

Braehead PTA minute of meeting held on 15/1/18

Present:

Carol McKenzie (Chair)
Louise Samphier
Jane McNab
Rebecca Keenan (Treasurer)
Stewart Thomson
Martin Shaw
Hayley Preece
Carol Davie (minute taker)
Sandra Morrow
Babs McCombie
Aileen Brown

Apologies:

Yasodha Kumeresan
Alison McInnes
Lorna Meek
Laura Swan

Matters Discussed:

- Previous minutes

Minutes from meeting held on 18/12/17 were approved.

Amendments proposed by Amanda to minutes from meeting held on 20/11/17 were discussed. Discussion also took place regarding amending minutes. It was agreed amendments should be proposed via either the Chairperson or the Secretary to be discussed at a meeting and that it was not appropriate for an individual to adapt minutes to include amendments and then distribute. The meeting approved the minutes of 20/11/17 as taken by Lorna Meek, PTA Secretary.

- Policies/Guidelines

Carol opened the discussion around the need for the PTA to devise policies in line with recommendations from the SPTC. There are five areas of relevance; Child Protection, Data Protection, Social Media, Financial Procedures, Communication. Carol advised that there are guideline templates on the SPTC website. The group agreed to look at these prior to the next meeting and have further discussion about what is required to progress this.

Action: group members to look at templates on website to enable further discussion at next meeting.

- PTA supported events timetable for this school year

Discussion re the events that the PTA support/ run over the remainder of the current school year. These are as follows:

Burns supper – the date for this is 8/2/18 6-9pm, 4-5 volunteers will be required for this. Carol suggested asking P1 parents to help with this if committee members cannot do this, given their links with P7 buddies.

Easter Disco – some changes were proposed by the group. Rebecca suggested holding all discos on the same evening – P2,3,4 5.30-7pm and P5,6,7 7.30-9pm. Nursery and P1 could have a party where parents were included 3-30-4-30pm. This could include an Easter Egg hunt. Preferred date for this is 27/3/18.

Agreed that Kevin Milne who is a parent who was the DJ for the fete would be approached to see if he wanted to do the discos

Further discussion required regarding the arrangements for each disco/party.

Action – Carol McK will liase with Kevin Milne re cost/dates for discos

Summer Fete – the proposed date for this is 2nd June

P1 induction day – Carol McK has agreed to talk at this to raise awareness of the PTA to new parents. Parents who have supported the PTA before may assist with producing a leaflet to go out to new parents about the PTA.

Tea and Tissues – PTA will support this for new parents on the first day of P1

Sports day – this event is weather dependent. Volunteers are needed for buying in on the day and selling ice lollies. A bottle stall has been held at this event before and was successful.

Parents nights – providing teas and coffees. Home baking can be a good fundraiser also.

P7 leavers night – PTA supported this last year by means of a donation which was very much appreciated by the children and staff. The PTA will look at this again this year. Martin Shaw agreed to be available to co-ordinate the BBQ thus reducing costs for the school.

Film night – this was discussed as a possibility to do this year. Discussion re best time of year to have this and agreed winter was. Martin raised the issue of licensing and Carol outlined the requirements. Mrs Samphier understands the school license would cover this event. Supervision by parents was discussed and Babs suggested that having teas and coffees for parents in a separate room may be a good idea. All agreed this would be. The church was discussed as a possible venue. No date for this as yet.

Action: Carol McKenzie will liaise with the minister regarding the possibility of using the church for this event.

Book club – this has been raised previously as a possibility and Jane advised that she had some thoughts about this that she would share in due course.

- P6 residential trip:

Babs and Sandra were present to discuss their ideas re fundraising for the P6 trip. They are keen to support parents and pupils by doing some fundraising. They suggested a bingo night in February after the break and are happy to arrange this but wished to discuss if PTA would like to support this event.

Louise gave an update on the cost of the trip being £170 but advised that families can pay this up over several months. There are also some grants available. The school is also helping to keep costs down by covering the cost of providing bed linen for all children.

All the money raised would be given to the school to take off the overall costs and ensure that all children benefit, including those who choose not to go to the residential.

PTA insurance could cover the fundraising night. All agreed that the PTA would support the event through making a booking for the let and helping to advertise but that this would not be a PTA led/run event.

Carol D and Hayley left the meeting at this point and Martin took over as minute taker.

- Housekeeping:

Carol led a discussion re storage and what the PTA currently have.

Martin has priced storage and this is £100 plus VAT.

Agreed it was a good time to review what it is necessary to store & look at longer term options.

- Plans for spending funds raised:

Discussion re spending priorities in line with school improvement plan.

- Minutes:

There was discussion re putting the minutes on the school website but nothing agreed.

Carol explained the current procedure for the minutes – Secretary drafts the minutes then sends to office bearers, changes made as agreed and draft is then circulated ready for

approval at next meeting. Once minutes are approved they are sent to everyone that attended the meeting & printed off for PTA noticeboard in School Foyer.

- Social Media:

Brief discussion re use of facebook

- Date of next meeting – 5/2/18 @6pm in Staff Room