

MEETING NAME	PTA meeting
LOCATION:	Justin Lees pub, Eskbankk
DATE OF MEETING :	30/10/2018

ATTENDEES:	PTA chair & secretary & hundred club mananger and 7 parents and carers
	School rep: Jamie Dougal
APOLOGIES:	Louise Duff, Kate Bremner, Laura Cockram, Sarah Reed, Louise Jack

ITEM	ACTIONS AND INFORMATION POINTS	Deadline	Owner
1.	<p>Previous minutes: No issues with content but technical problem noted as the agenda had not been uploaded to the website so the school pigeon app link did not work. Action: DC to check with school office Request for agenda to be sent out by email direct to Vicky Haylott Action: DC to send out agenda and minutes to all attendees and update Vicky's email address</p>	20.11.18	DC
2.	<p>100 Club winners (Aoibhe O'Callaghan AC) Sept winners: Felicity Dyson, Ruth Smart, S McKinnon Oct winners: Steven Sutherland, Elaine Celinski, Jill Stephen Action: AC & SR to give checques to school office</p>	31.10.18	AC, SR
3.	<p>Summary from the Chair (Miki Johnstone MJ) Agreed that in future, meetings would begin with half an hour for socialising before official meeting. During meeting however, people must respect whoever is talking by not talking over them or chatting to neighbours, and meetings will maintain a structure to try to keep them brief and efficient!</p>		
4.	<p>Treasurer's Report - MJ 3.1 Funds 100 club account contains £682.61</p>		

	<p>Main account contains £11592.65</p> <p>Funds in: £251.18 from the Community event. £10.36 from Litter pick</p> <p>Funds out: School subscriptions including additionally Tig Tag totalling £345 p.a. Cost of bacon rolls etc for community litter pick</p>		
5.	<p>Christmas fair update</p> <p>The fair will take place on 7th December. 1pm-3pm</p> <p>5.1 Location: 2 halls – dining and gym. Buggy park in 2 classrooms to improve flow. Decision taken not to use arts centre due to fears it was too small and congestion.</p> <p>5.2 Helpers: Document of tasks has been drawn up and 25 volunteers required. A letter asking for help and donations to go out in school bags this week</p> <p>14 P7s required to help with stalls on a rota</p> <p>Action: JD to get list of those interest with helping from P7s</p> <p>5.3 Cafe: Will teachers be willing to run a cafe again?</p> <p>Action: Approved by JD. JD to gather volunteer teachers</p> <p>5.4 Samples: Can sample jam jars be displayed at school? JD responded that yes they could.</p> <p>Action: Photos of jam jars to be put on FB</p> <p>5.5 Food: Staff room to be used for heating hot dogs</p> <p>5.6 Nursery stall: will this be run again and by whom?</p> <p>Action: JD to check with nursery staff</p> <p>5.7 Santa: Either lollypop man Norman or VH's father to dress as santa.</p> <p>Action: Lynn McWilliam to check whether Norman is available.</p> <p>JD to check whether school have an outfit</p>	<p>28.11.18</p> <p>28.11.18</p> <p>20.11.18</p> <p>20.11.18</p> <p>6.11.18</p> <p>20.11.18</p>	<p>JD</p> <p>JD</p> <p>LC</p> <p>JD</p> <p>LmcW</p> <p>JD</p>

	<p>5.8 Logistics: When can the team have access to the halls? Are spaces available to store kit ?</p> <p>Action: JD to identify cupboards for storage and check timings for access</p> <p>5.9 Crafts: JD confirmed that the PTA can use school scissors, glue, and pens for craft making activities.</p> <p>5.10 Music: Choir teacher and choir are keen to sing</p> <p>Action: JD to discuss when this would work best with Xmas fair team and also discuss recording the choir in advance to play during fair</p> <p>5.11 Tombola: Committee are collecting new and nearly new toys for a special tombola</p> <p>5.12 Chocolate: TK to make list of sweetie requirements and contact Laurent Jahi (LJ) who can get a 10% discount at Tesco's</p> <p>Action: TK to be out in contact with LJ</p>	<p>20.11.18</p> <p>20.11.18</p> <p>6.11.18</p>	<p>JD</p> <p>JD, TK, KC, SK, MP</p> <p>TK, LJ, DC</p>
6	<p>Nurture Group update</p> <p>Kate Bremner, nurture group chair was not present so update will be delayed until next meeting. Vicky Haylott (VH) noted that good progress has been made on nurture room with discussions still required on sensory room</p>		
7.	<p>PC update:</p> <p>AC reported that the PC has set up 5 subgroups complimenting the school improvement plan:</p> <p>Cost of the school day: Inclusion, wellbeing and equality (which covers nurture room, sensory room and playground), School Communication; Pupil reporting; School spaces (looking into improvement of school foyer)</p> <p>Action: Everyone to think whether there is anyone they know who could help with school spaces eg interior designers, joiners, architects...</p>	28.11.18	ALL

<p>9.</p>	<p>Litter pick update</p> <p>Very successful event with lots of parents and teachers in attendance. Huge difference made to forest school area.</p> <p>Next steps: waterproof jackets requested for the kids as many do not come to nursery with appropriate clothing to make use of the forest school.</p> <p>Action: DC to liaise with Cath Patterson on ordering 25 jackets</p>	<p>6.11.18</p>	<p><u>DC</u></p>
<p>10.</p>	<p>Good Deed Passport Update</p> <p>Final passport design has been produced incorporating feedback from the school and from the PTA. Printing now needs to be organised</p> <p>Action: DC to organise printing</p>	<p>6.11.18</p>	<p>DC</p>
<p>11.</p>	<p>Christmas card update</p> <p>TK to provide details of online Christmas card company to PTA</p>	<p>1.11.18</p>	<p>TK</p>
<p>12.</p>	<p>Race Night</p> <p>KB not present so discussion deferred until next meeting.</p>		
<p>13.</p>	<p>Coffee morning:</p> <p>Friday 9-10am. Call out for baking on FB and school pigeon required. Agreed that donations rather than priced goods works better as seen at the very successful community event</p> <p>Action: LC to advertise on FB & pigeon</p>	<p>1.11.18</p>	<p>LC</p>
<p>13.</p>	<p>Leavers sweatshirts</p> <p>Helen Beasley (HB) has sourced a company who will charge 13.50 per sweatshirt. But suggested people either get the choice to pay 13.50 or 5.00 to cover costs for those who can't afford them. P7s have written a letter to the head requesting that they allow sweatshirts</p> <p>HB suggested that PTA fund new school ties for P7s instead of t-shirts</p>		<p>JD</p>

	Action: JD to speak to the teachers and respond to HB and to the students letter asap	31.11.18	
4.	<p>Discos</p> <p>Dates required for discos to ensure DJ booking and parent help</p> <p>Action: JD to confirm dates asap</p>	31.11.18	JD
14.	<p>A.O.B</p> <p>Halloween VH noted that many parents felt the school had not done anything to celebrate haloween and this was dissappointing compared with other Midlothian schools. The idea of a haloween disco next year was suggested. Action: To be discussed nearer the time and parents who have concerns about school management are encouraged to attend PC meetings.</p> <p>Reverse Christmas calendar: DC noted that a parent had suggested the school take part in a reverse Christmas calendar. It was agreed that with the requests for donation to Storehouse and the school fair we did not want to be asking for more from families at this time. It was also noted that the school good deed passport will encourage children to think of others. It was suggested that there could be a box at the Christmas fair for children to donate gifts (the PTA could sift through these for those that were new and could be donated to Christmas giving charities andf others that could be given to local charity shops)</p> <p>Tuck LJ suggested that children should be given the option to chose and apple rather than buy tuck at break time and put their tuck oney in a collecting box for charity.</p>		

Date of next meeting Wednesday 28.11.18 to be held at the Justin Lees