking part in Play the Game which is an initiative run by Hearts Football Club.

15. Gymnastics will be advertised to boost numbers, work on Rollerskating ongoing, Hockey likely to be moved to only a Friday, exploring a Parkour Club, Recorder on hold for now, French/Spanish should start in August, Skiing will restart shortly.

16. Suggested that we may wish to update the constitution which is on the website if PTA members wish to review prior to the next meeting.

- **Schools 50th anniversary**

17. It was suggested that the PTA support an ice cream van for the school picnic, at a cost of £570 for 620 cones which would cover school, nursery and staff. It was noted that vegan alternatives to be available from the school. The Craft Club will make a banner for the celebrations.

- **P7 leavers celebrations**

18. A funding request has come forward for the P7 leavers celebrations, a cost of around £330. It was questioned whether the funding could be more targeted to those in need rather than an event outwith the school. It was noted that the PTA also usually contribute to leavers gifts and it was agreed that funding towards the celebrations for all wasn't appropriate but targeted funding for those that need it was important.



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- Sports day

19. It was noted that one of the sports day clashes with the prep for the Gala tombola prep so it was agreed not to provide teas and coffees.

- Roles to fill

20. We are still looking for a new Chairperson and Secretary. LH is keen for a new chair from August, the PTA must have a Chair to function so it is important to fill the role.

AOB

21. The next meeting is on 14th June 2022.

22. It was suggested that a social evening to celebrate the work of the PTA but also to encourage other parents and new P1 parents to come and informally learn more about the PTA and the roles.



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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
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
27/04/2021	2021/06	CM to send a list of ringfenced funds and NR to consider	CM/NR	CM still to send a list. School to email list of invoices for the CM
15/03/2022	2022/01	Provide information of costs for a whole school event	NK	
15/03/2022	2022/02	Organise boxes for the tombola	KB	
15/03/2022	2022/03	Follow up on a potential rugby club	LV	
15/03/2022	2022/05	Follow up on the Fun Run	HN	

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