

**Ruthvenfield Primary School Parent Council**

Date: 18th APRIL 2023

Time: 6pm

Venue: Ruthvenfield Primary School

1. **Welcome from Chair – GFS**

**Attendees:**

Chair – Graeme Simpson (GFS)

Headteacher – Sarah Burke (SB)

Principal Teacher – Gil Scrimgeour (GS)

Teacher - Rona MacKenzie (RM)

Shona Condie (SC)

Julie Jack (JJ)

Steven Reilly (SR)

Linsey Grant (LG)

Gemma Lamb (GL)

Kim Henderson (KH)

Jodie Brown (JB)

Jon Storer (JS)

**Apologies**

Maggie Robertson, Lisa Kurlus, Michael Jackson, Claire Thompson, Nicola Benbow, Karen Chatterton

1. **Matters Arising from previous meeting (GFS)**

**Charitable Status Application**

* SR confirmed that the Charitable Status Application had now been submitted, and we would hear back in due course.
* SR and (MJ via message) confirmed that Aviva helpers have been pencilled in for painting the playground floor games on Wednesday 03rd May. GFS to drop of paint and brushes prior to that date.
* SB confirmed that PKC Property Department would be installing the new front playground fencing before the end of April.

1. **Fundraising Summer fete**

* **Date :** The date has been set: **Saturday 20th May**. GFS contacted Lionell Birrell, at Fair City Football Club to confirm football pitch availability. Confirmation was provided that there are no conflicts. Also we need to inform Bethebest football group who also use playing field for events and training (**KH**).
* **Volunteers : 15-20 volunteers** from PC to man stations. School to send out email, plus confirmed helpers as below.
* **Event time : 11.30am to 2.30pm.**
* **Food :** SB confirmed that school/pupils will write this week to all the local supermarkets for any donations from the list for the Fete.

List to include – Burger rolls, hot dog rolls, cheese slices, paper plates, napkins, disposable cutlery, tomato sauce, burger sauce, brown sauce, mustard, disposable tablecloths, sweets, juice cartons, plants, and any prizes i.e. Large Teddy, punch balloons, fidgets, face paint sets, glitter, water tattoos etc, and also (burgers/hot dogs depending on how LG gets on with her request as below). RM to take forward this week.

LG to ask her contact at Bookers for 100 burgers and 100 hot dogs.

* **Flyers :** The School children will make flyers to advertise the event, and mention **Cash Only** on day. GFS will also post event on Facebook.
* **Fee :** A bucket collection would be taken at the only entrance which will be via the school gates. GFS to provide 2 collection buckets and school to provide pupils to hold collection buckets.
* **Stalls :** All noted below, and LK to provide cash floats on the day from the PTA bank account, for all stalls.
* **Gazebos :** SB, JS, LK and LG will supply gazebos. Any additional gazebos would still be welcomed. (Also a back up for bad weather)
* **Toilets :**  School toilets next to the playground entrance will be made available (Sign will be put up on day).
* **Music :**  Music can be played via Bouncy Castle, via phone playlist.
* **Layout :**  Plan and a list of the stalls below.

**STALLS**

* **1.** **BEAT THE GOALIE** Run by : Fair City Juniors & P5, P6 , P7

Requires : A net and 3 Footballs.

**Cost : 50p (3 balls) Prize : Footballs and Sweets**

* **2.** **FACEPAINTING** Run by : **Kim Henderson/Nicola Benbow**

**WATER/GLITTER TATTOOS** Run by : **Julie Jack & Helper**

Requires : chairs, a table and face paints/glitter

Cost : **50p** for Tattoos and **£2** for Face Painting

* **3**. **BOUNCY CASTLE & INFLATEABLE SLIDE**

Requires : They Supply power cables Supplied by **: Cee Cee Entertainment**

Cost pp : £2.50 (unlimited use of both, and via 5 min groups on bouncy castle, per suppliers number limitations)

**Requires – At least 4 helpers to run**

* **4.** **CANDYFLOSS STAND** Run by : **Cee Cee Entertainment**

(They supply everything, various flavours £2) External stand they keep funds, but discount cost of Bouncy Castle and Slide as above.

* **5.** **CAKE STALL** Run by : **Andy Thompson & Helper**

Requires : A table, chair and donated bakes/cakes (School to email request to parents/carers for bakes, bagged and marked with ingredients)

**Cost : 3 sections all pre bagged £1, £2 and £3**

* **6**. **BALLOONS IN CAR & BOTTLE STALL Run by : Perth Honda/Shona**

Requires : Car and also balloons will be supplied by Honda

**Cost : £1 Prize : TBC**

* **7.** **GUESS THE NUMBER OF SWEETS (JAR)** **Run by : Linsey Grant**

**PICK A BIRTHDAY** **Run By : Karen Chatterton**

Requires : Table & chairs

**Cost : 50p each Prize : Jar of Sweets Big teddy for PAB**

* **8.** **BBQ & TEAS/COFFEES/JUICE Run by : Jon Storer & 2 others**

Requires : BBQ, MEAT, ROLLS, SAUCES, PAPER PLATES, CUTTLERY, TABLE AND CHAIRS FOR EATING/DRINKING SB offered to supply the school meat thermometer. Seating and tables to be provided from school dinner hall.

**Costs : £3** for a combined burger and drink, or Hot Dog and drink **or** £1 for tea or coffee or soft drink. 50p for children’s drinks cartons.

**List with prices signs to be made by School Children.**

* **9.** **HOOK A DUCK** GFS to contact Pitcairngreen Committee who already have all equipment, to save buying. Buy if required.

(Requires : Paddling pool, duck & pole etc ? Run by : Helpers

Costs : 50p. Prizes : TBC

* **10. PLANT STAND**  Run by : Lynsey Payne and Jodie Brown.

Requires : A table and 2 chairs

Request for plants

* **Fire Engine display/Police Car** (GFS confirmed Fire Engine and Crew are available, but they need to do site visit at car park prior to see if access issues. They will visit next week. If access issues, can speak to Gillian Robertson to see about a Police car instead.

GFS to look into and arrange Public Liability Insurance via agent for this event from PTA funds.

Parking on the day will just be on road (as Castle Brae will be closed). Possible cones to be put out at corner and for Fire Engine.

Email will be sent out from school shortly regarding parent/carer helpers for the event.

Communication via WhatsApp meantime until event.

Date of next meeting to be confirmed.

-------------------------------------------------Meeting Closed-----------------------------------------------------