**Braehead Primary School**



**Parent Council and PTA Meeting**

**Date: 12.11.19**

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| **In attendance:** | **Loraine Dollard HT****Danny Lee CT****Katy Light CT****Martin Shaw Chair PC****Lizzie Anderson Chair PTA****Laura Reilly Leeanne Rushforth****Vicky Paterson****Carol Davy****Emma McCabe****Catherine****Elaine Lewis – Apologies** **Hayley Preece – Apologies****Sheena McPhee - Apologies** |
| **Agenda** | **Actions** |
| 1. **Welcome**
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| 1. **Minutes of last meeting**
 | * Shared
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| 1. **Constitution**
 | * New elected members should be brought in and shadow from March – proposed by LD.
* MS; there needs to be an (E=Emergency) EGM (2 weeks notice)
* MS discussed the structure of the PTA and Parent Council and how “merging” the two organisations has been trialled before. For the two organisations to be merged there needs to be an EGM of both organisations, or waiting for the AGM of both organisations.
* Suggestion of offering the choice back out to parents for what they want to see in terms of a parent body organisation. MS advised that parents would need to be well versed in what both organisations do before they could vote on what is going to happen.
* LD to share the purpose and role of Parent Councils at Parents Nights
* LD will have a survey to ask if parents support the merging of the PTA and Parent Concil at Parents Nights
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| 1. **Affordable before and after childcare**
 | * LD asked members of the PTA to gather suggestions from parents.
* MS commented on how parent’s would use the breakfast club purely for cheaper childcare and the impact that this would have on local businesses and their relationships with the school.
* MS suggested an “open meeting” with interested parents to gather interest etc.
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| 1. **Christmas fair**
 | * Accessing the hall from 1.30pm for PTA to brief all outside vendors on coming in to the school.
* Fire safety and first aiders to be shared with excess vendors.
* LRLR discussed PTA games/prizes for the fete. \*Pick rudlophs nose \*Find santa \*Name the elf \*Reindeer dust \*Hot chocolate \*Elf sweetites
* Reviewed what each class would be contributing to the Fete
* External stalls to be put around the hall with the classes in the dinner hall and down the corridors.
* Discussion on if people should be charged for entry.
* Kids tombola, sweetie/chocolate tombola and an adults tombola.
* Layout to be considered fully
* Signing up volunteers to work the stalls
* Sweetie donation to be requested on the APP by LD deadline of November 22nd
* Home baking donations to be requested on the APP to be handed in for the fete.
* MS requested to buy a new cash box – motion passed by LS
* Suggest donations of sweeties be handed in to parent’s evening.
* Parent’s to enter from a variety of entrances.
* Fete will start at 3.15pm to allow staff members time to organise resources etc and ensure pupils are sent home with parents. Fete will end at 5:15pm
* **Woodies and Book club to take place in P7L to avoid confusion with parent’s/pupils coming in for the fete.**
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| 1. **Date of next meeting**
 | * Tuesday 14th January 2020 (6pm)
* Invitation for both organisations to attend (6 – 6.45pm PTA focused and 6.45 – 7.30pm Parent Council focused).
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| 1. **AOCB**
 | \*Halloween disco - £400 rasied. LA to bring forward things learned at the meeting in January.\*Communication – School communicating different messages from. Poppy information to be shared more freely with all parents. \* PTA keen to support the Primary 7s in their fundraising.\* PTA meeting date for January – \* MS dates for the diary (Cinema Night – Tuesday 10th December) Suggestion of having 2x 20 minute cartoon and a snack break for the younger ones. Older pupils to watch The Grinch (cartoon version) STAFF TO CHECK TECHNICAL EQUIPMENT LA has a parent who could be available to set up audio for the evening. \* Noted that no one attended for the Parent Council meeting. \* Suggestion that a proposal is made at the next meeting (January) that the two organisations be merged. Forming of the “Braehead Parent Forum” |