

CURRIE PRIMARY SCHOOL PTA

Minutes of Meeting

Date: Monday 23rd January 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); Catherine Colquhoun (CC); Maggie Pearson (MP); Tiggy Brown (TB); Katie Coupar (KC); Danielle Randall (DR) (some for part only).

Apologies: Eilidh Dane (ED – Treasurer)

Contact: curripta@gmail.com

Item No.	Minutes	Action Points
1.	<p><u>Finances</u></p> <p>The current cash balance in the PTA account is £6,453.</p> <p>£2,500 is to be retained as a cash float for the May Fayre, other upfront costs for the Fayre and Spring Discos. That leaves around £4,000 available for immediate distribution to the School. It is hoped that fundraising events in the first half of 2023 will top-up that balance in the meantime.</p>	
2.	<p><u>Funding Suggestions/Requests</u></p> <ul style="list-style-type: none"> <i>Inclusion Fund</i> – historically around £500 per annum has been provided by the PTA. It is understood that the Fund assists with emergency supplies for pupils/camp costs/excursions etc. MMcA was not involved with previous payments. <p>An email was sent to parents prior to Christmas checking whether assistance was required and quite a few responses were received. Families are separately receiving support from Community for Food and of course there is the Community Food Cupboard at School. CP will liaise separately with TB and a member of the PTA (via curripta@gmail.com) to ensure that there is a joined up approach with the School’s Equity Committee.</p> <p>Estimated PTA Contribution - £500 (TBC)</p> <ul style="list-style-type: none"> <i>Class Cash Contributions</i> – MMcA confirmed that teachers would welcome any contribution from the PTA. The PTA approved payments as follows:- 	<p>CP to liaise with TB and PTA to arrange discussion. In due course, CP to confirm whether additional funds are required.</p>

	<ul style="list-style-type: none"> ○ £50 per class; ○ £200 to the nursery; ○ £50 to nurture; and ○ £50 to additional support for learning. <p>MMcA to confirm to the PTA by email whether payments should be made by bank transfer or cash. MMcA will liaise with teachers to ensure consistency of purchases across all classes and will report back on that decision. The teachers confirmed the cash contributions were greatly appreciated last time around, when they were used for nurture hubs. MMcA confirmed that whilst all resources required are purchased, the School of course always welcome extras.</p> <p>Estimated Cost - £1,250</p> <ul style="list-style-type: none"> ● <i>Garden/Raised Beds</i> – Sara Black (Pupil Support Assistant) is leading on this project. The sleepers forming the raised beds at the back of the school are rotten and require replacement. Sara’s total project cost is around £1,500 but there have been difficulties with procurement. The PTA queried whether invoices could be issued directly to the PTA for payment from the PTA bank account, to avoid this issue. Otherwise, Sara needs to go through shops/garden centres. <p>Prior to her departure, Jackie Tatton secured some funding via the Co-op and there are some vouchers, although only particular items can be purchased with those vouchers.</p> <p>It was noted that the front garden bed also requires a top-up of soil and perhaps some new plants. Could this be part of a wider project to be dealt with at the same time, or is that too much? It would be worthwhile involving the parent volunteer who planted the front bed.</p> <p>FH will pick up with Sara on funds required and whether the PTA can assist with method of payment too. It was noted that it would be helpful for the PTA to be able to report back to parents on how the raised beds will be used by the children so we can confirm how funds raised will benefit them. Otherwise, the PTA will leave the School to lead on the garden.</p> <p>Estimated PTA Contribution - £1,000</p> <ul style="list-style-type: none"> ● <i>Trim Trail Repairs</i> – parts of the Trim Trail were condemned by Health and Safety. The options given were to remove the Trail or repair it. However, it is used a lot and the children get lots of enjoyment from it so the decision has been taken to repair. The School have been advised that Caledonia Play (who installed the Trim Trail) are the only company who can provide replacement pieces. The repairs extend to the matting/tarmac too. MMcA is hopeful we will have a ballpark figure and a date shortly, but despite lots of emails between Margaret Campbell and Caledonia Play, that figure is not yet available. 	<p>MMcA to confirm whether bank transfer or cash is best.</p> <p>In due course, MMcA to confirm how class cash contributions were used.</p> <p>FH to liaise with Sara Black on funds required and method of payment.</p> <p>MMcA to report back to PTA when we have a quote from Caledonia Play.</p>
--	--	--

	<p>Estimated PTA Contribution - £1,000</p> <ul style="list-style-type: none"> <i>Technology</i> – SB noted that it might be helpful for future fundraising to let parents know what the target is/what funds will be used for – this might encourage greater involvement in the PTA if parents are aware of how money is going to be spent. MMcA confirmed that the School could always use additional iPads. Primaries 6 and 7 have one to one devices, but Primaries 1 to 5 would benefit from additional iPads. The School are expecting a delivery from the Council shortly (taken from the School’s Budget), but will still be short. The iPads are purchased via the Council and come pre-loaded with the required apps. This route will be followed, with a view to ensuring online safety too. AMcA will confirm the cost and the number of iPads required so the PTA can determine how many it can assist with. AMcA advised that headphones and styluses are also required. AMcA will confirm spec and numbers. TB noted that there may be large corporates who could assist with the provision of headphones and styluses. On receipt of this information, TB will liaise directly including with parents who work for these companies. <p>Estimated PTA Contribution – TBC (and will be raised from future events)</p>	<p>AMcA to confirm cost of iPads and how many are required. AMcA to confirm spec of styluses and headphones required and how many.</p> <p>TB then to investigate potential donation sources.</p>
3.	<p><u>Upcoming Fundraising Events and Activities</u></p> <ul style="list-style-type: none"> <i>Spring Discos</i> – MMcA has been in touch with the nursery and with Oscars. Both are content to give up the hall one Friday afternoon to allow for discos. SB confirmed these will be for p3-p7 since p1-p2 recently had the magic shows. FH offered to lead on this. She will liaise to find a DJ (TB noted that the p6 parent who assisted with the recent Youth Club disco may be willing to assist; otherwise they have used Kinetic in the past) and then confirm whether Discos will be held on 10th, 17th (Currie Youth Club are holding a disco on 18th March so we might avoid that date due to p6 children attending that) or 24th March. The PTA will then put in a let for that date. Diluting juice will be provided for children. No food will be provided due to allergies. <i>May Fayre</i> – JC suggested Saturday 13th May. This avoids holiday weekends and the Balerno Gala. <p>TB is still holding a supply of P7 hoodies. Agreeing that a stall might be held at the May Fayre for uniform.</p> <p>SD will provide a list of tasks which require to be completed ahead of the May Fayre and circulate that to the Committee. A sub-Committee will meet on 8th February to consider the May Fayre further.</p> <p>CC is happy to assist with requests for raffle prizes. SJ will circulate a list she has used previously for work purposes. It was agreed that</p>	<p>FH to secure DJ, arrange lease of hall and secure parent support. To advise PTA if wider email to parents required requesting support.</p> <p>SD to email PTA with list of tasks.</p> <p>SJ to circulate list of possible</p>

	<p>we should be mindful of local businesses receiving multiple requests and we might consider requesting a list of the p6 raffle prizes from the Christmas Fayre to avoid duplication. That said, perhaps businesses would be kind enough to donate again 6 months on.</p> <ul style="list-style-type: none"> • <i>3G Pitch</i> – it was noted this is outwith the PTA’s remit, but the PTA would welcome an update on whether any of its fundraising events are likely to clash with any fundraising planned for this. TB will pick up with Michayla Stark. 	<p>prize providers to CC. CC to commence requests in due course.</p> <p>TB to obtain update from Michayla Stark.</p>
4.	<p><u>Other Fundraising Ideas</u></p> <ul style="list-style-type: none"> • <i>Bake Sales</i> – MMcA will pick up with the appropriate person on whether bake sales might be held monthly (or less frequently) after school hours – perhaps on a Friday afternoon and report back to the PTA email address. • <i>Fashion Show</i> – SD will pick up with Nicky MacNamara who was involved in organising the Fashion Show which was cancelled due to covid. SD will also pick up with Colours Fashion Shows on possible April dates and with the Community Centre. It was agreed that a Friday or Saturday evening is likely to work best/sell the most tickets. Tickets would be sold (probably at £10 each) to Currie parents and then to the wider community if there are tickets remaining. Colours organise the event so other than selling tickets and helping to set up on the day, it is hoped that little organisation might be required and hopefully £1,000 could be raised for the PTA. It would also allow parents to socialise – the first such event post covid. The event would be BYOB and the PTA will consider whether nibbles should be available for purchase on the evening. In view of the proximity to the May Fayre, it was agreed no raffle or silent auction would be held at the Fashion Show. It is understood Colours provide a £50 voucher, which could be available as a standalone prize. <p>TB noted that Pammillan Studio is a local business which could perhaps assist with a fashion type event on a smaller scale in future.</p> <ul style="list-style-type: none"> • <i>Grants</i> – the PTA was pleased to announce that they have received a grant of £500 from the Community Chest. This will be put towards basketball hoops and basketballs. MMcA to ask the appropriate member of staff to get in touch with the PTA to confirm the order and the PTA can then proceed. Thereafter, there are conditions to be fulfilled, including photographs. <p>It was agreed that a coordinated approach should be taken on grants more generally. The PTA were considering requesting funds from the Co-op, but it appears the School have already done that. We do not wish to be doubling up and it would be worthwhile having a spreadsheet of grants to be applied for and a diary system</p>	<p>MMcA to request authority and report back to PTA.</p> <p>SD to liaise with Nicky MacNamara and to liaise with Colours and Community Centre on dates.</p> <p>MMcA to ask member of staff to contact PTA to confirm order.</p> <p>SB to establish grants calendar.</p>

	<p>to ensure this is done annually, if applicable. SB is happy to lead on this.</p> <p>It is understood there may be a Fund available with B&Q which may assist with funds for the garden.</p> <p>TB noted that the C&B News might also be a willing to provide a grant for pupil support/sensory resources/garden etc.</p>	
5.	<p><u>After School Clubs</u></p> <p>The current issue with holding any Club which requires use of the gym hall is that Oscars After School Club currently has a lease of the main hall and the gym hall. However, the gym hall is not in constant use. MMcA has been in touch with Oscars to query whether the lease could be restricted to the main hall only, leaving the gym hall free for after school clubs.</p> <p>It was noted that the pitch can be used in better weather for sports clubs, but ideally we would have provision throughout the year and a range of offerings for all year groups.</p> <p>It was noted that clubs should extend to cover non-sports too – board games, chess, arts and crafts, lego etc. Such classes could be held in classrooms but it is understood would have to be led by teachers.</p> <p>Given the PTA’s limited resource in terms of parent time to organise clubs it was determined that we might start small with 1 or 2 groups. The PTA will wait to hear from MMcA on the lease. A sub-group led by MP and with assistance from TB will then liaise to determine what clubs might be offered. SD will provide MP with documentation on policies and procedures etc for pre-Covid club provision by way of background.</p> <p>It was noted that parent volunteers will be required to sign children in and out of clubs. The idea is that parents agree to cover one week if their child attends that club, but that did not work in the past – parents sometimes did not turn up, or refused to assist. The result was that the PTA had to employ someone to provide this role. The sub-group will therefore have to consider how Clubs will be staffed.</p> <p>It was agreed that the Clubs should be seen as extra- curricular activities similar to external clubs and classes, and are not to be treated as childcare.</p> <p>It was noted that Lesia Bauld has confirmed she would be happy to assist again in the background on Clubs.</p>	<p>MMcA to report back when she has details of lease.</p> <p>MP to liaise with TB and set up a WhatsApp group or similar to consider what might be possible.</p> <p>SD to email MP with previous policy and procedure docs.</p>
6.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Minutes – SJ will circulate for approval amongst the committee members before asking Margaret Campbell to circulate and upload to website. 	<p>SJ to deal.</p>

	<ul style="list-style-type: none"> • Newsletter – when details are known for volunteers required a specific email or newsletter can be issued. • Next Meeting – Sub-groups may require to meet in advance of the next meeting to discuss March Discos and Spring Fayre. Otherwise, SB will liaise with MMcA on a March meeting date. Teaching staff would prefer a 7pm start. 	<p>SJ to deal.</p> <p>SB to liaise with MMcA.</p>
--	---	---