

<b>MEETING NAME</b>	PTA meeting
<b>LOCATION:</b>	Justin Lees pub, Eskbank
<b>DATE OF MEETING :</b>	29.01.19

<b>ATTENDEES:</b>	Treasurer, secretary, comms officer, and six other
	School rep: Jamie Dougal
<b>APOLOGIES:</b>	Miki Johnstone, Kate Bremner

ITEM	ACTIONS AND INFORMATION POINTS	Deadline	Owner
1.	<b>Previous minutes:</b> No issues with content		
2.	<b>100 Club winners (Aoibhe O'Callaghan AC)</b>  Dec: Alan Haddow £20.00  Ed Jupp £10.00  Zoe Cambell £10.00  Jan: Fiona Harris £20.00  Helen Robinson £10.00  Zoe Campbell £10.00  Action: Laura Cockram to post on pigeon and FB	5 <sup>th</sup> Feb	LC
3.	<b>Coffee mornings:</b>  Decision to avoid clash with McMillan coffee morning which is on last fri of month.  Can't change time to later to suit more carers as the halls are busy so 9am must remain.  Actions:  Next coffee morning to be brought forward to 22/3/19. JD and		

	TK to confirm	<b>5<sup>th</sup> Feb</b>	<b>JD, TK</b>
	Need for baking donations to be posted before hand by LC	26.02.19	<b>LC</b>
	Louise Duff to write up checklist of procedure for future events	26.02.19	<b>LD</b>
<b>4.</b>	<b>Quiz Night</b>  Date set for 11 <sup>th</sup> May early evening  Led by Louise Duff – Team: TK, DC, VH. All quiz questions welcome.  Location tbc. Tickets tbc  Action: Louise to speak to Nicky Johnson about potential venues and book	26.02.19	<b>LD</b>
<b>5.</b>	<b>Treasurer's Report - SR</b>  Main account: £13,743.44  100 club £682.61  Christmas fair raised £2565.82		
<b>6.</b>	<b>Sensory &amp; nurture room update</b>  £2350 spend including painting has been committed  £1500 raised from grants. Ask from PTA is currently £850.  School comms on nurture room to include PTA support. Comms due out this week.  PTA to fund emotion works training for 2 staff members  Actions:  JD to speak to Mrs Hounsell about involving all children in art project to decorate the room and build school community involvement	26.02.19	<b>JD</b>

7.	<p><b>Other spending:</b></p> <p>JD's current suggestions of playground equipment and choir transport to event all agreed to by PTA</p> <p>LR would like buddy stops, outdoor art, high vis jackets for playground supervisors.</p> <p>Actions: JD to put together detailed wish list of equipment required for playground.</p>	26.02.19	JD
8.	<p><b>Sponsored sports:</b></p> <p>Suggestion that kids raise money either individually or in classes for sports equipment to be done in June for health &amp; wellbeing week.</p> <p>Lead VH</p> <p>Actions: VH to write a brief</p> <p>DC,MJ,SR to feed back to her whether to go for kids fundraising or kids doing challenges in order to secure PTA money (to reduce demands on parents)</p>	26.02.19	VH, DC,MJ
9	<p><b>Comms vacancy:</b></p> <p>LC to step down at Easter. New person in place for summer term. LC has offered to support the new person during the summer term.</p> <p>Actions: DC to send comms role description to core PTA team to scope for volunteers. LC to discuss further with VH</p>	8.02.19	DC,LC
10.	<p><b>Summer fair:</b></p> <p>Date: 1<sup>st</sup> June</p> <p>Actions: JD to check date with school</p> <p>Xmas fair team to write lessons learned doc</p> <p>DC to discuss plans with old committee subgroup</p> <p>Main coordinator needed</p>	26.02.19	JD, DC



15.	<b>Name tagging for P1s</b> Agreed that this was too onerous for PTA. JD noted that lost property was not a big problem at the moment. No action		
16	<b>Other fundraising ideas</b> No additional fundraising needed for 2018/2019		
17	<b>Good deed passport</b> Prizes: £10 gift voucher, one per year group Action: DC to follow up on creation of certificates	18.02.19	DC
18	<b>AOB</b> Action: Easyfundraising – savings to be made booking holidays through it. LC to advertise on FB and pigeon	18.02.19	LC

Date of next meeting Tuesday 26<sup>th</sup> February to be held at the Justin Lees