

CURRIE PRIMARY SCHOOL PTA

Minutes of Meeting

Date: Monday 11th September 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); Fiona Hamil (FH); Catherine Colquhoun (CC); Laura Morrison (LM); Debbie Messis (DM)

Apologies: Susan Donnachie (SD – Vice Chair)

Contact: curripta@gmail.com

Item No.	Minutes	Action Points
1.	<p><u>Purpose of PTA and Office Bearers</u></p> <p>SB confirmed that the Office Bearers who were elected last year are content to remain on board. They are as stated above. SB noted that the constitution requires a Clubs Co-ordinator but a decision was taken at a previous meeting that the current PTA committee does not have capacity to take on after school clubs too. Members of the committee who were involved previously advised that it involves a large time commitment from the committee and requires a large number of parent volunteers. There were also issues previously because Oscars after school club were using the gym hall. MMcA confirmed there has been some movement there and it may be possible for some after school clubs to be run by Active Schools on Mondays, Wednesdays and Thursdays (ALT already runs netball on a Tuesday). MMcA will pick up with Alisa – the local Active Schools Coordinator. This will be outwith the remit of the PTA.</p> <p>SB explained that the PTA is separate from the Parent Council (which represents the views of parents on educational matters). The purpose of the PTA is to support the school by raising funds for additional resources not otherwise provided by the Council and by running activities and events (not all of which are run with a view to raising funds; some are for fun only!) for the pupils and the wider school community. A number of parents expressed interest in joining today's meeting and the PTA are grateful to have two additional parents in attendance. SB will follow-up with those parents and encouraged more parents to get involved; we are always looking for volunteers.</p>	<p>SJ to consider updating Constitution.</p> <p>MMcA to liaise with Active Schools.</p> <p>SB to pick up with parents who have expressed interest.</p>

2.	<p><u>Constitutional Matters</u></p> <p>SJ has been working on a handbook for the PTA which covers legal and insurance matters. It covers the lease of the school buildings; insurance; risk assessments; child protection; food safety; data protection; finances and complaints procedure. The handbook is available to all committee members via the PTA Google Drive and SVJ urged the PTA members to review the terms of the handbook and the related policies.</p> <p>In terms of data protection, the committee have agreed to password protect documents with personal data and SVJ urged all committee members who have any personal data on their personal computers to ensure they are password protected.</p> <p>Volunteers at events where children are in attendance will be asked to confirm that they have read and agree to the terms of the child protection policy. SVJ is arranging PVG checks for office bearers via Connect and will liaise with Margaret on any additional checks required (we can get 4 x free checks with our insurance). Whilst PVG checks are not strictly necessary due to the nature of the events (ad hoc) being undertaken, because the committee are running discos etc without any staff present the committee has taken the view that PVG checks should be undertaken.</p>	<p>All committee members to review handbook and policies.</p> <p>All committee members to note.</p> <p>All committee members to note.</p> <p>SVJ to deal with PVG.</p>
3.	<p><u>Finances</u></p> <p>ED confirmed that the Accounts for the four years to 2023 are up to date and have been audited. All committee members have seen the Accounts and ED advised that she can make the Account available to any parents or staff who wish to see them.</p> <p>ED confirmed that the current balance is £9,226. However, the PTA have agreed to fund class contributions (£1,250) and the p7 yearbook invoice is also still to be paid. The PTA also wish to ensure they have a cash float for the May Fayre (c. £3,000 is required). Around £5,000 is therefore currently available for distribution to the School. Further income is anticipated shortly from the sponsored fun run, discos and parents quiz night.</p> <p>It was agreed that the c £500 balance in the Clubs account should be transferred to the main PTA account, given the PTA do not intend to be involved with after school clubs.</p>	<p>ED to action.</p>
4.	<p><u>Minutes of 12th June Meeting – Action Points</u></p> <ul style="list-style-type: none"> • <i>P7 Leavers’ Gifts</i> – AMcA arranged payment via cheque to Balerno High School for the printing of the p7 yearbooks. The PTA had agreed previously to fund this so will reimburse the School. MMcA will ask Margaret to forward the invoice to ED for payment. • <i>Purchase of counters for house points</i> – this is complete and the counters have been delivered to the School. CP confirmed that the Men’s Shed are kindly making a 3D graph for the reintroduction of 	<p>MMcA to ask Margaret to email invoice to PTA email.</p>

	<p>house points and the system will be introduced to pupils after the October break when everything is in place. CP advised they are looking for Pringles tubes for the counters.</p> <ul style="list-style-type: none"> • <i>Purchase of Bluetooth speaker</i> – this is complete and will be used predominantly by Ally Donaldson for PE. • <i>£1,000 equity grant</i> – a grant was made to the School to cover equity. The PTA wanted to make this over at the start of the academic year so it is available to cover items for which equity funds were required last year (including nurture breakfast club etc). • <i>Christmas pantos</i> – no decision has been taken by the School on this. However, the difficulty is the cost of the ticket plus the coach. MMcA will pick up with Lynda Lees to obtain quotes. The requests for coaches has to go to tender and last year no quotes were even received and so pantos were online. The PTA will consider a request for a contribution towards pantos (or an alternative) once quotes are obtained and depending on funds available. • <i>Class cash contributions</i> – MMcA confirmed there are 19 classes. The PTA has already agreed a £50 per class contribution, together with £200 for nurture; £50 for additional support for learning and £50 for nurture. ED will make cash sums available for this and asked that teachers return receipts to her or email photos of receipts to the above PTA email address. • <i>IT equipment wish list</i> – the School confirmed that children from p6 onwards are to have an iPad each per Government guidelines. Due to a larger p6 this year the School are 13 iPads short, having already spent £14,000 of their budget on iPads this year. MMcA noted that this issue was discussed amongst all headteachers at their recent meeting; it is a huge outlay for schools and the sums required to meet the increased roll are not being funded by the Scottish Government. There is also an impact on the School's budget for the next three years to meet iPads. The PTA queried whether iPads are taken from other years to ensure all p6s have iPads. AMcA confirmed that the difficulty with this approach is that the p1-5 iPads are set up with different software and it is not straightforward to convert them to p6-7 iPads (which are personal to the child). The iPads must be purchased via the Council and the cost is £4,686 for the additional 13 iPads required. At the moment the p6 children have one iPad per two children because there are not enough iPads to provide them with one each. The PTA noted that they advised parents ahead of the May Fayre that funds would be raised to assist with IT costs. The PTA is therefore happy to support this and agreed to provide £4,000. The School will cover the balance and will order the iPads tomorrow. By ensuring all p6s have iPads other years will not be short so this benefits the whole school. 	<p>School to retain receipts/record of spending and pass to ED.</p> <p>MMcA to liaise with Lynda Lees and revert.</p> <p>ED to arrange cash payments. Teachers to retain receipts/send photos to PTA email.</p> <p>ED to make over £4,000 to School.</p>
--	--	--

	<ul style="list-style-type: none"> • <i>School wish list</i> – MMcA confirmed that they did not have an opportunity to discuss this at the last staff meeting. However, MMcA confirmed that iPads and the trim trail are priorities. On the latter, the trim trail is inspected every six months and the School has been advised that it now needs replaced, as does the rubber matting. Margaret has been in touch with Caledonia Play, but has not received a response. The costs are likely to be very substantial. The PTA are willing to contribute towards this and hope that funds raised from the Fun Run, discos and quiz can assist. Given it has not been condemned there is likely to be some time to work out the way forward and so it may be that next year’s May Fayre can assist with funding too. The children love the trim trail so the School are not keen to remove it (which is the other option). <i>[Note after meeting – the PTA would be keen to be involved in any discussions with Caledonia Play or other contractors to see what additional/different equipment could be built if there is a requirement to replace anyway]</i>. DM asked whether other contractors can be approached. MMcA confirmed that they have to go through procurement. <p>SVJ confirmed that a wish list would be helpful nonetheless because it would be good to have a big project which we could encourage parents to fundraise for at the next May Fayre, for example.</p> <ul style="list-style-type: none"> • <i>Rotary Community Chest grant</i> – SB has reported back to the Rotary on the basketball nets and were delighted that the pupils have those. SB will investigate whether another application can be made this year. 	<p>MMcA to revert with trim trail quote when available.</p> <p>MMcA to revert with ideas following next staff meeting.</p> <p>SB to consider further application.</p>
5.	<p><u>Sponsored Fun Run</u></p> <p>The Fun Run will take place on Wednesday 20th September to tie in with National Fitness Day. Sponsorship forms have been sent home with all children but sponsorship is not required to take part; all children can participate. P1-p3 are being challenged to do four laps of the field and p4-p7 six laps. Each year group has a half hour slot and the PTA will lead a warm-up within this slot. The PTA hope to have 5-6 parent volunteers per session, although more volunteers are still required to make up these numbers. The children are being encouraged to wear as many different colours on the day as they can (as are parent volunteers and staff!). SB will deal with the risk assessment. MMcA confirmed that unless there is torrential rain the event should go ahead with parents being advised to dress children appropriately. MMcA will arrange for the Bluetooth speaker to be made available for the warm ups and a board/screen which the map of the UK can be displayed on (each year group are running a leg in the hope that the children will have run the length of the UK in total – the map outlines each leg).</p> <p>MMcA advised that the return of Fitness Fridays has not yet been discussed.</p>	<p>SB to liaise with volunteers and complete risk assessment.</p> <p>SB to provide list of items required to MMcA.</p>

6.	<p><u>Halloween Discos</u></p> <p>FH is leading on the discos which will take place on Friday 27th October. The let has been approved and MMcA has agreed with Oscars that they will use the huts so the dining hall and the gym hall are free. The discos will be held in the dining hall. They will be fancy dress. Juice will be provided. A substantial number of parent volunteers are required because parents will be manning the disco, not staff.</p> <p>FH will liaise with Lynda Lees and Margaret in relation to Parent Pay. Google or Microsoft forms have been considered as a sign-up method but payment would still need to be via Parent Pay. The difficulty with two separate systems is that parents may complete one but not the other. Emergency contact details will have to be a mandatory field, as will class so that the data obtained can be sorted into usable lists in class and alphabetical order. Thought will have to be given to data sharing to allow the School to pass this information on to the PTA. Again, a mandatory field should be included allowing the information to be shared with the PTA.</p>	<p>FH to liaise with Lynda Lees and Margaret.</p> <p>FH to complete risk assessment.</p>
7.	<p><u>Future Events</u></p> <p>The following events are confirmed:-</p> <ul style="list-style-type: none"> • <i>Parents' quiz night</i> – Saturday 11th November. • <i>P6 Christmas Fayre</i> – Thursday 30th November 4-6pm. SB will approach external stallholders and will consider whether a let request should be put in for 6-6.30pm to allow for the stallholders to pack up. The PTA may consider running a couple of stalls too. Funds raised will go to p6 (which, in turn, goes to their p7 camp) • <i>May Fayre</i> – Brian Donaldson cannot commit to Saturday 11th May due to other commitments. It is likely to be January before the Council can confirm that another Facilities Management member is available. It was agreed that this is not ideal – Brian goes above and beyond and of course knows the School. However, there is a limited choice on dates due to other local events. • <i>Bakes Sales</i> – these are confirmed for Friday 6th October and Friday 23rd February in the playground after School. 	<p>SJ to organise.</p> <p>SB to consider additional let and prepare risk assessment.</p>
8.	<p><u>Grant Funding</u></p> <ul style="list-style-type: none"> • <i>Spar</i> – it is assumed the funding application was unsuccessful since we have not heard back. • <i>Others</i> (including Magic Little Grants, Persimmon Homes and Tesco) – we will await the trim trail repair quote before requesting funding. 	