



Kirklandpark Primary School PTA Minutes

Thursday 13th October 2022 – kirklandpark Primary School

Attendees – Vicky Mackie, Alison Gilliland, Ruth Colquhoun, Grace Lacey, Amanda Bryden, Anne Russell, Lyndsey Robb, Alison French and Lindsey Dodds

Apologies – Aleesha Allan, Mr Hepburn and Graeme Lacey

1. Welcome and apologies

Alison welcomed new members to PTA and introduced Chairs.

2. Halloween Disco

- Hall will be available from 5pm until 9pm. PTA and DJ to start setting up from 5pm.
- There are no Halloween decorations within the school. PTA members and Mrs Laing will provide decorations. Decorations may need to be bought, keep receipts to be reimbursed.
- Mrs Laing said it was ok for any Halloween decorations made by pupils to be used as decorations within the hall.
- Vicky waiting to hear back from Aldi regarding donations for water and crisps. If not, Vicky and Alison will buy these, along with prizes, from Costco.
- Mrs Laing explained that we would need between 10-15 volunteers for the disco. PVGs are not necessary for this event unless in charge of the toilet duties. A list of helpers has been provisionally drawn up:

Name	Disco	PVG for school
1. Alison Gilliland	P1-3	YES
2. Vicky Mackie	Both	
3. Ruth Colquhoun	Both	YES
4. Alison French	P4-7	
5. Amanda	P1-3	
6. Anne Russell	P4-7	
7. Linsey Robb	Both	
8. Grace Lacey	Both	
9. Sara Lawson	Both	
10. Julie ?	P1-3	
11. Lorna McKay	Both	
12. Alix Mcpherson	Both	
13. Jen Graham	P4-7	
14. Katrina Mc Donald	Both	
15. Angela Campbell	P4-7	
16. Louise Hatton	P4-7	

Meaning at present we have 11 for p1-3 disco and 13 for p4-7 disco. **Alison** to allocate jobs for helpers.

3. Easy Fundraising

- Alison gave an update about Easy Fundraising. She explained that there have been 3 new members. The group felt this should be shared on the Facebook page. **Ruth** to ask Iain Grant (Pupil Council Chair) to add Alison French to Facebook page. Any posts that are to be shared must go through Mrs Laing first.

4. Christmas Fair

- Christmas fair will take place on Tues 6th Dec. **Alison** will organise a Floor plan for stalls.
- **Graeme** to make up Christmas fair flyer to attract local businesses. This will be shared on Strathaven Facebook page. Local businesses will be asked to pay £10 and give a donation for raffle.
- It was decided that tickets would be £2 for adults and 50p for children. This would include: tea, coffee or juice and a cake.
- Business stalls already confirmed :
 1. Strathaven Academy Enterprise group – candles
 2. Katie – clocks, cake stands and bowls.
- Potential stalls to be run by PTA
 - Water & Wine
 - Adult tombola
 - Teddy stall
 - Secret Room
 - Meet Santa (with gift)
 - Choc Cards
 - Gingerbread decorating
 - Raffle
 - Class crafts to be sold
 - Kids tombola
 - Second-hand books
 - Craft room
 - Christmas bauble
- It was decided that we would run the hot dog stand. Mrs Laing confirmed that Mr Marshall would be happy to wear the Hot dog costume.
- Cakes for tea room would consist of home-baking which would be donated by families on the Monday and Tuesday.
- Mrs Laing will ask teachers to make a craft with their class to be sold on the night. PTA would either fund this before or pay for materials after.
- **Vicky** to ask Mrs Laing if classes can be assigned a particular item to donate and to start coming into school week beginning Nov 21st. Provisional ideas:
 - Nursery & Room1a- Wine
 - Room 1 & Room 2 - Biscuits
 - Room 3 & Room 4 – Chocolates (individually wrapped e.g Heroes
 - Room 5 & Room 6 – Tea/coffee
 - Room 6a & Room 7 – Jams/marmalade/chutneys
 - Room 8 & Room 9 - Crisps
 - Room 10 & Room 11 – Mince PiesThese donations will be used for tombola, Water & wine stall and hampers for raffles.
- **Alison** will compose a letter to say what stalls we have and ask for volunteers to man each stall. A timetable will be developed so PTA members have time to go around the fair with their family.

- Families will also be asked to donate – second hand books, cuddly toys and new/good condition toys.

5. Schedule of Events

- Dates for events below have been confirmed, excluding Summer disco. **Vicky** to put in form for school let. **Ruth** to confirm with Stuart to see if he can DJ.
Winter Fair – Tues 6th Dec 2022 6-8pm – School Let
Ladies Night – Sat 11th Mar 2023 – Scout and Guide Hall – PTA to enquire about booking.
Sports Tournament – Sun 23rd Apr 2023 –Broadlees -Football Golf
Summer Family Day – St 20th May 2023 – School Let
Summer Disco – Wed 14th June – School Let
- Save the Date poster to be made by **Graeme** and will be put on School App and Facebook.
- Ladies night has been provisionally booked. There is a £150 deposit which will be returned, providing no damage. The hall costs £25 per hour for hall and kitchen.
- **Ruth** to contact Marion West to ask if she could help with donations for raffles and contacts for entertainment for Ladies Night.
- Alison met with Broadless and they are happy to do Sports tournament. The event has been provisionally booked. Cost per team of 5 will either be £15 or £20. There will be a bacon roll, juice and lunch provided. Trophies will be awarded to winners and medals for all children. The current Footgolf champion will award these to winners. Sponsorship for each hole will be £50. Russell Transport will sponsor a hole.

6. Licenses & Insurance

- Mrs Laing will speak with Heather Howarth to find out about the Insurance details.

7. Treasurer update

- **Grace** to meet previous Treasurer to discuss Banking and Finance procedures.

8. AOB

- A termly newsletter with information for PC and PTA will go out. The chairs of both committees will correspond to produce newsletter.
- It was decided that the PTA would meet before next in-school meeting. This will take place on Tues 1st Nov in the Waterside.

Date of next meeting – Tues 1st Nov Waterside.