**Greenbrae School PTA**

**27 April 2016**

**Present: Apologies:**

Deborah Hopkins (Chair) Lisa May

Fiona Crawford Michelle Smith

Katherine Chadwick (Treasurer) Jenny Sim

Louise Anderson

Teresa Collie (Minutes)

Jen Johnston

Donna Brody

Stephanie Mathers

Mrs Bews

Mrs Powell

**Minutes of Previous Meeting**

These minutes were approved by Jen Johnston and seconded by Fiona Crawford.

**Treasurer’s Report**

The Dress Down day raised £282.90

**Head Teacher’s Report**

Mrs Powell reported that she had received comments regarding the cost to parents of the dress down day. This was discussed at length by the committee and a vote was cast:

£1 per pupil – 4 votes

£2 per pupil – 4 votes

Therefore with the committee split, it was agreed to remain unchanged for now.

There was also a query regarding how the money was spent. The committee will publish how this money is used, or planned to be used. Current spend is on hold until the extension is completed, and the teachers will know better then what equipment is required. There will certainly be a need for ICT equipment and sports equipment, the cost of which is not yet known. The PTA committee is very appreciative of all support received by the parents and works hard to ensure the best use of the money for the whole school.

A request came from the P4-5 Football Team to help buy bibs and footballs. To be discussed further with the team Coach. **ACTION LA/FC/SM**

There is a request for new outdoor play equipment, as the current stock is in poor condition. School to provide a list of requirements to the PTA Committee. **ACTION JP**

The PTA have received a request from Rachel Reid, a former Greenbrae pupil, to sell some hand-made confectionary at the School Fayre to raise funds for a school trip. This was agreed. Letter of response to Rachel. **ACTION DH**

Tote Bags – the images have been completed. Order to be placed. **ACTION LM**

**School Fayre**

The proofs for the Raffle Tickets were approved and can be printed. **ACTION DH**

Meeting to be held with the Church to plan layout and requirements for the day. **ACTION DH/LM**

Stalls and Helpers Required: A timetable will be available at Parents Evenings to allow parents to choose which stall/s they would like to help with. **ACTION TC**

PTA representatives to be present at Parents evenings:

Tuesday – Louise Anderson and Fiona Crawford

Wednesday – Debs Hopkins and Fiona Crawford

Letters requesting raffles/bottles/chocolates to be issued soon.

Further Fayre meeting to be held on 10th May 2016.

**AOB**

We have had a few requests from outside companies to have tables at the school fayre. This was discussed and decided to only have the school uniform table, and Rachel’s fundraiser. TC to respond to requests. **ACTION TC**

Discussed changing the day of the PTA meetings to make it easier for some to attend. To do this, the school would need to contact the Council asking for our Let to be changed. Was decided to keep to a Wednesday for the meantime but discuss again at a later date.

A form has been drafted to standardize requests for funds and was agreed. To be finalized and made available. **ACTION DB**

Discussed changing the day of the PTA meetings to Tuesday. Mrs Powell to check situation with building lets and revert to committee.

**Next Meeting**

Date of next meeting 25th May 6.30pm at Greenbrae School