**KINGS PARK PRIMARY**

**PARENT TEACHER ASSOCIATION MEETING MINUTES**

**DATE 29th SEPTEMBER 2020**

**8PM**

1. **ATTENDEES:**

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| Diana Challands | Chair |  |  |
| Karen Chojnowska | Deputy Chair |  |  |
| Laurent Yahi | Treasurer |  |  |
| Barbara O’Loughlin | Secretary |  |  |
| Mrs Finlay | School Representative |  |  |
| Louise Duff | Thrift shop rep |  |  |
| Ramone Albishawi |  |  |  |
| Bryony Lanchester |  |  |  |
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| Item | Review of Open Actions |
|  |  Items remain open but have been progressed**Actions*** Diana to finalise dates for Halloween disco and give Karen details for flier.
* Karen to look into virtual raffles.
* Karen to email Christmas cards documents to school when ready.
* Mrs Findlay to confirm number of students in each class for Karen to arrange packs.
* Committee to send Mrs Findlay dedicated PTA email account together with personal emails of committee so that in future she can send all emails to PTA account aswell as the committee members to ensure emails are received by PTA.
* Mrs Findlay to confirm dates that might suit for Halloween disco dates. 28th, 29th and 30th suggested options.
* Louise Duff to arrange thrift shop tidy up.
* Laurent to liaise with Aoibhe re 100 club licence.
* Laurent to contact Zoe Orr re updating of PTA page on school website.
* Committee to meet and brainstorm ideas in respect of Christmas fair.
* Laurent to at HMRC in respect to paypal account.
* Mrs Findlay to look into Connect membership. Council may have paid this but PTA need confirmation that insurance in place.
* Karen to continue her work with respect of communications and sharing fundraising activities on facebook.
* Karen progressing paperless raffle ticket options and will continue to research this.
* Ramone and Mrs Findlay to meet to discuss a project to maximise and redesign learning spaces both internally and externally and her work with the University of Edinburgh and potentially involving Kings Park.
* Committee to purchase good coffee machine for teacher’s staff room as suggested by parents.
* Barbara review application for funding from developer.
* Mrs Finlay (in respect of the developer funding application) to confirm that at this point it would be open to the possibility of having developer name attached and publicity.
* Mrs Finlay to respond to Council’s offer to meet to discuss outdoor shelters at the school. Ramone and/or Barbara to also attend. Barbara to send Mrs Finlay Rachel Tulloch’s (Midlothian Council) contact details.
* Mrs Finlay get back to Karen re Christmas cards.
* Mrs Finlay to ask Mrs Renton about playground being used to sell Christmas trees to raise funds.
* Committee to all look at link Diana sent to Virtual Christmas fair template for discussion at next meeting.
* Mrs Renton to discuss IT needs with Digital Services and report back to us with exact requirements and costings.
* Louise to arrange a group of parents to sort out of thrift shop and following on plan bookable timed entry for parents on a Friday (Diana and Louise to discuss how this would work separately).
* Mrs Finlay to look into conditions around and confirm access in respect of the playground tidy up. Committee look into how to run playground tidy up safely and arrange a date or dates.
* Bryony and committee to look into and move forward recipe book and fun day out books.
* Mrs Findlay to forward/chase Year Book invoice so PTA can pay for this as arranged.
* Laurent to send cheques for 100 club to school office.
* Laurent to contact Morrisons re clothes bank.
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|  | **Treasurer’s Report** |
|  | 100 Club - we have £795Main account we have 7,981PayPal - £229 |
|  | **100 Club Winners** |
|  | September DrawName and amount wonJohn Hackett 15Ruth Smart 10Helen Beasley 1050% prizes 50% funding for school (average 500 a year for school)Note that Aoibhe still maintaining 100 club account and Laurent awaiting access, in progress. |
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|  | **Communication Role**Karen leading scheduling of communications and strategically planning reminders and reviewing communications plan for the year. |
|  | **Activities and Proposals**Current activities include 100 club, fairs, gofunding, easy fundraising page, stamptastic, paypal account and donate button on school app.Halloween disco discussed. Diana has contacted DJ Miss Sugar and has some success in potentially arranging something for both the upper and lower school. Dates proposed are 28th, 29th and 30th October.Christmas cards being arranged by Karen who will liaise with school to move this forward.A potential opportunity for the school to be involved in a project that would encourage the children and staff to enhance and maximise the current learning spaces was proposed. Ramone Albishawi presented and discussed the potential inclusion of Kings Park in this project which would involve experts in digital, outdoor learning, interior design etc to engage with school. To be discussed further.Karen proposed a fundraiser to incorporate wellbeing. [www.virginmoneylondonmarathon.com](http://www.virginmoneylondonmarathon.com) and was discussed how this might be incorporated into the schools current focus on wellbeing.Communications and virtual fundraising discussed. Committee to discuss further. Proposal for separate PTA website with link on PTA page of current school website or Classlist app discussed.Application to local developers discussed. Form completed and pending school comments will be submitted as soon as possible.Proposal of helping school and council fund the construction of an outdoor shelter either temporary or permanent to facilitate the children being outdoors as much as possible was discussed. Barbara provided an update on this and it was noted that there is a very keen interest in the parent community as a whole to have outdoor shelters for the children. The council have now confirmed that they will meet with the school management and the PTA to move this forward. Mrs Findlay to arrange a meeting on this with the support of the PTA where appropriate.Proposals for selling Christmas trees put forward. Aoibhe with Barbara’s assistance will endeavour to move forward with licencing and pending approval for site to sell trees from will move this forward. Proposal for virtual recipe book and fun day out booklet put forward by Byrony. Byrony reviewing options and working out what might work. In respect of the Virtual Christmas fair Bryony suggested a Christmas story telling experience and recordings of children’s favourite Christmas story.Laurent proposed a Cinema Night project for the P6/7s to take part in. Clothes bank discussed. Karen has done some work on this previously. Pending finding suitable location for clothes bank. Laurent to contact Morrisons.Karen suggested a pumpkin carving competition for Halloween. This was discussed further as to how this might work. |