

Braehead Primary School



PTA Meeting Minutes

Date: 25.09.19

In attendance:	Gillian Lochore (DHT), Loraine Dollard (HT), Lizzie Anderson (Chair), Martin Shaw (Treasurer), Chantelle Elliot (Parent), Katy Light (class teacher) Laura and Emma
Agenda	Actions
1. Hallowe'en	<p>Volunteers - Lizzie reported that the hall booking has been confirmed for the Hallowe'en disco. The PTA are looking for volunteers and are hoping for about 10 adults per disco. Lizzie will set up a list of who needs to be where doing particular jobs on the night. P2-4 and P5-7. School to put up a post about volunteers on app and Facebook.</p> <p>Leaving disco - Line up on speaker side of hall and leave with adult out opposite door. Have signs up of where to line up. DJ can shout out.</p> <p>First aiders – it would be better to have 3 or 4 first aiders.</p> <p>Activities - Will there be games? Someone suggested dunking for apples. Most of the group thought this would maybe make too much mess. A suggestion was made to have a quiet area for children to get away from the noise of the disco. Martin suggested some volunteers might want to go to storage container to go to collect hallowe'en decorations and see what else is in the container.</p> <p>Refreshments - School will have teas and coffees on hand for volunteers.</p> <p>Everyone agreed with children receiving lollipop as they go out the door.</p>
2. Christmas Fete	<p>Raffle Prizes - Laura and Emma shared information about raffle prizes. The group commented on the great prizes gathered by them. It was added that there are still some prizes to be handed in to the office Lizzie will get raffle books printed. There will be roughly 5000. Raffle prizes should be handed in by Monday 11th November, handed in Wednesday 20th, drawn at fete, prizes should be collected by Monday 2nd. Loraine and Lizzie thanked Emma and Laura for the great work. Staple winning ticket to envelope. Tickets will be sold on the day.</p> <p>Stalls - There was discussion about which stalls to have, suggestions were Karen's cupcakes, pocket money toy man, wreaths (gilchrist). Chantelle will contact a friend who will do crafts. £25 for stall. Pay on arrival. Sign in sheet.</p> <p>Classrooms - It was asked if we could use classes for stations. Maybe crafts in each one. Loraine to discuss with staff how classes can be involved.</p> <p>Can we advertise that kids can go to kids corner? Date of next meeting for Christmas planning.</p>

	<p>Other fundraising ideas - Craft club going to Prudential? Tea-towels to sell. For Christmas Fayre. Lizzie will contact Denise at Borestone about Christmas Card competition. Lizzie will get on to print design to find out how to go about tea towel printing.</p> <p>Santa has been booked. Come to grotto.</p> <p>Photobooth. Paid per person. Box of photo paper.</p> <p>Any ideas ping them over.</p>
3. Next Meeting	<ul style="list-style-type: none"> • 22nd October 2019
4. AOCB	<ul style="list-style-type: none"> • Discussion around what money needs to be spent on. Loraine to come back with wishlist. Idea to get prudential, Scottish water, network rail in to paint corridors. Could companies 'match fund' fundraising? Prudential? • 3 volunteers for people to be approved as signatories for Parent Council bank account.