

# Pencaitland Primary School PTA

Scottish Charitable Incorporated Organisation

Scottish Charity Number: SC042585

## Minutes of General Meeting

26<sup>th</sup> October 2011

### Attendees

Charlotte Taylor (Chair)  
Celia Dean (Treasurer)  
Mat Ford (Secretary)  
Mary Rodger (Teacher representative)  
Ian Archer  
Andy Cadzow  
Emma Hack  
Alison Mells  
Mandy Ramsay  
Gillian Sinton  
Viv Smith  
Sophie Stein  
Janis Ward

### 1 Attendance and apologies

Tim Neighbour sent his apologies. Sean Ramsay was away.

### 2 Minutes from last meeting

Minutes of general meeting held on 21<sup>st</sup> September 2011 were distributed to all members by email on 30<sup>th</sup> September. No comments were received and these have now been uploaded to the school blog and their availability announced.

Mat reviewed the minutes of the previous meeting for outstanding actions and reminded Ian that he was going to explore getting a JustGiving account for the PTA and Mary that the teacher representatives were to supply a revised cost estimate for library work.

### 3 Update from Chair

Charlotte requested that members exercise some restraint when sending email to the whole group as that is often not necessary and can lead to people feeling they are receiving too much email.

**a. 10k Fun Run**

This will be on 24<sup>th</sup> March 2012. The playgroup would also like to participate in this event. The PTA discussed how to distribute any funds raised between the PTA and the playgroup.

**b. Feedback from nursery sponsored walk**

Raised £670, hoping to do another sponsored walk with the afternoon nursery.

**c. Library area**

Dave has proposed putting together MDF shelving units, varnished, fitted, 4ft tall, 4 shelves on each unit, not adjustable for between £450 and £500.

Mandy will have drawings in the next day or two and will drop them in to the school.

School are keen to get this done ASAP. Mandy will ask Dave about when it can be done tomorrow. OK to proceed.

The PTA agreed to the school progressing with seating now.

Mandy also mentioned that the Xmas crackers have been ordered and will arrive Dec 1<sup>st</sup>.

**4 Feedback from the School**

Mary asked whether the information supplied for the calendar was all OK. Only the material requested from the nursery was still outstanding. Mary offered to help chase that up.

Mary explained that the teaching staff were most interested in hearing about library progress and an update on the fireworks.

Charlotte requested cost information for books. Mary agreed to make enquiries.

**5 Secretary's update**

All OSCR charity trustee forms have been submitted to OSCR.

Updated, signed constitution and OSCR documentation has all been scanned and uploaded to Google docs.

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Blog posts since last meeting promoting Fireworks, announcing the availability of the minutes of the last meeting and announcing the availability of fireworks tickets.

Mat has started reorganising the PTA subsection of the school blog – keen to hear any comments about how to proceed with this.

### **6 Treasurer's update**

The cashbook has not been updated lately due to Celia being too busy with the nursery work, however, there has been little movement in the bank account since our last meeting. The main movements were French Club fees have been banked and wages have been paid. The nursery costs are being paid for by the school and the PTA will pay for the balance of the cost of the project (after deducting the lottery funding) once the project is complete. A full update will be provided at our next meeting.

### **7 Nursery playground re-development and progress**

Bark chip area has been filled and levelled. Eric is coming tomorrow to inspect. Playframe has been delivered, to be fitted tomorrow or Friday. Wetpour to be poured next Thursday, can manage around the opening times of the nursery.

Shed area has a base, needs slabbed. Mehmet will come along on Saturday – still need more volunteers to help lay slabs.

Need another coat of paint on the railings and fencing before wetpour goes down.

Debbie has done some drawings for the area adjacent to nursery entrance. The nursery staff don't really have a preference as long as it is a usable and affordable solution.

Full Astroturf area is a possibility, Sean has offered to do this, but council require information about specification.

Various other options for re-modelling this area were discussed by the PTA.

Kids liked playing in bark chip, so would be good to keep an old tyre full of bark chip in addition to the sand pit.

Important to incorporate some natural planting in addition to the Astroturf so it's not all synthetic.

### **8 Fireworks update**

Ian gave an update on progress with the fireworks event. The date change meant primary times had wrong date. Will put advert on Forth FM every day next week.

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Will have someone on gate on Sunday 6<sup>th</sup> in case anyone shows up. Main thing now is getting volunteers – form has been distributed to parents. Police have requested that we ensure no traffic (except residents and disabled badge holders, who should park in TE) on side road. Need to add actions re tidying up to plan.

Mary explained that they usually put a sheet up in the staff room to solicit co-ordinated support from teaching staff. Teaching staff usually handle the gate.

Alison will collect volunteer response forms.

Posters for children to colour in – we're going to laminate them and put them up around the village – want them back from school this week.

Ian mentioned there is a plan of the fireworks field in the PTA dropbox folder.

### **9 Calendar update**

All artwork is in, except for the nursery. Looking for an image for one of the months – could do collage of kids doing sports activities – 'budding olympians' – sports day? karate? Mary offered to follow this up with the teaching staff. Still waiting for term dates for next school year.

Spring Fayre date – 19<sup>th</sup> or 26<sup>th</sup> May – Mary Rodgers will check with Mrs. McCall. Fireworks 2012 – Sat 3<sup>rd</sup> November – Ian will double check at this year's event – to confirm in time for printing calendar.

It was suggested that we add some of the community dates, e.g. playgroup, football...

The PTA discussed pricing for the calendars and agreed to £4 each, 3 for £10.

It was agreed that getting flyers out by the last week of November would be best, to allow people time to send calendars out as presents.

Geoff Little is to receive a full page add, for half-page price. Gill will contact him.

Council have agreed to provide some bags for the calendars for free.

It was agreed to start with a print run of 150 and to continue exploring binding equipment options.

### **10 AoB**

Scot's Week Ceilidh – Charlotte circulated details of the proposed family ceilidh to the PTA. The proposal to organise this fundraising event was supported and several members offered to be available to help on the night.

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French club - haven't had feedback forms due to cancellation. Some parents have asked about special options for people with more than one child. The PTA agreed to keep fees at their current level, but to offer a discount to anyone with more than one child attending who made a request for this consideration.

Ian Glass in Haddington have a van that we can use for free (we pay for fuel) if we want to use for collecting jumble or whatever.

### **11 Date and time of next meeting**

21st November - 7.30pm, originally planned to be in the Winton Arms, this will now be held in the school to allow P7 to present the results of the survey they conducted during the PTA fireworks event.