

Meeting at Eastwood High Sports Centre on Thursday 25<sup>th</sup> January 2018

Attendees:

Sheena McGuigan (HT)  
Kimberley Slorach (ADHT)  
Gillian Leitch – Chair  
Cara Macdonald Secretary  
Gillian Plews Treasurer  
Jillian Finlay  
Shabana Hussain  
Lynsey Timmons  
Christian Norman  
Kirsty Pugh  
Jennifer Nesbitt  
Denny Henderson

Apologies:

Jenny O'Gorman  
Barbara Fewkes  
Naheed Aftab  
Katie Bruce  
Sarah Wilson  
Karen Parker  
Kirsty Pugh  
Lynne Costello

**1. Minutes of last meeting**

Agreed

**2. Financial Statement**

- Balance £5816
- We have still to be invoiced from Cosy Supplies which will be deducted from this balance. As there are outstanding items still to be delivered, the invoice has not yet been received.

**3. Review of the Christmas Fair**

- The Christmas Fair was very well received. Great feedback was welcomed from the stallholders and the Fair was very busy. Over £3000 was taken on the night and once costs were deducted £2100 was made in profit.
- It was felt that for future fairs we could perhaps use other classrooms for different types of stalls such as glitter tattoos and

maybe have a kids' tombola, in addition to a few more things specifically for the children. It was thought that the sale of the children's' crafts really contributed to the numbers at the Fair and that the addition of other activities for children would drive numbers further.

- One issue highlighted was the number of unaccompanied children who came to the Fair. It was agreed that next time we would make it clearer that this was not allowed.
- A further issue was that raffle ticket sales were not as high as previous years. It was thought that we should look at doing strips of tickets in the future.
- It was also felt that it should be made clearer that raffle prizes from stall holders should be from their own stall.

#### **4. Website**

- It was agreed that the Committee would update the School Website with all of our information such as meeting dates, expenditure decisions etc. **Gillian Leitch** agreed to prepare something in Word and send it to **Mrs McGuigan**.

#### **5. First Aid Training**

- **Jennifer Nesbitt** said that she would be able to deliver the first aid training. The format would be a one-day emergency training course which would require a minimum of 3-4 people with a maximum of 12. This could either be done as one full day (6hrs) or 2 evening sessions. **Gillian Leitch** agreed that the Committee could put something out to find out who might want to be trained and how they would want the training to be delivered.

#### **6. Approval for purchases already requested**

- Miss David had requested 2 Kinex kits for P5/6 to take part in the Cluster Kinex Challenge. The total was £50 for 2 Kits. This was agreed.
- Miss Biggart had requested rain suits and a fire pit for P1 and P2, but no further information had been received from her. Mrs McGuigan said that the school would receive a grant for outdoor learning and that these items could maybe form part

of the expenditure from this. Therefore, it was agreed we should hold any expenditure on this for now.

- Mrs McGuigan suggested that it would be good to purchase new mics for the OPUS sound system used in the school hall. **Mrs McGuigan** agreed to look into what sound equipment might be required and advice the Committee.
- Seating had previously been requested at the cycle track in time for Spring. It was thought that we should trial buying 2 or 3 benches at a cost of around £60 each. This expenditure was agreed.

## **7. Approval procedure for small expenditure**

- It was agreed that if requests for expenditure were received between meetings, then these could be approved by the Committee up to the value of £100 as long as sufficient funds were available.

## **8. Book Stall Rota at Parents Night**

- It was discussed that the book stall would again be available at the up and coming parents' night. **Cara Macdonald** agreed to pull together a rota of parent volunteers to man the stall and to send a letter out to parents letting them know it was there. It was agreed that we should also highlight the facility for parents to pay by card.

## **9. Future events this year and planning for next year**

- It was felt that there was a need for future events to be better planned and spaced out. It was also felt that there might be a need to look at some different types of events for P5 and up rather than just discos. It was agreed that this would be discussed with the relevant year groups to find out more about what they would like to see.
- It was also thought that we could look at doing a P1 only disco in September for the new P1s and a parent as this sort of even was thought to have worked well at other schools.
- There was initial discussion about a Summer Fair in June. **Mrs McGuigan** said that she would speak to staff to find out if it would be possible to do it. The idea of alternatives to a Fair such as a show or a fun day were also discussed. It was

agreed that this would be discussed further at the March meeting of the Committee.

- The idea of an Easter event was also discussed. It was thought that this would take the form of a Scavenger hunt in a defined area within walking distance of the school with clues given out and payment taken to enter. **Jennifer Nesbitt** agreed to compile the questions, with all suggestions welcomed. Jennifer's email is [Jennifer.nesbitt@kibble.org](mailto:Jennifer.nesbitt@kibble.org) if any Committee members have suggestions. It was also thought that the nursery would be included in the Treasure Hunt with a separate treasure hunt with pictures for the nursery.
- 22<sup>nd</sup> February was agreed as a potential date for a family DVD night. The Committee agreed to look into an appropriate film and if any license would be required.

## **10. AOCB**

- The next meeting will be held on March 15th