

CURRIE PRIMARY SCHOOL PTA

Minutes of Meeting

Date: Monday 20th November 2023; 7pm

Place: Via Teams

Attendees: **Staff** – Michelle McAndrew (MMcA); Claire Pope (CP); Andrew McArthur (AMcA); Anita Le Tissier (ALT)

Parents – Susie Bass (SB – Co-chair); Jennifer Cowan (JC – Co-chair); Sarah Jackson (SJ – Secretary); Eilidh Dane (ED – Treasurer); Stacie Lothian (SL); Catherine Colquhoun (CC); Debbie Messis (DM)

Apologies: Susan Donnachie (SD – Vice Chair); Fiona Hamil (FH)

Contact: curripta@gmail.com

Item No.	Minutes	Action Points
1.	<p><u>Action Points from 11th September Meeting</u></p> <ul style="list-style-type: none">• Update to Constitution – SJ is considering this and will revert in due course.• Active Schools/After School Club – Neil Mackenzie is taking this forward with Active Schools. The PTA are not involved.• PVG Checks – SJ is dealing with checks for PTA office bearers and those running events where children attend without their parents (largely the disco, so FH – who took the lead on that). The paperwork is with Volunteer Scotland to update the Lead Person to SJ. Checks should then be free.• Funds from Clubs Account – ED has transferred the cash over from the Clubs Account to the main PTA account, given the PTA will not be running After School Clubs.• 2022/23 P7 Leavers Gifts – ED has paid the invoice so this is complete.• Christmas Pantos – MMcA reported that Lynda Lee spent a long time trying to organise in-person pantos for the children. They looked at all different ones from the Alhambra in Dunfermline to Musselburgh. Whilst Linda started looking in September, there are not enough tickets available for the whole School and the School cannot get quotes for buses either. Linda is therefore looking at the possibility of online pantos, or travelling pantos which can come to the School. The School has used M&M Productions previously and online pantos. SB has also sent on a couple of options for travelling	<p>SJ to deal</p> <p>SJ to deal</p> <p>MMcA to confirm decision and any funding requirement</p>

	<p>theatre companies but noted these were just via a Google search and may not have availability.</p> <p>MMcA noted that the system for booking buses makes it very difficult for pantos and for school trips in general. The School can no longer phone around bus companies and get their own quotes; they have to go through a tender system and for cases such as the panto they receive no quotes because they require so many buses. This issue has been raised at meetings of headteachers too; other large schools face similar issues. DM would be keen to raise these concerns with the local Councillors.</p> <p>MMcA is to make a decision on pantos by the end of the week and will let the PTA know the cost in order that they can determine whether it can be funded in full or in part by the PTA.</p> <ul style="list-style-type: none"> • Class Cash Contributions – these have been made. ED has received some receipts, but not all. Some teachers have not yet spent their money. MMcA has asked teachers to provide receipts and will also arrange a few photos of purchased items for the PTA’s December Newsletter. • IT Equipment – the PTA funded the purchase of iPads (£4,000) following the last meeting due to the shortfall as a result of the increased School role and all children from p6 up requiring their own iPad. MMcA noted that the iPads were ordered on 12th September and have still not arrived. Again, the frustration here is that they are obliged to order through procurement, rather than via Amazon/Apple Store. The School are chasing this up. AMcA noted that it appears to be a city-wide issue. One p6 class are therefore short and are sharing iPads. It is hoped the new ones arrive shortly. 	<p>Teachers to provide receipts and photos.</p>
<p>2.</p>	<p><u>Feedback from Recent Events</u></p> <ul style="list-style-type: none"> • Sponsored Fun Run – SB reported that the Fun Run was a successful event and raised just under £3,000 – an amazing contribution from the School community. MMcA noted that it was a great event which everyone enjoyed. MMcA thanked the PTA for organising and supporting the event, and to the volunteer parents too. SB noted that it is a less labour intensive event for the PTA and so is an excellent fundraiser. However, the PTA are conscious that parents do not wish to feel they are always being asked for funds and there is a need to keep things fresh. The PTA will therefore consider whether this should be an annual event, or every two years, and whether it should be a different event next year. • Bake Sale – the October Bake Sale raised just under £600. The PTA were very grateful to parents, carers and pupils for the amazing number of donations. SB reported that it was a very intense 20 minutes but everything was sold and a great amount raised! The PTA were delighted to receive feedback from a p7 pupil and agreed with the need to space out the tables and make signage clearer in 	

	<p>terms of pricing. MMcA agreed that p7s would be willing to assist with future bake sales.</p> <ul style="list-style-type: none"> • Halloween Discos – around £500 was raised from the Halloween Discos which were “pay £3 if you can”. Over 300 children attended and seemed to enjoy the Discos. However, they were very busy and, next time around, may move to a p1 magic show and then have discos for p2/3, p4/5 and p6/7 to limit the numbers at each disco. MMcA confirmed that a member of staff will be present at future discos to ensure the school records (emergency contacts and health information) can be accessed. Otherwise, the PTA are solely reliant on the emergency contact details left by parents on the disco booking form. • Quiz Night – the Quiz raised around £277 (although intended to be a social event, rather than a fundraiser). SJ reported it was a fun evening attended by around 50 parents and carers. The PTA were very grateful to Val Reid for acting as Quizmaster again and for allowing us the use of the Scout Hall free of charge. The PTA hope to run a parents and carers social event once a year and will consider some of the other ideas suggested by parents – wellness events, casino night, race night, bingo etc. 	
3.	<p><u>Upcoming Events</u></p> <ul style="list-style-type: none"> • Christmas Fayre – the PTA are running stalls in the gym hall at this year’s p6 Christmas Fayre. All funds raised will go towards p6 for their p7 camp. SB has arranged 12 external stallholders at £20 per stall. The PTA will also hold their own stalls – pocket money toys; giant elf prize draw; craft table with decorations to make; plants and second hand Winter books, games and puzzles. The PTA have checked there is no crossover with the p6 stalls. <p>The PTA will have access to the gym hall from 3.15pm to set up. External stallholders will start arriving at 3.45pm. The Fayre will run from 4.30pm – 6pm. Margaret has arranged the let until 6.30pm. After school club will not have the halls that day.</p> <p>MMcA will ask Margaret to send over the School’s Fayre Risk Assessment and SB can add to it as appropriate. SB has asked all external stallholders to provide proof of public liability insurance.</p> <ul style="list-style-type: none"> • Bake Sale – planned for February. • May Fayre – it may not be possible to get a Facilities Technician for 11th May. The PTA will look at other possible dates. 	<p>Margaret to forward risk assessment.</p> <p>PTA to consider other dates</p>

4.	<p><u>Finances</u></p> <p>ED ran through recent funds raised and funds contributed to the School.</p> <p>The PTA bank account is currently sitting at £9,800, with a few reimbursements to be made for the Christmas Fayre. This includes most of the stallholder payments for the Christmas Fayre so there is likely to only be a small additional top up following the Fayre, and it will go over to p6. Subject to retaining a substantial float for the May Fayre, there are therefore funds available to be distributed to the School.</p>	
5.	<p><u>Funding and Resources for School</u></p> <ul style="list-style-type: none"> • Trim Trail – MMcA advised that they are having trouble getting a date with the inspection officer; to date, there have been five cancellations. Margaret is awaiting confirmation of a new date. SB confirmed that the PTA were interested in a wider playground plan, rather than solely repairs. The PTA will wait to hear when Margaret has met with the relevant person. • P7 Books – Emma McGlynn has requested additional books for p7. Emma will cost these via procurement and externally and will contact the PTA with the details to consider. • Outdoor speaker – MMcA is not aware of any issues with the current speaker. The School will investigate. If there is to be a new speaker the spec would have to be better than the current speaker and we would need to know how often it would be used. • Sports Team Tops – ED wondered whether the School would be interested in purchasing tracksuit tops (as Buckstone Primary were wearing at a recent event). ED was thinking of perhaps 30 tracksuit tops which sports teams could wear when playing against other schools (football, athletics, netball etc). MMcA will pick up with the head of Buckstone to ask where they are from. ED has priced based on similar football team tops at £20-£25 per top. It was noted that sponsorship may be worth investigating. • P7 Camp – MMcA noted that camp is around £1,000 more than anticipated. The School have decided to fundraise for this, rather than ask parents to contribute more. P7 are hoping to sell calendars but these are still being printed. MMcA will confirm any shortfall in due course since the PTA may be able to assist. • School Wish List – MMcA will pick up with staff but has had only Emma McGlynn’s suggestion to date. • Practical help – SB asked whether parents can help with practical matters – painting, gardening etc. CP is currently liaising with someone to tidy up the garden and atrium area. MMcA would be 	<p>MMcA to forward quote when available</p> <p>EMcG to forward wish list</p> <p>MMcA to report back if required</p> <p>MMcA to consider</p> <p>MMcA to report back if funds required</p> <p>MMcA to report back with suggestions</p> <p>MMcA to consider</p>

	<p>delighted to have assistance with painting the dinner hall, for example, but would need to consider whether this is possible for health and safety reasons.</p> <p>MMcA noted that maintenance is an issue – the School’s budget was removed and it is taking a long time to get the floors in the dining hall and gym hall fixed, together with the leak in the toilets.</p> <p>A query was raised in relation to the library. This is ready to go subject to putting in place a manual system for taking out books. JC will pick up separately with MMcA on this.</p>	<p>whether parents can assist.</p> <p>MMcA and JC to arrange meeting.</p>
6.	<p><u>Grant Funding</u></p> <ul style="list-style-type: none"> • Community Chest – SB noted that we have been encouraged to apply again (having received £500 last year for the basketball nets, which the children are delighted with). MMcA will liaise with staff and pupils and revert. The deadline is 30th November. • Other grants – SB advised there are other grants available which we could apply for but we need to know what the wish list is so we can determine which grants are suitable. For example, Nether Currie are currently in the Hermiston Gait Tesco blue token scheme for playground equipment. We know it takes 12-18mths to get into the scheme but it is worthwhile applying. 	<p>MMcA to confirm request</p>
7.	<p><u>Newsletter</u></p> <p>SJ will pull this together pre-Christmas. The School will forward photos of the Fun Run for inclusion and also of class cash contribution purchases. SJ has photos from the discos.</p>	<p>MMcA to forward Fun Run photos.</p> <p>SJ to prepare Newsletter.</p>