

## CURRIE PRIMARY SCHOOL PTA

### Minutes of Annual General Meeting

**Date:** Monday 23<sup>rd</sup> September 2024

**Place:** Currie Primary School and via Teams

**Attendees:** **Staff** – Sally Hourston (SH)

**Parents** – Susie Bass (SB – Co-chair; via Teams); Jennifer Cowan (JC – Co-chair); Susan Donnachie (SD – Vice Chair; via Teams); Sarah Jackson (SJ – Secretary); Eilidh Dane (ED – Treasurer); Fiona Hamil (FH); Laura Morrison; Beth Wright (BW); Alice Warne; Puneet Gupta (PG); Matthew Fleming; Elaine Duffy; Stacie Lothian (via Teams)

**Contact:** [curripta@gmail.com](mailto:curripta@gmail.com)

<b>Item No.</b>	<b>Minutes</b>	<b>Action Points</b>
1.	<p><b><u>Appointments</u></b></p> <p><i>The PTA advance the education and wellbeing of pupils by providing facilities not normally provided by the Council. They do this by holding fundraising and after school events and distributing those raised funds to the School for specific purposes. This is separate from the Parent Council, who represent the view of parents in relation to education matters.</i></p> <p>SH welcomed parents to the first in-person (with Teams also available) meeting since covid. JC welcomed parents who had not been to a PTA meeting previously, particularly new primary 1 parents.</p> <p>The current committee confirmed they were willing to stay on and their appointments were put forward and seconded, as follows:-</p> <ul style="list-style-type: none"><li>• Co-Chairs – Susie Bass and Jen Cowan</li><li>• Vice-Chair – Susan Donnachie</li><li>• Secretary – Sarah Jackson</li><li>• Treasurer – Eilidh Dane.</li></ul> <p>ED confirmed she will be stepping down as Treasurer from next year. Puneet Gupta confirmed he would be very happy to take on ED's role. ED and PG will liaise in order that PG may shadow ED this year with a view to taking on the role of Treasurer for school year 2025/26.</p> <p>SB thanked new parents for coming along and noted that the PTA are very grateful for any help which parents can provide, from running events to offering to volunteer for an hour at a disco/magic show.</p>	<p>SJ to ask Margaret to update PTA section of website.</p> <p>ED to liaise with PG</p>

2.	<p><b><u>Action Points from June Meeting</u></b></p> <ul style="list-style-type: none"> <li>• <b>PVG</b> – JC confirmed that PVG checks are required due to the discos, where the PTA are running events without parents present. SJ confirmed checks are complete for SB, JC, ED and FH. SD has an email to complete her checks.</li> <li>• <b>P7 Gifts</b> – JC confirmed that Waterstones vouchers were purchased for each of last year’s departing p7s and were gifted to them at the Leavers’ Assembly (£10 per child).</li> <li>• <b>Playground works</b> – JC noted that the PTA agreed to fund new playground equipment (a large climbing frame and a climbing wall). The equipment was delivered during the Summer holidays and they heard today that installation will start next week. We are unsure when the works will be completed. The PTA were delighted to fund this large piece of tangible equipment and it was noted it will be particularly good for the Winter months, when the fields are not always accessible.</li> </ul> <p>In terms of costs, the original quote was £13,642.70. The quote has now gone up by £600 and the PTA are disputing alongside the School. The increased cost may therefore be £14,242.70.</p> <p>SH explained that the Council approved provider is Scotplay and there was a limit to the equipment which we could select. It was therefore agreed that this was the best equipment we could provide within budget. The equipment comes with a warranty and will be checked annually for safety by the Council (as all equipment is).</p>	<p>SD to complete email.</p> <p>JC to liaise with Margaret re increased quote.</p>
3.	<p><b><u>Feedback from Recent Events</u></b></p> <ul style="list-style-type: none"> <li>• <b>Fun Run</b> – SH noted that the Fun Run was brilliant and a huge success; the weather was brilliant and the children had a great time. JC noted that some volunteer parents provided some warm-up sessions, as did teachers. Otherwise, parent and PTA volunteers were largely marshalling.</li> </ul> <p>ED confirmed that the Fun Run has raised £1,762 so far and it is likely there are a few more donations to come in. SB confirmed that it is a relatively easy event to organise and is inclusive since children can take part whether they received sponsorship or not. In recent years the event has been tied in with National Fitness Day, and the PTA were grateful to the School for launching “Fitness Friday” on the same day, which will be on a Friday going forward.</p> <p>SB noted that we may look to run another sponsored event around the same time next year and are open to ideas from other parents who may be interested in helping to organise this event. SB noted that it is good to have a theme – this year was “Path to Paris”/Olympics.</p>	

4.	<p><b><u>Activities for 2024/25</u></b></p> <ul style="list-style-type: none"> <li> <p><b>Parents evening teas and coffees</b> – the PTA will hold a complimentary tea/coffee/biscuit evening during parents’ evening on 1<sup>st</sup> and 3<sup>rd</sup> October. JC confirmed this will be an opportunity to find out what the PTA do and people can volunteer ideas and time. JC is hoping to link up with the Parent Council too so information can be provided about what the PC do too and provide details like the Parent Forum FB group and FB school uniform bank which new parents may be unaware of. JC noted that it may also be an opportunity for the School to provide information about the Food Cupboard etc. SH will let parents know the PTA will be at Parents’ Evening in her weekly newsletter. It was agreed it may be useful to have teas/coffees at the P1 induction in June (but not at the P1 open day since it is during the school day, but info can be provided)</p> </li> <li> <p><b>Bake sales</b> – the next bake sale will be held on Friday 11<sup>th</sup> October (last day of term). Parents will be asked to donate baking, although it is appreciated there are a lot of asks just now (Harvest Festival etc). The bake sales tend to be very well supported and raise a good amount of money - £400-£500. SH will arrange some P7 helpers.</p> </li> <li> <p><b>Halloween magic shows/discos</b> – FH confirmed there will be a p1/2 magic show at 1.30pm on Friday 25<sup>th</sup> October. The discos last year were a bit overwhelming for the younger children so it is hoped this will be more enjoyable for them.</p> <p>The following Friday there will be discos for all other years. FH stressed the requirement for volunteers to ensure these run smoothly, particularly for the p6/7 disco. A separate shout-out for volunteers will be sent nearer the time.</p> <p>The cost will be £3 per child. The children can come to both in fancy dress. The P1/2 children can bring a snack since they will be sitting. The remaining years cannot bring a snack but there will be water/juice available at the disco.</p> </li> <li> <p><b>Christmas pantos</b> – the PTA have funded live pantos via Macastory for this year. They will be held during the school day and the PTA will also fund a snack for all children. There will be no cost to parents. It was noted that a trip out to the panto has been considered but the cost of tickets plus buses is prohibitive and difficult to organise. It was felt that the cost of this to parents was beyond that which we should expect from them at that time of year so Macastory was preferred, and the children loved it last year.</p> </li> <li> <p><b>Parent social</b> – SJ confirmed she is hoping to organise a parent social for February 2025. We have held quizzes previously in a local hall and around 50 parents usually attend. SJ wondered about a race night or similar – suggestions welcome.</p> </li> </ul>	<p>SH to include in newsletter.</p> <p>SH to arrange p7 helpers and include in newsletter.</p> <p>FH to put shout out for volunteers in due course.</p> <p>SD to purchase snacks in due course.</p> <p>SJ to investigate.</p>
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5.	<p><b><u>Finances</u></b></p> <p>ED confirmed that the 2024 Account has been independently reviewed and approved and is available to anyone who wishes to review it. ED tabled the approved Account and spoke to it.</p> <p>ED confirmed that the current position in the bank account and cash is £19,120.85. From this we need to pay the disco (£375) and the pantos (£1,200), leaving £17,545.85. Following the proposed purchase of the playground equipment that leaves £3,303.15 available. We need around £2,500 for the May Fayre float (to fund the cash float and spending for the Fayre in advance). So there is a small amount available for funding and we hope to raise more via the bake sales, magic shows/discos and parent social.</p> <p>It was noted that it would be helpful to have a School wishlist which can guide future fundraising efforts, particularly next year’s May Fayre (which made a profit of £10,000 this year). SB noted that it is helpful to know what the School’s focus areas are so we can look for appropriate grants etc.</p> <p>It was agreed that the PTA cannot currently make a contribution to Equity (£1,000 last year) or class cash contributions (£1,250 last year). SH noted this should not be a concern; everyone is delighted about the playground equipment.</p> <p>Whilst on Equity, SB asked whether the No Cold Child fund may be of interest. PTAs can order children’s good quality winter coats from Fat Face (worth £60) for £10. Whilst we cannot fund £1,000 of equity we may be able to make a smaller contribution for this, if there is a need. SH will liaise with Mrs Pope.</p>	<p>SH to advise of any wish-list/focus areas in future.</p> <p>Mrs Pope to confirm if any need.</p>
6.	<p><b><u>Grant Funding</u></b></p> <ul style="list-style-type: none"> <li>• <b>Learning Through Landscapes</b> – unsuccessful last year (planters requested for p1/2). SH will apply again.</li> <li>• <b>Tesco</b> – blue token scheme applied for but can take 18-24mths to get in.</li> <li>• <b>Kier Construction</b> – there have been a number of meetings and BW reported that Gordon is continuing to chase. The last round of emails looked promising so it is hoped there may still be some assistance for the p1 outdoor area.</li> </ul>	<p>SH to apply.</p> <p>BW to continue to chase.</p>

	<ul style="list-style-type: none"> <li>• <b>John Watson’s Trust</b> – SH confirmed they have received £600 for P7 camp (this is outwith the PTA grant requests, but noted here to ensure there are no overlaps). SH confirmed the P7s are also bag packing at Tesco Hermiston Gait on 5<sup>th</sup> October and have organised additional bake/toy sales.</li> <li>• <b>Pentland Community Chest</b> – they will fund up to £600 but look for a specific project. SB noted that she requires a lot of gravel for the atrium (sensory garden). SB wonders whether we could get a donation of gravel and this grant could be used for other equipment. We will investigate.</li> <li>• <b>Asda Cashpot for Schools</b> – this is a cashback scheme. Parents get £1 to sign up to the App and then a percentage back on all shops until end November. We are sitting at £142 raised already. We will remind parents of this at Parents Evening info night. SH will include it in the Newsletter too (together with a reminder re Easy Fundraising cashback scheme which works in a similar way).</li> <li>• <b>Miller Homes Community Fund</b> – SB will liaise with SH on this one (£250-£2,000 towards education, wellbeing, environment, sport).</li> </ul> <p>If anyone is aware of any other grants or resources which the School could use, please get in touch with SH or the PTA (email address above).</p>	<p>SB to liaise with SH re application (Nov). SJ to investigate gravel.</p> <p>JC to include (plus Easy Fundraising) in Parents’ Evening reminder. SH to remind in Newsletter?</p> <p>SB to liaise with SH re application.</p>
7.	<p><b><u>Any other business</u></b></p> <p><b>Outdoor areas</b> – in addition to the gravel required, there is also a need to tidy up and improve some of the other outdoor areas. The large bed in front of the School was weeded on Sunday morning by SH and five parent helpers.</p> <p>SH noted that the sensory garden needs to be finished off in the atrium/courtyard area. The primary 1 area also requires some work, as does the area beside the huts.</p> <p>It was noted that a quarterly garden maintenance shout-out may be required, with the children keeping on top of it in between times. SJ will contact the local FB group who have helped previously to see if they can assist to clear the area for the new raised beds.</p> <p>The PTA would be pleased to hear from any parents who can offer trade discounts or similar.</p>	

Next Meeting – Monday 18<sup>th</sup> November 2024