

Madderty Primary School Parent Council

Minutes of Meeting – Monday 2 December, 7.30pm (via Microsoft Teams)

1. Welcome

AP welcomed all attendees and opened the meeting at 7.30pm.

2. Attendance

Present: Ashleigh Pink (AP), Alexandra Crichton (AC), David Crichton (DC), Nathan De La Haye (NDLH), Gillian De La Haye (GDLH), Clare Balfour (CB), Suzanne Emptage (SE), Samara McLaren (SM), Joe Hickey (JH)

Apologies: Atalla Buretta

3. Festive Shows

3.1 Helper Rota

Afternoon Performance: SM, GDLH, NDLH, Alana, AC, AP

Evening Performance: CB, Alana, JH, DC, AP

Helpers to arrive 30 minutes prior to both performances for set-up.

3.2 Refreshments & Supplies

AP to check school store for plastic cups and tea/coffee supplies and report via WhatsApp.

AC to donate instant coffee.

Rosalind to donate cordial.

CB to provide AC a purchasing list including dietary requirements.

SE to coordinate home baking; all remaining items to be sold at exit.

3.3 Children's Refreshments

Each child will receive a juice/water and a biscuit at each performance.

3.4 Queueing System for Children

Jackie Farrell to approve a revised system. Proposal: children queue class-by-class.

3.5 Logs Raffle – Remaining Stock

AP to arrange an auction during the evening performance interval.

4. Christmas Party

No additional donations given from Parent Council as pantomime tickets have been donated.

5. Proposed Choir

Choir to be integrated within curriculum time rather than during lunchbreaks.

6. Madderty Hall Ceilidh Collaboration

AC to email Betty at Madderty Hall to arrange a meeting regarding event alignment.

7. McLaggan Trust Funding

DC and SM to meet with the Trust to understand grant process and restrictions.

8. Appointment of Interim Chair

SM appointed unanimously as Interim Chair.

9. Date of Next Meeting

Extraordinary General Meeting (EGM) – Monday 16 December at 7.30pm via Microsoft Teams.

Action	Responsible	Deadline / Notes
Check store for cups/tea/coffee and update via WhatsApp	AP	3 December
Donate instant coffee for shows	AC	Before performances
Provide cordial for shows	Rosalind	Before performances
Provide purchasing/dietary list to AC	CB	Before performances
Coordinate home baking	SE	Before performances
Approve queueing system	Jackie Farrell	Prior to shows
Arrange log auction at evening show	AP	Evening performance interval
Email Madderty Hall re ceilidh meeting	AC	ASAP
Meet with McLaggan Trust re funding	DC & SM	Date to be arranged
Attend early for set-up	All helpers	30 mins before each show