



Kirklandpark Primary School PTA Minutes

Tuesday 4th October 2022 – Waterside Restaurant, Strathaven

Attendees – Vicky Mackie, Alison Gilliland, Ruth Colquhoun, Grace Lacey, Graeme Lacey, Aleesha Allan and Lindsey Dodds

Apologies – Alison

1. Welcome and apologies

Everyone was welcomed to meeting. Alison had previously sent her apologies.

2. Halloween Disco

- Date of Halloween disco was confirmed and agreed on - Wednesday 26th October. P1-3 Disco will run 6-7pm and p4-7, 7.15-8.30pm.
- Hall let has still not been confirmed. **Vicky** to speak to Mrs Laing and Mr Hepburn when next in school.
- **Vicky** to check in PTA cupboard to look for Halloween decorations and will let group know at next meeting if new decorations need to be purchased.
- Activities for disco were decided. Each stage will go to dinner hall to have juice and crisps. Timings were decided –

6.15-6.25pm Primary 1	7.30-7.40pm Primary 4
6.25-6.35pm Primary 2	7.40-7.50pm Primary 5
6.35-6.45pm Primary 3	7.50-8.00pm Primary 6
	8.00-8.10pm Primary 7
- There will be a prize for *Best Costume* for each stage, this will be chosen by PTA members when stages are in the dinner hall. *Musical Statues* will run within the first 15 minutes and *Best Dancer* during the final 10/15 minutes. **Alison and Vicky** will buy prizes when purchasing juice and crisps.
- Included within the ticket price children will receive a packet of crisps and a juice within dinner hall. Rubber bands, used at lunchtime, will be given on entry for children to exchange for their snack. **Vicky** to ask Mrs Laing & Mr Hepburn if PTA could use these for disco. **Vicky & Alison** to purchase these at Costco and forward receipts to **Grace**.
- All agreed tickets would remain at £3.00. PTA will ask school to assign this on ParentPay once Hall let has been confirmed.
- It was decided that we would need approximately 8 volunteers. Jobs decided were: Door x 2, Toilet x 2, Snack x 2, Hall x 2 (Mr Hepburn and Mrs Laing).
- Stuart Colquhoun has been confirmed as DJ. PTA to buy Mr Colquhoun beer as gift. Receipt to go to **Grace**.
- **Vicky** to ask for list of PVG volunteers and any teachers who wish to help at the Halloween disco.

- **Graeme** to make a digital flyer to go out on app with disco details once Hall let has been confirmed.
- **Ruth** to contact Iain Grant – Parent Council chair – to get info re Hall lets.

3. Easy Fundraising

- Easy fundraising is in operation, but most parents may not know how to access this. **Vicky** is going to ask Mrs Laing if this can be shared again via School App.
- Graeme raised the point about funding from Persimmon Homes. It was decided that we would speak to the Parent Council to ensure we are not asking same businesses/companies for money.

4. Schedule of Events

- Provisional dates were set for:
Halloween disco 25th Oct 2022 (Planning underway) – School Let
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.
Family Sports Day – Sun 23rd Apr 2023 – Potentially at Broadlees -Football Golf – **Alison** to enquire
Summer Family Day – St 20th My 2023 – School Let
- Save the Date poster to be made once dates are confirmed. **Vicky** will run these dates by Mrs Laing.

5. Licenses & Insurance

- Alison has contacted Connect (previous insurers) and is awaiting a response. **Alison** will update PTA once she has heard back and if not for fit for purpose there are alternative insurers.
- Alison emailed the Gambling Licence company, the contract expires in Nov 2022. It costs £20 to be renewed.
- **Alison** will look into Public Liability Insurance.

6. Treasurer update

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

7. AOB

- It was decided that the PTA would meet Thurs 13th Oct when PC are also meeting. **Ruth** to ask Iain Grant if time can be allocated to meet with PC on this evening to discuss fundraising and other events.
- Alison showed the group a mock-up Newsletter which she developed. Vicky has drafted a letter including: details of the new PTA, contact details and other info. Once completed these two will be merged and go out to all parents/carers.
- **Vicky** to ask Mr Laing and Mr Hepburn if PTA can have a meeting on Thurs 13th Oct within school and if so, can this information be shared via School App.
- Winter Fair will be a priority at next meeting

Date of next meeting – Thurs 13th Oct 2022 – KP School.