



Kirklandpark Primary School PTA Minutes

Tuesday 1st November 2022 – kirklandpark Primary School

Attendees – Vicky Mackie, Alison Gilliland, Ruth Colquhoun, Grace Lacey, Graeme Lacey, Aleesha Allan and Anne Russell,

Apologies – Mr Hepburn, Amanda Bryden, Lyndsey Robb, Alison French and Lindsey Dodds

1. Welcome and apologies

Alison G welcomed everyone.

2. Halloween Disco

- Alison G led the discussion around the success of the disco. Everyone felt the disco went very well and that the children enjoyed it. Job allocation was appropriate. Decorations from PTA and children were very effective.
- The group spoke about changes to be made for next disco –
 1. Bottles of water not to be given as this turned out to be a waste and was a significant cost. Instead, cups with diluting juice to be given out and be ready made so children pick one on entry to dinner hall.
 2. Allergies should be considered in future. Ensure crisps which are free from any allergens are available.
 3. A format was discussed to ensure children, particularly in p1-3, can enter the building faster. Room numbers to be clearly displayed. It was also discussed about starting the infant disco earlier. This will need to be confirmed with Mrs Laing.

3. Christmas Fair

- Entry into Dining Hall can on evening of Christmas fair is from 6pm only. **Ruth** to ask Neive what time PTA and stall holders can gain entry into Hall.
- **Vicky** will compose a letter to be given out to all stall holders to give/ask details of – stall fee, size of table (4ft), what they require (plug outlet/wall space etc) and what raffle prize they are donating.
- Alison G gave out a rough plan of layout of stalls. Currently there are 23 stall holders who will be in the main Hall, Food stalls will be in Dining Hall and PTA stalls in atrium. **PTA** need to confirm with Mrs Laing if any classroom (Room 1a) could be used to sell the pupil's crafts.
- **Alison G** will provide the gazebo for Santa's grotto.
- **Anne** will provide a wooden throne. **Ruth** to collect and return on day of fair as Anne cannot attend.
- **Graeme** will provide red velvet material to drape in Santa's grotto.
- Upper school tables will be required for the PTA stalls in atrium area.
- **Alison G** has made a letter to go out to all parents including donations details and asking for volunteers. She will send this to Mrs Laing to approve before being given out.
- **Alison G** to check with Mrs Laing about when donations can be dropped off/ dates/ times.

- Raffle prizes were discussed. A specific raffle prize Whatsapp group has been made which should include businesses which have been approached and what(if any) the raffle prize is.
- **Ruth** will email/ enquire with large businesses/companies and update group.
- Selection boxes will be bought for Santa's grotto and volunteers will be needed to wrap all. **Number of selection boxes to be confirmed and who is buying these.** Jelly tots should also be purchased for any children with a dairy allergy.
- Alison G explained that students from local college can come and practice doing nails and giving tattoos if space within school.

4. Schedule of Events

- Ladies Night deposit to be paid asap. Alison G is getting contact details for a DJ from Bongo Bingos.
- Broadlees has been booked and planning is in process.
- School let for Summer family fun day has been approved.
- **Vicky** to check if school let has been put in/approved for Summer Disco on Wed 14th June.
- Stuart Colquhoun has been booked for School disco on Wed 14th June.
- Graeme has made the Save the Date flyer, and this will be published on school app and FB once confirmed with Mrs Laing.

5. Easy Fundraising

- Alison F informed group via text that there has been a slight increase since starting and that PTA members can log in to participate in a spin to win wheel for a chance to win money for school.
- **Ruth** to ask Iain if Alison G has been added to FB page and Alison G will try send out a message to promote use of Easy Fundraising.

6. Licenses & Insurance

- PTA insurance is due for renewal at a cost of £146. Grace to write a cheque for this.
- Gambling license was renewed.

7. Treasurer update

- Grace explained that she had met previous treasurer and has previous finance records.
- Alison G and Grace are the registered secretaries of Business account.
- Grace informed us that there is £1331 in the account.

8. AOB

- Grace informed the group that Mrs Laing has asked the group if the PTA could provide £300 for a Primary 6 Piping Club which will run over a 10 week period. The group all agreed that this would be good for the pupils and agreed to provide the school with the £300.

Date of next meeting – Tues 17th Nov in school.