

# Pencaitland Primary School PTA

Scottish Charitable Incorporated Organisation

Scottish Charity Number: SC042585

## Minutes of Meeting

28<sup>th</sup> November 2012

### 1. Attendance and Apologies

Charlotte Taylor – Chair  
Celia Dean – Treasurer  
Matthew Ford – Secretary  
Fiona McCartney – Staff representative  
Ian Archer  
Viv Smith  
Alison Mells  
Tim Neighbour  
Pam Cunningham  
Gill Sinton  
Gill Coghlan  
Marie Campbell – Staff Representative  
Lisa Davies

#### Apologies:

Mandy Ramsay  
Sean Ramsay  
Janis Ward

### 2. Treasurer's report

Calendar has £900 sponsorship to date. Flyer to go out on Monday to advertise availability to the parent body. Celia prepared and circulated an update of PTA finances which details funds banked, income to date, expenditure to date, forecast income and agreed future spending. Hopefully get French club re-organised after Xmas.

### 3. Secretary's report

Mat will upload minutes to school blog now that it appears to be functional again. Lisa Davies still needs to complete a charity trustee form – Mat provided a form to Charlotte to pass on to Lisa for completion.

### 4. Update from school staff

Hooked on books was a great success. Kids liked lunchtime sessions and being able to spend their break reading. Infant library is fitted, now just waiting for furniture to arrive. Expect to have this ordered and in place by Xmas.

Next thing is Xmas party, presents etc. Fund for staff to go and buy decorations. Decorations are required by week of the 10th Dec.

## Pencaitland Primary School PTA – Minutes of General Meeting

Charlotte mentioned that we are still waiting for a design for outdoor play area from Emma Kerr and a team of pupils. Spending of remaining funds is contingent upon this plan. We may even be able to apply for another grant as part of this. School garden has been cleared and Emma is going to take this on as her remit for the coming year and focus on outdoor learning and developing this resource.

### **5. Calendar update – Janis**

Nearly there – adverts all sorted – expected to be finalised this week and sent off to the printer. Reminders to advertisers to pay invoices have gone out recently.

### **6. Santa Pressies – Viv**

Presents for morning and afternoon nursery have been sourced from Haddington supplier (funny face sticker books, and novelty pens, playing cards). P1 have supplier, still looking for something suitable within budget for P2, Hobbycraft/Asda to be explored for potential options. Mandy has done crackers and dropped them off at the school.

### **7. Fireworks feedback – Ian**

Some sponsors/advertisers still have outstanding invoices. Tim will chase them for payment.

2011 – 1750 people, this year 1400 people, which isn't a huge drop considering competition from Haddington. Sold 600 tickets in advance. Per head - £5.70 – in reality a few people spend a lot, most don't spend anything (beyond the ticket price).

Food was down £1000 – may have been a non-payment issue. Glow sticks were down, gate was down, fireworks cost £550 more. Soup and hot chocolate were in high demand, mulled wine went, home bakes.

Venue was good, having road closed worked very well. Ralph Averbuch and Shamin Akhtar engaged to see if Haddington fireworks committee can be persuaded to ensure they don't clash with our date in future. Need to start at 7pm in future (not 7.15pm).

DJs were a bit out of their depth, but they were local and cheap, did a good job of playing kids requests.

### **8. Hooked on books feedback – Charlotte**

Have had some online feedback. Children have been asked to feedback this week as a class activity either in class or as homework for the infants.

### **9. Fundraising Plans for next year!**

Ceilidh – Tim volunteers to help organise.

### **10. AOB**

### **11. Date for next meeting.**

Charlotte will circulate a date for a meeting once she has found a date for the ceilidh that the band can make.