

# Pencaitland Primary School PTA

Scottish Charitable Incorporated Organisation

Scottish Charity Number: SC042585

## Minutes of Meeting

22<sup>nd</sup> October 2012

### 1. Attendance and apologies

#### Attendees

Charlotte Taylor (Chair)

Celia Dean (Treasurer)

Mat Ford (Secretary)

Marie Campbell (Teacher representative)

Mary Rodger (Teacher representative)

Janis Ward

Tim Neighbour

Gillian Coghlan

Viv Smith

Pam Cunningham

Gill Sinton

Mandy Ramsay

Alison Mells

Apologies were received from Ian Archer, Lisa Davie and Sean Ramsay

### 2. Calendar update - Janis

All images have been received from school and incorporated into the template. Janis still needs to update sponsors/advertisers and to include updated dates for PTA events etc. Printers have quoted £224 for 150 copies unbound.

Advertisers - 2 have pulled out - Janis has spoken to some others and will continue to chase this up. Once we find out who is willing to go ahead with advertising we will invoice them. Celia offered to help chasing people for unpaid advertising bills. It was suggested that consulting Local Life magazine could help as it provides listings of local businesses.

Charlotte and Alison offered to help with binding printed calendars. Printing was taken care of in a day last year, so Janis is not too worried about that.

Calendar order forms to be distributed after fireworks - using the same form as last year, hopefully from Google docs.

### **3. Hooked on books week**

Charlotte updated the PTA on this upcoming event, which is being organised by interested parents, the school and the Parent Council. Money will come to the school for supporting this. An information pack will come through to parents in the next day or so. All sponsorship funds raised will go back to school to support learning. The PTA have funded the prizes. Charlotte encouraged the PTA to get behind the event to increase sponsorship and encourage the children's reading. The event will be launched at assembly on Friday this week.

### **4. Fireworks**

Viv distributed posters to the committee who volunteered for various locations around the county to post fireworks information. Charlotte reminded the c'ttee that posters could be left up for a maximum of 28 days, so individuals are responsible for taking down any posters that they put up.

DJ – Calum from East Coast FM has been allowed to do this for us if he can bring a bucket to ask for donations for East Coast FM to raise funds to obtain an upgraded broadcasting license. The c'ttee agreed this. Charlotte checking with school whether they are in agreement that we can use the school PA system, alternatively we will hire.

Viv to source two additional gazebos, potentially pricing and buying some if none can be found from the parent body.

Flyer needs to go out to ask for volunteers to help c'ttee staff the event. Charlotte will send out flyer tomorrow, staff will put up list in staffroom to find additional volunteers.

PTA discussed glowstick options and decided to stick to just glowsticks. Mandy will find best price and order glowsticks.

Sponsorship to date is committed from CFA, Community Council, and East Coast FM.

### **5. AOB**

Mandy mentioned that Xmas crackers are ordered - £65 for 250.  
Viv will take care of ordering Santa presents for Nursery/P1/P2.

Infant library update - Mandy will ask Dave to get the job done by beginning of December, or alternative arrangements will need to be made.

### **6. Next meeting date**

Wednesday 28th November, 7.30pm, Winton Arms