

## CURRIE PRIMARY SCHOOL PTA

### Minutes of Meeting

*Date:* Monday 6<sup>th</sup> March 2023

*Place:* Via Teams

*Attendees:* **Staff** – Michelle McAndrew (MMcA); Anita Le Tissier (ALT); Laura Jackson (LJ); Claire Pope (CP); Andrew McArthur (AMcA) (all for part only)

**Parents** – Susie Bass (SB – Co-chair); Jennifer Cowan (JC – Co-chair); Susan Donnachie (SD – Vice Chair); Sarah Jackson (SJ – Secretary); Stacie Lothian (SL); Fiona Hamil (FH); additional parents (some for part only).

*Apologies:* Eilidh Dane (ED – Treasurer); Catherine Colquhoun (CC)

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

<b>Item No.</b>	<b>Minutes</b>	<b>Action Points</b>
1.	<p><b><u>Spring Discos</u></b></p> <p>FH has been organising the Spring Discos. So far there have been 16 parent volunteers. FH will pick up with the volunteers directly on whether they can do p3-4 (3-4.15pm) or p5-7 (4.30-5.45pm). FH would welcome additional parent volunteers. Teachers will pop in on the afternoon if they are available.</p> <p>The attendance cost is £2 instead of the usual £3. The PTA are conscious of keeping costs down but aim to cover the cost of the DJ (£340). The next communication will state that this is a suggested contribution of £2. Small gifts will not be provided but tattoos will be available.</p> <p>FH has not heard back on the Council let. The discos will be held in the gym hall. Whilst we could ask Oscars to swap halls for the afternoon the school hall is only slightly larger given the area with the tables. As such, the discos will be held in the gym hall.</p> <p>SL confirmed she is a First Aider and has kindly volunteered to attend both discos.</p> <p>FH will obtain class lists from Margaret Campbell in advance. This will allow us to consider maximum numbers and ratios. Parents will be required to sign in their child via that list, leave an emergency contact number and confirm whether the child is being collected or is walking home themselves.</p> <p>Water and juice will be available from paper cups. No water bottles should be brought to the discos.</p>	<p>FH to finalise plans with parent volunteers .</p>

<p>2.</p>	<p><b><u>Action Points from January Meeting</u></b></p> <ul style="list-style-type: none"> <li>• <i>Raised beds</i> - £1,000 PTA contribution is complete.</li> <li>• <i>Trim trail</i> - £1,000 PTA contribution to repairs is complete.</li> <li>• <i>Class cash contributions</i> - £1,250 has been set aside for this. Teachers to provide receipts for reimbursement.</li> <li>• <i>Bake sales</i> – MMcA has not received a response but will chase and cc the Currie PTA.</li> <li>• <i>Basketball nets</i> – these have been ordered by the School. Margaret Campbell will provide the receipt for reimbursement. SB to check what feedback is required to the Rotary Club Community Chest on this.</li> </ul> <p>SB confirmed we have £4,957 in the PTA bank account. £1,250 of that is required for class cash contributions and £500 to reimburse the School for basketball nets. That leaves £3,207. The balance should be retained to cover May Fayre upfront costs and float.</p>	<p>MMcA to chase</p> <p>MMcA to ask Margaret Campbell to email PTA costs for reimbursement.</p>
<p>3.</p>	<p><b><u>Equity/Inclusion Fund</u></b></p> <ul style="list-style-type: none"> <li>• <i>Breakfast Club</i> – a contribution of £150 has been made by the PTA towards this.</li> <li>• <i>Bikes</i> – the PTA sourced six bikes via donations and second hand purchases at a total cost of £90. Helmets and locks were also purchased. ALT will take this on going forward and will approach Brake the Cycle in the Autumn with a view to them obtaining the required bikes in advance of February Bikeability. MMcA and CP thanked the PTA for their support on this, which allowed Primary 6 Bikeability to go ahead.</li> <li>• <i>Uniform Bank</i> – it was noted that the Bank is currently only available via Facebook which is not as accessible or inclusive as it might be. SB will discuss with Jane Robinson on the Parent Council in the first instance and Jane or SB will then liaise with MMcA, CP and LJ on how we can take this forward. The initial thoughts are that reinstating the uniform bank on the school campus would require a few parent volunteers to take this on as a standalone project – reviewing donations to check condition and working out how it can be available to parents. LJ wondered whether there could be a stall one day after school with tea/coffee so it was a social gathering too. MMcA noted that they have found a box of new uniform at school too. An outside cupboard has been considered for donations but it would have to be weather-proof; the Currie food cupboard recently broke in the high winds and is awaiting repair.</li> <li>• <i>Discretionary Fund</i> – the PTA will consider its annual income and determine a discretionary fund to be made over to the School for</li> </ul>	<p>ALT to take forward with Brake the Cycle.</p> <p>SB to liaise with Jane Robinson and then to pick up with MMcA, CP and LJ.</p> <p>SB to liaise with PTA ahead of</p>

	<p>the beginning of the next academic year. This will allow the School to allocate funds for smaller items (such as breakfast club) as it sees fit.</p>	<p>end of school year.</p>
<p>4.</p>	<p><b><u>Grant Funding</u></b></p> <ul style="list-style-type: none"> <li>• <i>Orchard</i> – Sara Black’s application for fruit trees was successful and she will be in touch if any volunteers are required to assist with planting and maintenance.</li> <li>• <i>Scotmid</i> – this is grant funding of up to £500 for general education. There is no deadline and the application can be made via the PTA. An application can be made once every 12 months. MMcA will confirm whether the School has applied in the last 12 months. SB thought Scotmid may have helped the School with the cost of raised beds.</li> <li>• <i>Magic Little Grants</i> – this is grant funding of up to £500 to increase access to the outdoors, improve biodiversity/response to climate emergency, tackling inequality, enabling participation in arts and physical activity and improving mental health. The PTA can apply. MMcA will liaise with staff to put together some ideas.</li> <li>• <i>Persimmon Homes</i> – this is grant funding of up to £1,000. From past successful applicants it appears they support tangible projects such as equipment/outdoor facilities. Again, MMcA will put together ideas with staff.</li> </ul> <p>SB noted that if there is a staff wishlist which goes beyond these purposes it should be passed on to the PTA who can try to source other grant funding for specific projects or fundraise.</p> <ul style="list-style-type: none"> <li>• <i>Technology</i> – AMcA has liaised with Margaret Campbell and the School will arrange to purchase screen protectors via the Council. AMcA understands that the nursery have already purchased some protective cases, but he will confirm whether any further cases are required for nursery. The PTA have costed headphones, styluses and keyboards based on the spec provided by AMcA. Initial costings suggest the total might be £2,200 to provide 6 styluses per class, 6 headphones per class and two keyboards per class. AMcA will check whether these items are required by the infant department or only from p4 upwards. We can then finalise numbers required and consider costs with a view to purchasing this equipment following the May Fayre.</li> </ul> <p>It was noted that parents may have additional sets of unused headphones at home which could be donated to provide additional sets.</p> <p>It was noted that purchases will hopefully be under warranty but that any claims under warranty would have to be made by the PTA as purchaser.</p>	<p>MMcA to confirm when the School last received funds from Scotmid.</p> <p>MMcA to confirm staff wishes for funding under this category.</p> <p>MMcA to confirm staff wishes for funding under this category.</p> <p>AMcA to check whether nursery require additional cases.</p> <p>AMcA to confirm final numbers of styluses, headphones and keyboards.</p>

	<p>SB would also like to consider what grant funding might be available. Would the Round Table (CBDRT) be willing to get involved in match funding for example? MMcA will confirm recent funding from CBDRT, who helped with the Currie Cupboard (food) also.</p>	<p>MMcA to confirm recent funding from CBDRT.</p>
5.	<p><b><u>May Fayre</u></b></p> <p>PTA Committee members will meet shortly to finalise a list of stalls. It will then be circulated to MMcA who will put the list in the staffroom for staff to sign up to a stall if they wish.</p> <p>A circular will be issued to parents following that meeting to allow parents to save the date and to request assistance from parents. We may also ask primary 7 to help, if they wish.</p> <p>SL will liaise with Michayla Stark on football and whether there is any way the matches can be brought forward to allow the Fayre to start (including using the pitches) from 12noon. SB's understanding is that Michayla may only know this the week before the Fayre.</p> <p>SB is chasing the Council on the let. The school cannot see any reason why it would not be granted. Agreeing it is likely it will be and we will press on with the plans.</p> <p>JC will obtains costs for a Bouncy Castle and check how long they require to set-up. It was noted that there is a desire to keep costs down and we would not wish to run a Bouncy Castle if it will cost £3/£4 per child, for example.</p> <p>The PTA will determine at its next meeting what the 3 large raffle prizes will be. These are usually along the lines of £250 John Lewis Voucher, £100 Amazon Voucher and £50 cash. It was noted that some retailers may be willing to donate, say, £125 if we match fund the other £125. It was noted that a Voucher for St James Quarter may be a good first prize. JC and SD will pick up with CC on the list she is working through and determine whether any requests could be made before we purchase. The raffle tickets take around 10 days to arrive following the order being submitted and we would like to have them available for purchase following the Easter holiday. Prizes should therefore be purchased in March.</p> <p>The balance of the requests CC is working through will be for the Silent Auction. SL noted that local businesses are often very generous too and we will communicate a request on the local FB pages shortly. Again, JC will liaise with CC to assist her with the list.</p> <p>In terms of classes, JC is in touch with Simon Says Dance and La Belle Arts have confirmed to CC that they are happy to put on a performance.</p>	<p>SB to send to MMcA when finalised.</p> <p>SJ to draft post meeting.</p> <p>SL to liaise with Michayla Stark.</p> <p>SB to continue to chase.</p> <p>JC to investigate.</p> <p>PTA to determine prizes. JC and SD to liaise with CC.</p> <p>SJ to draft communication for local FB pages.</p> <p>JC will take forward with Simon Says Dance.</p>

	<p>JC will ask local organisations which assist the community whether they wish to attend the Fayre at an outdoor stall. It was noted that the fire brigade and the police would be a big draw for the children.</p> <p>SJ will run the plant stall and is also collecting children's toys, games, books and fancy dress in good condition. SL has 5 bags of jigsaws. The hope is that we can raise a decent amount from toys and books in good condition.</p> <p>Various options will be consider in terms of food but, for ease, it may be that there are simply savoury and sweet cold options. This could involve afternoon tea style offerings – sandwiches, cocktail sausages, sausage rolls, traybakes and cakes. Other options will also be considered (pies, sausage rolls, hot dogs) including external vendors. SJ to consider whether we require food hygiene certificates to serve food.</p>	<p>JC to take forward.</p> <p>SJ to put communication on local FB pages.</p> <p>SJ to check food hygiene position.</p>
6.	<p><b><u>After School Clubs</u></b></p> <p>If the School can obtain use of the gym hall again it may be possible to run After School Clubs. SB has had initial discussions with the local Active Schools Coordinator and will pick up with her again on options for re-introducing Clubs for the next academic year. The benefit of running via Active Schools is that they would deal with organising coaches, booking and payments. However, parent volunteers would still be required to sign children in and out. It was noted that the current members of the PTA do not have capacity to take on running After School Clubs too.</p> <p>It was noted that any clubs outwith the Active Schools remit would be a bigger administrative task for the PTA. This would involve the use of classrooms which is difficult because they are cleaned after school and used by teachers. Teachers or other adults would also be required to run the classes and all admin would be undertaken by the PTA. As such, we will review the Active Schools relationship as a first step.</p>	<p>SB to take forward discussions with Active Schools.</p>
7.	<p><b><u>Quiz</u></b></p> <p>The Quiz will take place on Saturday 22<sup>nd</sup> April 7.30pm for 8pm start. SJ and FH will set up. It will be BYOB and snacks. We can sell 80 tickets and there will be teams of 6 max. Individuals tickets will be sold for £5 and parents can buy them in the School playground from PTA members.</p> <p>Val Reid and her husband have very kindly offered to be Quizmasters and the Scout Hall on Forthview Crescent is also being offered free of charge. The PTA are extremely grateful for these contributions.</p>	<p>SJ to make final arrangements and arrange ticket sales.</p>