

Pencaitland Primary School PTA

Scottish Charitable Incorporated Organisation

Scottish Charity Number: SC042585

Minutes of General Meeting

21st November 2011

Attendees

Charlotte Taylor (Chair)
Celia Dean (Treasurer)
Mat Ford (Secretary)
Marie Campbell (Teacher representative)
Ian Archer
Emma Hack
Mandy Ramsay
Viv Smith
Janis Ward
Sean Ramsay

1. Attendance and apologies

Apologies from Sophie, Tim, Alison and Gill.

2. Minutes and actions from last meeting

Mat circulated minutes from the last meeting to all members two weeks ago. There is one outstanding comment from Celia that needs to be addressed before they are published. All matters needing attention are on the agenda for this meeting.

3. Calendar update

Content is all complete. The artwork is ready to go - better front cover to go on etc. binders have been ordered at trade price - files will be sent to Wendy as soon as Janis gets her computer out from under a virus infection and then we should have the prints back and can do the binding. We can use the school's binding machine - need to pick a date and some volunteers for this - will decide once calendar is back from the printer.

Janis will do some test runs to see what the best process will be, then seek extra volunteers if needed. Viv offered binding machine from her work. Wendy has also offered to help out if we get stuck. The initial print run will be 150, can order more if needed. Flyers have gone out this week, so hopefully we'll get an early indication of how many to print. Advertising slots are all filled - some free – around £900 total.

4. Nursery development and official opening

Official opening is on 29th November at 10am. Invitations to attend will be made widely to make it an event for the whole community.

Construction work is nearly finished. Sean has some work to complete this week.

Charlotte has various ideas about what to do with the logs that have been left from the felled trees including a collection for transient artworks. Trellis will be painted tomorrow. Paul will close the gap between fence and shed this weekend. Need to order wood chip for later this week when logs are clear of the area.

Money-wise we are close to having an understanding of what invoices are where with Catherine. Abacus have yet to invoice us for the wetpour. We are not being charged for the shed removal work.

5. Winning designs for PTA competition

We have selected designs and will discuss how to produce the final result.

Charlotte will get purchase some art/craft related prizes for the winners. Celia will attend assembly this Friday to present to winners.

6. Feedback and requests from the School, update on progress with library area

Wood has all arrived for the library area. Dave thinks Friday afternoon would work best, probably not this Friday, but next (2nd December). Mrs. Kerr will find it difficult to get chairs in person, she could order online and have them delivered. The PTA agreed to delivery costs of £10.

Marie Campbell expressed sincere thanks from the school to the entire PTA for all the work on the library area and the new nursery playground.

7. Ceilidh event planning

Charlotte suggested we root out fairy lights early - decorate hall in the hour before the ceilidh starts. Music/lighting - what's available in the school? Food – need to consider including a gluten-free option. Mandy may be able to conjur up another chilli/baked-potato fest. Charlotte has a number to call to find out if we can use the school kitchen. Angela would make a good assistant - has experience of large-scale catering. Initial flyer could offer choice of baked potato/stovies - could get tub of ice cream, perhaps gill would do some soup - keep it simple.

Maximum attendance is 150. Band are free. Mandy will do punch if she's not working. Mandy/celia will do the Costco run. We will include a drink in the ticket price. Charlotte will get flyer out tomorrow.

8. Fireworks event and summary of feedback

Lots of positive feedback, including from the police. Ian has a detailed review that he will send round. Hopefully we will get the same field in future years. We have now got a magnet for collecting nails in future. Pyromancer are booked for next year - will try to pay deposit ASAP. Feedback from P7s - will schedule this for next meeting.

9. Update from treasurer

PA eqpt. is next big spending proposal. The specification is very flexible to provide speakers and microphones at both ends of the hall and a wireless microphone. Humble managed to get a lot of money from a windfarm company. Celia has made initial enquiries, response has been positive although we don't have an answer yet. The quote is about a year old now - £3k for equipment, £3k to fit. We could find alternatives for fitting - probably a good idea to enquire about why fitting cost is so high to understand what we'd need to do to fit ourselves. There is an £8k quote that includes new curtains.

Sarah K-E is going to get additional quotes, then will take it up with windfarm co. If answer is no, we will offer partial funding - if that fails, we'll fund it. But need to work on revised quote to understand what we can fund.

If we can fund PA upgrade from elsewhere, then we need to get something new on the spending list that the kids will appreciate - slides, climbing frames, etc. We could come up with a shortlist of viable options and get input from the children.

Mandy suggested we could get a local bookshop to help organise authors to come in to school and give readings - could use different authors for different age groups.

Whiteboard bulbs - can we get a projection of when these are likely to need replacing and put some funding aside for these - or is there money in the school budget for these? Peter Kingsbury would be able to advise on this.

10. AoB

10k venue - can't get school let for a Sunday. Charlotte will ask Winton Estate if we could move the event to Saturday, otherwise we will need to consider whether to keep the event at the school and incur greater costs, or move it to the playgroup venue. Janis needs a final date for the calendar, or will need to remove the event from the calendar.

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Gifts - coming along - Viv is struggling to find some suitable things but will make a trip to Asda. Charlotte made some suggestions for things on Amazon. Budget is £2.67 per person, further suggestions welcome.

Ian confirmed the date of the PYFC Football Festival - 17th June.

Dropbox - was very useful for the fireworks - Janis has used it for the calendar. We can share documents with Dropbox in the same way as Google docs, using the Dropbox website. Installing the dropbox client isn't necessary. Dropbox will ensure document formatting remains constant.

Ian will setup dropbox folder with the same file structure as we have on Google docs and copy content across.

Angela Cook has approached the PTA. She is willing to make curtains for the school, but would like help with funding for material. All classrooms had new blinds last year, so it's not clear that this is necessary. There could be an issue with reflections on whiteboards, but this would only be in certain classrooms. The PTA agreed to look at the requirement for this across the school given that there were new blinds in all the classrooms recently and also considering that any material used would need to be fire retardant.

Disclosure – the football club system is working (Sean has received his). All that is needed is to phone CRBS, tell them that your organisation needs to have people disclosed - charity status makes form filling easier - identify collator (they accept application forms for all those wanting to be disclosed) - there is also a signatory role (doesn't have to be the same person as collator) - good idea to have more than one signatory - CRBS do all the work with Disclosure Scotland - this is called PVG scheme membership.

Mat to contact CRBS. Ian, Mat to be signatories. Ian will email Mat his disclosure certificate number.

Charity status for tax purposes came through. Mat to explore establishing a Justgiving account.

Sponsored walk - Gill will work through to try to claim gift-aid back.

11. Next meeting

Feb 1st, 2012 - P7 to make their presentation at this meeting

Mar 7th, 2012 (Mat not available to take notes on this date)