



Ruthvenfield Primary School Parent Council (SPC)

Date: 7th Nov 2023

Time: 6pm to 7.30pm

Venue: Ruthvenfield Primary School

Attendees:

Headteacher – Sarah Burke (SB)

P6/7 Teacher – Rhona MacKenzie (RM)

Sarah Clarke (SCL)

Chairperson - Shona Condie (SC)

Treasurer – Lisa Kurlus (LK)

Jodie Smith (JSM) - virtual

Secretary - Jon Storer (JS)

Julie Jack (JJ)

Oluchi Aikhoje (OA) - virtual

Kim Henderson (KH)

Karen Chatterton (KC) - virtual

Apologies

Steven Reilly

Gemma Lamb

Nicola Benbow

Linzi Grant

1. Matters Arising From Previous Meeting.

- None Arising

2. Christmas Fair Presentation- Tuesday 12th Dec 6.00pm to 8.30pm

- **Basic info** Huntingtower have confirmed receipt of payment. SC to visit the Hotel next week to gauge number of tables. There are two stalls per class (6 in total) and 7 outside companies (as of 7th November)
- The hotel is cashless, but stall holders will probably use cash.
- SC needs to have parent/carer stall holder names by Friday 10th November. SB to message all parents to ask for more stallholders.
- £100 per classroom to be given from the PTA for their table as a start-up fund. The idea that each class has a mini enterprise project.

- **Posters and tickets.** SC suggested posters by children (1 chosen) and social media to spread the message. Instead of proper tickets, raffle tickets to be used and each entrant will be entered into a prize draw.
- Price of each ticket is confirmed at £5 per adult (with goody bag) to be purchased on the night, at the door only
- Children will need to be dropped off by rota to man stalls (SB and RM to organise). All children to be present at 7.15pm for a song performance.
- Raffle to be both cash on the night at the door and parent pay (in advance)
- Raffle tickets are £1 a strip. Stall holders to be approached for raffle prizes. LK suggested approaching local businesses for prizes. SB to ask parents if they want a stall and if they do, would they be willing to donate a prize.
- The PTA agreed to approach business contacts that may be willing to donate prizes.
- Parents to be asked for prize donations to be dropped off at school – last date for donations is 30th November
- **Help** – 30 minutes help slots – SB suggested having parental slots that correspond with their children's slots on the stall. (SB and RM to organise).

3. AOB

- Ceilidh discussed for February. Venues were discussed, Pitcairngreen, Tulloch Institute, The Bield, Bertha Park
- Next meeting to be held on Tuesday 9th January at 6pm at Ruthvenfield Primary School.
- JSM discussed membership security for the Ruthvenfield PTA Facebook which is to be a private group. JSM suggested asking admin questions for people wanting to join the group. RM suggested teacher's name and House name. KH offered to help as admin.