



Dean Park Primary School

PARENT TEACHER ASSOCIATION

Registered Scottish Charity No.24582

Minutes of the PTA Meeting 31 August 2021

PTA Members Present

Laura Howe (LH) – Chair	Heather Dick
Nicola Rankine (NR)	Kirsten Beddows (KB)
Tizzy Hephher (TH)	Clare Thomson (CT)
Linda Vautherin (LV)	Lynsey Binnie (LB)
Lyndsay Smythe (LS)	Heather Nicholson (HN)
Judith Brown (JB)	Stephanie Torrance (ST)
Constantia Anastasiadou (CA)	Becca Chesser (BC)
Karen von Kriegsheim (KVK)	Julia Paterson (JP)
Cal McCrea (CM)	Ros Smith (RS)

Welcome and apologies

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

Minutes and actions log

2. The minutes of the June meeting were agreed.

Head Teachers Update

3. The headteacher outlined the improvement priorities which form a report and plan for the year. Each of the four priorities are being presented as simple visuals and will be shared following the meeting.
4. The picnic benches paid for by the PTA have supported the children to get back to the dining room and allowed children to choose to eat outside.
5. The nurture room is up and running and being used prior to school/supported breakfast, lunchtime and then throughout the day. It is having a positive impact for the children that need extra support and taught skills for their emotional wellbeing. Art therapist and school counsellor will be based there and it can also be used for small groups. All children will have access, in discussion with the children.
6. Ringfenced £7k for playground, waiting to ensure that it is used to best effect. So far the school have used £900 for play equipment for each year group, with storage bags.

Treasurer's Report

7. Spent nearly £5k on items including nursery books, nature base and P1 bags.
8. Income since the last meeting includes £4k for skiing club and £270 for thrift shop.
9. Unrestricted funds were around £8k and just over £6k for loose parts and some smaller amounts for the reminder of the nursery and nurture room were ring fenced pots.

Fundraising

- Story quest



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10. Story Quest will go ahead on the 25th September with a new story that will form a treasure hunt. Volunteers are needed to prepare such as laminating and distributing the clues on the 24th September.
11. We will ask for donations at the end of the quest rather than a set fee. It was suggested that we might want to set up a QR code for people to donate if they don't have cash.
12. The map and instructions will be sent out in advance via parentmail. A video will be produced to show the children in advance of the 25th at the school.
13. It was noted that another event is due to take place on the same day, times have been amended to prevent a direct clash.

Action – all to consider/seek a volunteer to help with Storyquest

- **Autumn Fayre – 6th November**

14. Working on the basis that the fayre will go ahead with a covid friendly structure/ layout.
15. NR to confirm with Balerno High School, it was felt that it wouldn't be feasible to run it outside due to the timing and volume of work required and risk of poor weather. It was important to hear back from the High School before arrangements were finalised.
16. Fire service have agreed to bring a fire engine, the Scouts have agreed to run the games and the café will be run.
17. Tombola - usually we would ask donations for the tombola which usually involved children bringing in donations. It was suggested that they could be collected at the front door and then moved to the clinic for the PTA to access.
18. It was suggested that we run a separate child and adult tombola, this would be OK providing an adult was with them. Volunteers will be required to prepare and set it up.
19. LH will arrange for the Fayre to be advertised in Konnect. There may be an opportunity to have a poster competition in the school, LB agreed to arrange with the P7 leadership group.
20. Another suggestion was a stall to 'cream pie' a teacher with raffle tickets being sold for volunteer teachers. NR to secure teacher volunteers.
21. It was clarified that the baking stall would not be run due to the rules around covid. The school was going to arrange a stall with hot chocolate bags rather than homebaking. LH to source the ingredients and LB to arrange with the P7 leadership team.
22. It was agreed to do a teachers competition table, CT to arrange.
23. Last time we gave a table to Balerno High School PTA, would be a kind gesture to offer them a table again if they wanted it, another suggestion was a Fairtrade stall which NR would follow up.

Actions – NR to confirm arrangements with BHS, secure teacher volunteers for a cream pie stall, approach contacts about a Fairtrade stall

LH – to arrange for advertising and source ingredients for the hot chocolate bags

LB – to work with P7 Leadership Team on poster competition and the hot chocolate bags

CT – to arrange the teachers competition

- **Grand Prize raffle**



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24. A volunteer was still required for this as LH is already covering a number of other vacancies. It requires paperwork for the licence and organising tickets, some prizes have already been secured.

Action – all to consider/seek a volunteer to help with the raffle

- **Nativity – teas and coffees**

25. It was queried about whether the PTA would be able to provide teas and coffees. That could go ahead if permissible but it was more likely that the nativity would be a virtual event. The raffle could still be drawn/announced.

- **Christmas cards**

26. The templates should be sent from the company shortly and RS will sort them into packs for each class. It was aimed for the cards to be designed prior to the October holidays which would give some flexibility for those that need to do it later and to give more time for the online shop to be open.

- **Thrift shop**

27. It was suggested that the name of the Thrift Shop may not clearly represent what the shop does and the quality of the clothing, the PTA agreed that a new name could be considered. It was confirmed that the Thrift Shop needs to continue to be outside.

Matters arising

- **After School Clubs**

28. It was hoped that Council will soon accept applications for Lets and the clubs may be able to start after the September weekend.
29. It is important to fill the role of club manager (previously co-ordinator). The work has been done to set up the clubs for this year, with thanks to Karen and Lynsey so much of the preparation has been done.
30. Khadidja Merakchi has volunteered to run the chess club, still require a basketball co-ordinator.
31. HD is continuing to try and source a hockey coach, options may be through Active Schools or senior pupils from the High School although it was queried whether an adult may need to be present.

Action – all to consider/seek a volunteer for Club Manager and Basketball co-ordinator

- **Request to purchase 6 picnic benches**

32. Confirmed that the 6 benches were in place and being used.

- **Provisional Dates for New School Year PTA meetings**

33. Provisional dates were suggested for the next school year:



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31st August 2021
21st September 2021
26th October 2021
23rd November 2021
18th January 2022
15th March 2022
26th April 2022
14th June 2022

AOB

- 34. Thanks to Khadidja Merakchi for organising the PTA P1 welcome packs.
- 35. AGM will be on 12th October, expected to be a virtual meeting
- 36. The next meeting is on 21st September 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
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
31/08/2021	2021/10	All to help find volunteers to help with StoryQuest, raffle, Club Manager and Basketball co-ordinator	All	
31/08/2021	2021/11	Confirm arrangements with BHS for the Autumn Fayre	NR	
31/08/2021	2021/12	Secure teacher volunteers for cream pie stall and approach contacts about Fairtrade stall	NR	
31/08/2021	2021/13	Arrange for advertising of the Autumn Fayre and source ingredients for the hot chocolate bags	LH	
31/08/2021	2021/14	Work with P7 Leadership Team on Autumn Fayre poster competition and the hot chocolate bags	LB	
31/08/2021	2021/15	Arrange the teachers competition for the Autumn Fayre	CT	