



Lawmuir Primary School

## PTA Minutes

Tuesday 2<sup>nd</sup> March at 2pm

### Present

Miss Law, Caroline McLuckie, Kirsty Walker, Elizabeth Findlay, Kirsty Mullen, Lynsey Wilson

### Apologies

Miss Hurst, David Arnott

### Discussion Points

- Update of Finance Details - PTA Petty cash is £ 155.96
- PTA Laptop- Miss Law will locate Laptop and check it is working. Laptop will then be issued to Secretary for PTA administration e.g. Meeting Minutes.
- Fundraising and Events- Members discussed Final details of Easter
  1. Community Window Competition £1 entrance fee from 15<sup>th</sup> March to 29<sup>th</sup> March 2021
  2. Easter Raffle £1 from 15th March to 30th March 2021

Winners for both events announced on Thursday 1<sup>st</sup> of April 2021

Mrs Findlay's kind offer accepted to design the advertising leaflets for both fundraising events.

Mrs McLuckie and Mrs Walker's kind offer accepted to buy 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes for both events. Agreed 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes only. Easter egg prizes for Community Window Competition and Easter hamper prizes for Raffle. Mrs McLuckie will monitor uptake of raffle tickets regards value of hamper. Cost of prizes reimbursed from PTA petty cash.

Miss Hurst's kind offer of buying raffle tickets accepted. Cost of tickets reimbursed by cheque from PTA bank.

Agreed advertising of fundraising events and uploading competition window pictures on PTA twitter. Mrs McLuckie will monitor this and communicate with Mrs Milne at School Office regards number of entries paid.

School will issue all pupils with advertising leaflets and raffle tickets on 15<sup>th</sup> March 2021. School will telephone parent/carer of pupils who are shielding regards the events.

School will also retweet advertising and uploaded entries on twitter.

Next Virtual Meeting Tuesday 30<sup>th</sup> March 2021

Miss Law will send out Webex invitation.

Easter Raffle Ticket ordered today

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<p><b>Friends of Lawmuir PC</b></p> <p>Name</p> <p>Address</p> <p>Phone</p> <p>Email</p> <p><small>All counterfoils, monies and unsold tickets to be returned to the school prior to the draw.</small></p>	<div style="text-align: center;"><p><b>Friends of Lawmuir PC</b> <small>Friends of Lawmuir, Parent Council</small></p><h1>Easter Raffle</h1><p><b>Fantastic Prizes to be won.</b> <b>See Twitter @LawmuirPSPC for more details.</b> The draw will take place prior to the Easter Break. All winners will be contacted by telephone.</p><div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><small>Promoter: Lawmuir Primary School, Parent Council</small></div></div><p><small>Printed by <a href="http://www.raffleticketsonline.co.uk">www.raffleticketsonline.co.uk</a></small></p><p><b>Tickets £1.00 each</b></p></div>
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