

CURRIE PRIMARY SCHOOL PTA

Minutes of Meeting

Date: Monday 5th December 2022

Place: Via Teams

Attendees: Michaeyla Stark (part only) (MS); Stacie Lothian (SL); Susan Donnachie (SD); Eilidh Dane (ED); Susie Bass (SB); Jennifer Cowan (JC); Sarah Jackson (SJ); Fiona Hamil (FH); Catherine MacDonald (CM) (parents).

Apologies: Maggie Pearson (MP) (parent).

Item No.	Minutes	Action Points
1.	<p><u>Welcome</u></p> <p>It was noted that a quorum was present.</p> <p>All attendees introduced themselves. MS, SL, SD and ED currently hold positions on the Committee. SB has attended meetings since mid-2021. None of JC, SJ, FH and CM have been involved in the PTA to date.</p> <p>SL confirmed another couple of parents have expressed an interest in helping. SB advised MP is also happy to assist but could not manage this evening.</p> <p>It appears there are therefore 12 parents who are either undertaking roles currently or have expressed an interest in helping. It was noted that there was reasonable support for the PTA pre-Covid, but support has dwindled since, particularly in relation to remote meetings. The PTA hopes to encourage support from more parents going forward.</p> <p>The PTA agreed it would also be helpful to have at least one member of staff at each meeting to have input from that side.</p>	
2.	<p><u>Election of Officers</u></p> <p>MS and SL confirmed their resignations as co-Chairpersons, but confirmed they are happy to attend meetings and assist going forward. The PTA are thankful for their input over what has been a difficult Covid period for fundraising and events.</p> <p>The necessary nominations were made and seconded for the following posts:-</p> <ul style="list-style-type: none">• Chairperson – SB and JC (co-Chair appointment)• Vice Chairperson – SD• Secretary – SJ• Treasurer – ED	<p>SJ to contact School to have PTA section of website updated with new appointments.</p>

	<ul style="list-style-type: none"> Clubs Co-ordinator – Lesia Bauld (LB), whom SD confirmed has kindly offered to assist in the background with clubs if re-instated (see below) <p>FH agreed to check the Accounts prepared by ED.</p> <p>It was agreed a separate Clubs Treasurer will be appointed in the future if Clubs recommence.</p>	
3.	<p><u>Purpose of PTA vs Parent Council</u></p> <p>SD confirmed the purpose of the PTA is to advance the education and wellbeing of the pupils by providing facilities for the school. This is done via fundraising events. The PTA may also hold events and after school activities for pupils in line with its purpose.</p> <p>SD confirmed that the Parent Council is separate. The Parent Council includes representatives from the parent body across the school who discuss educational matters and governance.</p>	
4.	<p><u>Approval of Accounts</u></p> <p>ED shared the Accounts from 1st July 2019 to 30th June 2022. ED undertook to provide a summary of the up-to-date cash position at the next meeting.</p> <p>ED noted that Covid had a significant impact for 2019/20 and 2020/21. No fundraising took place in 2020/21. It was noted that the May Fayre, which is generally the largest fundraiser was not held in 2020 or 2021 due to Covid.</p> <p>FH will check the Account prepared by ED.</p> <p>ED confirmed there is currently £6,512 in the relevant General PTA Account.</p>	<p>ED to forward to FH by email. FH to confirm to Chairs that Accounts to 30th June 2022 have been reviewed.</p> <p>ED to bring Accounts up-to-date for Jan meeting.</p>
5.	<p><u>Summary of Recent PTA Activity</u></p> <p>In 2019/20 fundraising events included bake sales and discos. Funds raised were used to buy over £1,200 worth of books; provide class teachers with funds to buy resources (£50 per class); purchase leaving gifts for the p7s and assist with the School’s Inclusion Fund.</p> <p>In 2020/21 the PTA received a donation from the local Rotary Club. This was used to purchase playground equipment (giant draughts, various balls and jump batons). Additional funds from the PTA account were used to purchase iPads, leaving gifts for the p7s (ties for their chosen high school), virtual pantomime “trips” and hand cream to assist with Covid handwashing requirements.</p> <p>In 2021/22 the PTA raised a very significant £4,249 through the Jubilee Jog (the cash element of that sum will be shown through the 2022/23 account). It was noted this was a huge success and the PTA were very grateful to parents for their generous donations and agreed it had been</p>	

	<p>an inclusive and active event which the PTA hoped they could repeat in the future with additional parent support. Additional remote fundraising activities – raffle, £100 note raffle and Christmas craft bags raised an additional £1,093. Again, the p7s received a leaving gift (yearbooks) and the Men’s Shed received a contribution towards the wonderful playground equipment.</p> <p>In 2022/23 the PTA have, to date, raised funds via the Tea Towel project and the Christmas Fayre. Funds have been used in part to assist with the costs of the p7 camp and the PTA has also assisted with funding for a Magic Show for p1 and p2 and virtual Pantomines for the School.</p>	
6.	<p><u>Feedback on Christmas Fayre</u></p> <p>It was noted that the p6s had done extremely well at their Fayre, raising significant funds for a pizza party, p7 camp costs as well as a charity donation. This element of the Fayre is separate to the PTA’s remit.</p> <p>SB organised the stallholders who paid £20-£25 per table. 17 tables were filled (and there was a waiting list) and it was noted that the hall could probably take 1-2 more tables. Fortunately the last minute date change due to the teaching union strike had not had an impact and all stallholders made it to the re-arranged date. The Fayre appears to have been a success – stallholders were generally from the local community and the PTA are grateful for their support. It was noted that the child-focussed stalls had done well and the others had a perhaps less successful evening due to the very large number of children in attendance. It was noted that the popularity of the Fayre amongst the children, coupled with the time of 4.30-6pm had perhaps impacted on those selling Christmas gifts etc since there were less lone parent shoppers. Stallholders all commented that they were delighted to receive support from parents in setting up and it is hoped this can be repeated in future years given the relatively quick turnaround required. Stallholders mentioned they would prefer a 2hr slot, taking account of the above.</p> <p>The PTA may consider taking additional tables in the main hall to complement the p6 stalls which did so well they sold out!</p> <p>It was noted there were very few Christmas Jumpers donated in the PTA’s effort to cut down on waste and assist with provision of these items at what is an expensive time for families. It was noted that families perhaps give away jumpers shortly after Christmas if unlikely to fit the following year, or retain to sell-on. A request could be made in January, but storage is an issue.</p>	
7.	<p><u>Requests from School for Provision of Facilities and After-School Activities</u></p> <p>SB will pick up with Mrs McAndrew on the above.</p> <p>The PTA wish to retain cash of c. £2,000-£2,500 to allow for a significant cash float for the May Fayre, other upfront costs for the Fayre and</p>	SB to liaise with Mrs McAndrew

	<p>possible Spring Discos. If the Class Cash Contributions are approved (see below) there is c. £2,500-£3,000 available to fund other projects. Do the School have smaller projects in mind or are we fundraising towards a larger item which may straddle school years? The benefit of having a target to fundraise towards was noted in terms of garnering support from parents and having a focus.</p>	
8.	<p><u>Upcoming Plans/Ideas</u></p> <ul style="list-style-type: none"> • Class Cash Contributions - in light of the current financial situation, the PTA are minded to make over at least £50 and perhaps £75 to each of the School's 19 classes at a total cost of £950/£1,425 (plus a nursery donation). It was noted that council budgets are tight and this sum would provide some assistance with purchase of resources. It is hoped that teachers could feedback on purchases so parents can see where donations are being spent. • Spring Discos – it is hoped that Discos might be held for at least p3-p7 (given p1-p2 had the magic show) between the February break and the Easter holidays. It is likely the Discos would be held on a Friday afternoon and it is hoped parents might volunteer to assist at what is always an extremely popular event with the children. SB will pick up with Mrs McAndrew on possible dates. <p>It was noted that Kinetic Events have provided an excellent service at discos in the past. However, it was suggested there may be volunteers within the parent base who already work in the events field and might be happy to help one Friday afternoon.</p> <p>SD confirmed that water/juice will need to be made available.</p> <ul style="list-style-type: none"> • May Fayre – JC will consider possible dates with a view to avoiding clashes with other local events (Balerno Gala, Nether Currie Fair, Public Holiday weekends) as far as possible. <p>It was noted that there are large number of roles which will require parent assistance to make a success of the Fayre, including (but not limited to):-</p> <ul style="list-style-type: none"> ○ Securing Raffle, Tombola and Silent Auction prizes; ○ Purchasing Pocket Money items for sale (if this stall proceeds); ○ Purchasing snacks and drinks for sale; ○ Organising a BBQ provider or similar (it was noted that running a BBQ is likely to be too time consuming and does not raise a significant sum due to cost of food; an external supplier is likely to be more cost effective and less labour intensive for parents); ○ Considering possible new/additional stalls and offerings (ice-cream van? Bake off (with Peter Sawkins!)?) ○ Producing advertising, notices and price lists; ○ Advertising the Fayre on social media; and ○ Setting up, manning stalls and clearing up on the day. 	<p>SB to liaise with Mrs McAndrew</p> <p>SB to liaise with Mrs McAndrew on dates</p> <p>JC to consider dates and report back at Jan meeting.</p> <p>SB to pick up with Mrs McAndrew on dates.</p>

	<p>SD will locate the feedback from the May 2019 Fayre and circulate amongst the committee. From memory, SD had feedback stating that there could have been more stalls. SD agreed, but there were not enough parent volunteers to run the stalls so some had to be pulled on the day (hook-a-duck, biscuit decorating etc).</p> <ul style="list-style-type: none"> • Race Night/Fashion Show/Beetle Drive – SL noted that the football parents may be undertaking a similar fundraising event. As far as possible we will try to avoid doubling up given we do not wish to be asking the same parents for money. <p>SD will pick up with the parents who were organising the Fashion Show (cancelled in early 2020 due to Covid) to check whether they may be willing to do that again.</p> <ul style="list-style-type: none"> • Bake Sales – it was noted that bake sales were previously a good source of income for the PTA. However, in light of the Scottish Government’s updated guidance on healthy eating in schools, the PTA are unsure whether these can still go ahead. That said, committee members are aware of other schools hosting bake sales and SJ’s understanding (albeit from a news article) was that these may still be possible if held, say, quarterly and at a time when parents would purchase and take home to control consumption. It was noted that healthy baked alternatives could be encouraged for any future sales. It was noted that the regulations apply to food and drink provided to children across the school day and so presumably a bake sale at 12noon on a Friday is not covered. SB will pick up with Mrs McAndrew. • Fun Run (Jubilee Jog style) – the PTA do not wish to put pressure on parents to spend at the May Fayre and then again at a sponsored event ahead of the Summer holidays. As such, this may be carried over to the next school year and possibly held in September. • Panto Alternatives – it was noted from Mrs McAndrew’s email this week that there had been some complaints about the Panto not being attended by the children in person. However, the PTA agreed the costs were too high, particularly given the financial crisis and time of year. SJ asked whether travelling theatre groups have ever been used so the children can see live theatre. SD confirmed not for Christmas, but they have attended the School previously. This may be one to consider as an alternative next year to the online Pantos. • Trim Trail - CM asked whether the PTA fund the upkeep of the Trim Trail, since it was noted some works are required. SD confirmed they have not to date since the funds to purchase the Trim Trail equipment were donated to the School and so the purchase was made by the School. 	<p>SD to circulate feedback amongst committee.</p> <p>SD to liaise with relevant parents</p> <p>SB to pick up with Mrs McAndrew</p>
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9.	<p>AOB</p> <ul style="list-style-type: none"> • Insurance – SD confirmed that the relevant insurance has recently been renewed. • Minutes – SJ will circulate for approval amongst the committee members before getting in touch with Margaret Campbell. It was noted that the PTA section of the website is very out of date. SJ will liaise with Margaret to determine who can assist with that. • Newsletter – SJ will produce a short Newsletter with an update for parents and a call for volunteers. • Next Meeting – Monday 23rd January 2023 (SB to confirm with Mrs McAndrew). TBC whether the meeting will be held virtually or in person. 	<p>SD to diarise renewal date.</p> <p>SJ to deal</p> <p>SJ to deal</p> <p>SB to pick up with Mrs McAndrew</p>