

Pencaitland Primary School PTA

Scottish Charitable Incorporated Organisation

Scottish Charity Number: SC042585

Minutes of Annual General Meeting

4th September 2013

1. Attendance and apologies

Attendees

Charlotte Taylor (Chair)

Celia Dean (Treasurer)

Mat Ford (Secretary)

Mary McCall (Headteacher)

Fiona Macartney (Teacher representative)

Janis Ward

Tim Neighbour

Sean Ramsay

Loreen Pardoe

Carol Snow

Apologies were received from Viv Smith and Ian Archer.

Mandy Ramsay, Alison Mells, Pam Cunningham and Gill Sinton have stepped down. Charlotte mentioned that Debbie Riley has expressed interest in joining the PTA, also Scott Hoy may be interested in helping with the fireworks. Charlotte is also hopeful that Louisa Armstrong will be willing to take over the PTA chair role in 2014.

2. Minutes of the 2012 AGM

Minutes of the 2012 AGM were circulated in September last year. Minutes of the 2012 AGM were briefly reviewed and proposed as approved by Mat Ford. Seconded by Tim Neighbour.

3. Chairperson's report

Charlotte thanked those members staying on the PTA for another year. Charlotte introduced the new attendees to the regular PTA events, calendar, fireworks, ceilidh, fun run, spring fayre etc. Charlotte reported that the playgroup are keen to repeat the joint fundraising activity Fun Run in 2014.

4. Treasurer's report and Appointment of Auditor

Celia reported that the PTA had raised £7,300 over the year. Costs were very little over the year for the PTA. Over £4,200 was spent on school projects. The PTA has

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funds of £9,808 currently deposited. Expenditure already committed for the coming year includes £5,473 for playground improvements.

Mary McCall remarked that the school really appreciates getting all the tremendous support from the PTA. Fiona Macartney observed that the library upgrades are a great improvement often commented on by visitors to the school.

Neil McMillan has agreed to audit the accounts.

5. Secretary's report and Trustee update

The Trustee update will be captured in the Annual Return to OSCR. Trustee forms will need to be completed by any new committee members. Mat will update the registers of members and charity trustees.

Mat reminded the committee that the PTA is registered with CRBS for processing of disclosure applications. Mary McCall noted that the recorder group might be looking for new folks – Dorothy Ogilvie will be able to advise nearer the time.

Mat reported that the public liability insurance and gaming licence are current.

6. Appointment of Committee Members

According to the PTA constitution we need a Treasurer, a Secretary, a Chairperson, at least 1 member of the teaching staff and at least two other parent members to form a new PTA committee.

Volunteer(s) from the teaching staff	Fiona Macartney
Volunteer for Chairperson	Charlotte Taylor (PC Liaison), Seconded by Mat Ford
Volunteer for Treasurer	Celia Dean, Seconded by Charlotte Taylor
Volunteer for Secretary	Mat Ford, Seconded by Celia Dean
Volunteer for parent committee member	Sean Ramsay, Seconded by Celia Dean
Volunteer for parent committee member	Ian Archer (in absentia), Seconded by Celia Dean
Volunteer for parent committee member	Tim Neighbour, Seconded by Charlotte Taylor
Volunteer for parent committee member	Viv Smith (in absentia), Seconded by Charlotte Taylor
Volunteer for parent committee member	Janis Ward, Seconded by Celia Dean
Volunteer for parent committee member	Gill Coghlan, Seconded by Celia Dean

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Volunteer for parent committee member	Claire-Ann McShane (in absentia), Seconded by Charlotte Taylor
Volunteer for parent committee member	Scott Moss (in absentia), Seconded by Charlotte Taylor
Volunteer for parent committee member	Debbie Riley (in absentia), Seconded by Charlotte Taylor

7. PTA Spending and aims for 2013/14

Assuming roughly similar income to previous years, the PTA will have £6,500 to spend in 2013/14.

The PTA discussed the usual regular spending items in turn to agree to continue funding them as follows:

Xmas crafts - £30 per class
Xmas presents for P1 and nursery

It was suggested that the amount spent on Xmas crafts could be reduced and instead increase the per-pupil spend on Xmas presents to make them easier to source. The PTA will explore what this could mean for suitable Xmas presents and then work from there.

Xmas crackers – to continue
P1 gym bags – to continue

School trips - £150 per class – some classes are more than others but this still seems to be an appropriate amount for transport for one trip.

School garden - £100 – there is a need for more parental support to help tidy up the school garden.

P7 leavers book – these are greatly appreciated by the leavers and should be continued.

Charlotte suggested distributing nitcombs to each family – expected to be around £150. Celia suggested Nitty Gritty brand combs are the only ones worth getting. Next bug-busting day is October 31st.

Carol suggested a whole school trip to the pantomime. The committee discussed this proposal at some length. There was general reluctance with regards to taking the whole school and some talk about getting someone in to perform at school - perhaps during the book week. No firm conclusion was reached, but it is a good idea.

8. School aims and objectives

Mary reviewed the school aims and development plan for 2013/14.

All staff attended a co-operative learning academy prior to the start of term and the results from that are now being rolled out. Moderation and assessment is ongoing. Work on personal learning plans continues. Health and wellbeing lends itself to outdoor work, which is a strong tie-in with the work on the play area. Plans for this area include some dynamic elements including hay bales, sand and long grass.

Fiona Macartney proposed that the children design Xmas cards and sell these to raise funds for the PTA. This idea was warmly received.

Informal school photos now on display in the school foyer would make a good theme for this year's school calendar.

Charlotte asked whether the school is interested in providing iPads for the children in the long term. Fiona responded that the restrictions placed on the school for IT support may make this difficult. We would need to understand what ELC intends as a strategy and is willing to support.

There is a need for a long-term spending aim for PTA funds, so ideas welcome!

9. Any other business

The sub-committee group for arranging the annual PTA fireworks display needs to be settled soon. Since Mandy Ramsay's departure from the PTA it will be important to find someone with catering skills.

10. Dates of future meetings

Weds. October 2nd , venue TBA

Weds. October 23rd

Weds. Nov 27th

Reading week is March 3-7 Weds. Feb 5th

Weds. April 2nd

Weds. April 23rd – Marshals meeting Weds. May 14th

May 31st – Spring Fayre