

**MINUTES
Of
MEETING
PARENT AND TEACHER ASSOCIATION
LAW PRIMARY SCHOOL
THURSDAY, 19 MARCH 2015 AT 7 PM**

1. Welcome and Apologies

Apologies from Alison Conlin and Amanda-Jane Thompson. Mandy Vance was welcomed as representative from Project Play.

2. Actions from Previous Meeting

Most actions have been completed from previous meeting. Regarding games for the classrooms it was felt that we should await collection of games/toys for the May Fair and see if there were any games that could be donated to the classrooms.

Regarding the Race for Life on 30 June 2015, LB mentioned it may be an idea to set up a "Just Giving" page to support both present/past teachers who have been affected by cancer. LB to speak to Jill Wareham in this respect.

Shorts and Shades. It was confirmed this should take place on Tuesday, 16 June and Friday, 19th June (same timings as the Halloween party). GC to book rooms etc.

PTA noticeboard. CD advised Paris Steele happy to pay for a new one with a small logo. Cost was £250. CD to liaise with LB in this connection.

Committee photos – ongoing.

Website/blog – CD now has access. LB wishes old Facebook page to be taken down. CD to speak to Sally in this connection.

Newsletter – photos of new lighting system at school to go on.

Actions:

**LB to speak to Jill Wareham re Race for Life
GC to book rooms for Shorts and Shades event
CD/LB to take noticeboard forward
CD speak to Sally re Facebook page**

3. Constitution

SS has spoken to Eddie Danks and a charities lawyer who advises the Constitution seems to work for what we seek to achieve (charity status). SS advised quorum numbers had been changed to 15 to give a two thirds majority on voting – the number works better. Our objectives are to fund raise to advance education and are fully enough described.

We thought we should keep the Constitution broad regarding sub-committees under the umbrella of PTA as going forward Project Play may disband and provision should be made for other committees being formed.

However, the charities lawyer had advised that it should be minuted that fundraising made from Project Play will be minuted and recorded through the PTA.

Mandy Vance advised that they were having some problems with fundraising as not part of a formal organisation. If they could come under the umbrella of the PTA and gain charity status this would really assist with approaching companies for funds.

They have various planned projects – charity abseil on 14 June at the Fire Station and Alice in Wonderland themed fundraiser at Steam Punk.

AM required more information on signatories, ring-fencing funds for Project Play (should we use current excel spreadsheet). GC mentioned a separate account. However, the Committee felt that there was not too much activity – and if clearly marked – that Project Play monies should be logged into the PTA Account.

The PTA supported appointing a Project Play Sub-Committee and have agreed that we shall hold funds for the purpose of progressing playground restructuring going forward. Monies held with Law Primary at present will be transferred to the PTA account and logged going forward with a clear paper trail. Anne McIntyre (Treasurer for PTA) will liaise with Anneli Lyon (Project Play) and Val Clarke at Law Primary in this respect. MV advised that a play “Container” shall be arriving in the Easter holidays and a cheque will be required for £3,000. Project Play have around £6,000 held on the school account at present.

SS will forward the final draft of the Constitution over the weekend. All PTA members to read and confirm to SS they are happy as it stands. The Special Meeting shall then be held at 11.30 am on the following Friday, 27 March at 11.30 am. There was no provision in the present Constitution to give a certain timescale re notice and it was felt the sooner the better. SS advised that the forms for charity status seemed straightforward and she would draft those after the Special Meeting was held.

The PTA agreed that the email to parents sending the Constitution should come from Jill Wareham being the permanent Trustee going forward. SS/LB

to draft email to send to Jill Wareham for approval. Time was felt of the essence giving upcoming events and the money that could be gained with charity status.

Actions:

SS to finalise Constitution to send to PTA members

PTA members to read Constitution and report back to SS

AM to liaise with Anneli Lyon and Val Clarke re Project Play funds

GC to book room for Special General meeting on Friday, 27 March 2015

SS/LB to draft email from Jill Wareham to parents

4. May Fair

LB advised that Cala had agreed to pay for the marquee (£102.50). LB had approached Walker Homes regarding paying for the inflatable obstacle course (£180) and we were waiting to hear back. LB had also approached Aldi re the BBQ but they have advised they choose their charities. The Round Table should be approached – CD will approach. CD mentioned a Hog Roast – LB/CD may approach owner. JPs would do a hamper and the usual restaurants would be approached for potential prizes.

LB advised there should be 10 good raffle prizes. MV mentioned having a grand prize draw sending books of tickets out to parents however it was thought there may be a problem with gaming/gambling laws. We could put 10 strips in the children's reading packets and parents could choose how many to buy or not. We would like to have our own sweet stall this year as we could probably make more. Stalls/events would be:-

- Teas and coffees
- Raffle (to be announced at 1 pm)
- Win a bottle stall
- Coconut stall – need twice the amount from last year
- Sponge the teacher stall
- Inflatable course
- Messy church – coloured sand bottles
- Face painting – CD has advised that a couple of volunteers have contacted her already.
- Isla should be asked to design poster again
- Book stall (old and new)
- Toy stall
- Gardening stall
- Cools
- Sweet stall
- Home baking stall
- BBQ – LB's husband would run this (approach local butcher)
- Tombola for both adult and child
- Beat the Goalie
- Balloon modeller (LB has contact who may be able to do this).

- Hat/scarfs etc. stall with empty picture frame.
- Local businesses (£15 per stall and donation to raffle)
- East Coast FM (AC will speak to Mrs Baillie).

GC advised rooms had been booked 9 am to 3 pm although the May Fair will run from 11 am to 2 pm. GC asked if anything additional should be added to the risk assessment from lessons learned last year. PTA advised there were no incidents last year and the risk assessment was fine.

BC would email for volunteers and the companies to see if they were interested in setting up stalls. Thought it may be an idea to send a list of duties on the day to parents and they could choose. This would be done after the Easter holidays.

Actions:

CD/LB to approach Round Table and Hog Roast Company/face painting volunteers/balloon modellers

Letters to be sent to companies re stalls

PTA to obtain raffle prizes

AC to speak to Mrs Baillie re East Coast FM

5. Financial Report

AM advised the audit had been passed and Fiona had made a few recommendations as noted below. AM advised this is the current financial position as at 12 March 2015.

Statement as at 12 March 2015:

Account Balance: £3554.53

Less Project Play Finances:

Giro 502 - £836.50 (Onesie and cake sale)

Giro 503 - £258.00 (Enjoy A Ball)

Giro 504 - £298.71 (Cake Sale)

Total Project Play Deposit payment of £1393.21 to date.

PTA fund balance: £2161.32

With unpresented cheques – Total £32.66

for :

£7.00 - Bryony Capaldi (Monster Ball expenses) November

£14.97 – Helen Menzies (Gardening Club) March

£10.69 – Lorna Baron (Auditor gift) March

Total available PTA funds: **£2128.66**

(less £1000 kept aside for playground maintenance)- £1128.66

UPDATE:

AM apologised for the lack of updates over the last few months. There had been little traffic through the account, as we have had no fundraising events since Monster Ball and Cauliflower Cards.

The following expenditure was incurred for the period 03 December 2014 – 14 January 2015

- £50 – Fingers and Thumbs (Monster Party)
- £37 Gardening Club
- £200 – Nordorff Robbins donation
- £441.92 – Xmas Party snacks
- £8 – Xmas gifts for office and Janitors

Audit report for 2013/14 accounts

There were a few recommendations from this audit which will be noted and taken forward.

- Missing Receipts – the best procedure when a receipt is missing is to have the person claiming the expense to sign an outline of the expense and another member of the committee to countersign that expense claim. This gives some reassurance that the expenses were incurred as stated and that another member of the committee knew about it.
- Where Minutes are used as back up for Accounts, and decisions on expenditure, ensure that Minutes are clear, highlighting discussion had, and figure agreed.
- Clearer reporting on income for fundraising events. i.e, ensure that there is a copy of the flyer for the event, showing cost charged, as well as breakdown of money banked. Cost of tickets and number of tickets sold etc.
- Expense claims – all claimants must complete a claim form, detailing amount, purchase and purpose. This must be signed by the claimant and PTA

signatory, and should be attached to the receipts presented. All expense claims should be made within 4 weeks of incurred expense.

New Constitution/Project Play. Further discussion to be had when Project Play come on board, with regard to finances (See Minutes above – point 3).

It was noted that there is a £1000 Maintenance fund – AM seeking clarification on this requirement. (After CD speaking to Fiona Reville – the £1,000 to be held is in respect of the PTA putting in past playground equipment. The Council agreed to it provided that the Council did an annual inspection which would be paid for by the PTA, approx £100. The PTA was also responsible for the maintenance of the equipment and was required to have an amount set aside to cover repairs. The amount agreed was £1000 which was a percentage of the cost. This should be written in the original contract regarding the installation of the equipment).

6. **AOB**

SS thought it might be good to have an “end of school” t-shirt for P7s or a sports day t-shirt that could be used for gym with the child’s house name/colour on it.

100 Club – AM to speak to her husband Stewart about this as North Berwick Rugby club run a similar fundraiser. It was thought a 60/40 split would be appropriate with £2 per month being requested from parents. We could replicate what the High School were doing. It was thought we need a Council Licence for this at £30 initial outlay and £10 annually thereafter (tbc). We may need someone to take this on to check monies coming in etc.

Book of Condolences for Mrs Barbour. LB to attend to entry from PTA.

Actions:

AM to speak to husband re 100 Club

LB to put entry in Condolence Book from PTA

7. **Date of Next Meeting**

It was agreed that the date of the next meeting should be **Thursday, 23 April 2015.**

Action: GC to book staff room