**PTA Minutes**

**10 January 2017**

1. **Apologies for absence**

Lisa May, Rebecca Wallace, Louise Anderson, Angela Barringer, Donna Brody

**Present**

Fiona Crawford (Chair), Derek Neilson (Deputy Chair), Katherine Chadwick (Treasurer), Yvonne Shek, Steph Mather, Claire Gray, Julie Morgan, Jen Johnston, Mrs Powell, Mrs Bews, Teresa Collie (Minutes)

1. **Approval of Previous Minutes**

6 December 2016 minutes were approved by Derek Neilson, seconded by Yvonne Shek.

1. **Matters Arising from Previous Minutes**
	* Ongoing request for list for new outdoor play equipment
	* Update Constitution, to note voted change (item 15 to show Quorum) still outstanding. **ACTION TC**
	* Tote bags/P1 to be progressed. **ACTION** **LM**
	* Recycle clothes, Permanent Bin on school premises as well as Bag2School uplifts proposal March and June 2017 **TBC**
	* Dress Down day 10th Feb – Poster required **ACTION TC**
2. **Head Teachers’ Report**
* Basketball uniforms – 12 kits were ordered in varying sizes, to be kept at the school and remain property of the school. Total cost £386.98. The team have already been to one tournament which they received certificates for, and won a game!
* iPads have been ordered - awaiting delivery from Aberdeen City Council ICT department.
1. **Treasurer Report**
* Current balance £14,849.73
* Teas and Coffees did well at the school Panto taking in £95.90. Over 2 events and after initial expenses we have made a profit of £70.99 attending school events and selling teas and coffees.
* Christmas disco made a profit of £138.95.
1. **Christmas Disco**

Was deemed a great success.

* Glitter tattoos – need to order more for Valentine disco **ACTION JJ**
* Tuck shop – still got enough supplies for next disco
* Toilet – went well keeping only one toilet available beside the door
* Cleaning Equipment – require mops, dustpan and brush, and anti-bac wipes for cleaning up after events **ACTION DN**
* **Change over from junior to senior collection. Ensure there is a plan in place to safely exit juniors/parents before allowing seniors in.**
* Discussed and elected persons from each year group to collate an emergency class contacts list (name child/name adult/telephone number).

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| P1 | P1/2 | P2 | P3 | P4 | P5 | P6 | P7 |
| Derek | Claire | Julie | Sarah | Steph | Jen | Yvonne | Teresa |

* Will also send letters home with all children – contact details, allergies etc to be detailed and returned to request ticket/s to the school. **ACTION TC**
1. **Disco 17 February 2017-01-17**
* Helpers – 12 required (minimum) for each:

 **Juniors**

 Derek, Julie, Katherine, Claire, Fiona, Sarah

 **Seniors**

 Steph, Yvonne, Derek, Katherine, Julie, Jen, Fiona, Teresa

More volunteers required **ACTION SM**

* Poster to include allergies – **ACTION TC**
* Price increase was discussed – voted to remain the same 9 to 1
* Tuck/Juice for Cash & Carry **ACTION FC**
* Risk assessment – **ACTION DN**
* Book next few discos 23 June 2017 – Steph to check with Chris. See how Roadrunner are before making any block bookings.
1. **New Tea/Coffee Sales at Events**

Tea and coffee sales went very well, FC gave thanks to Julie and the team for setting up.

1. **11th March Market Update (Deputy Chair)**
* Need to create a sub-committee to organise and will require another meeting soon to progress – **ACTION DN**
* Need around 20 helpers. We won’t need to man all the stalls.
* Considering £2.50 entry fee to include raffle, tea and roll.
* Stall holders to be asked for raffle prizes
* DN to look into license requirements for alcohol merchants
* Hygiene certificates required for teas/coffees/hotdogs
* Advertising will need to be done soon – distribution of leaflets
* Stalls Owners Booked (including emailed stall owners)
* Purchase list/order of food drink cups Cash and Carry
* List of required jobs. Set up List
* Contact our Insurance upgrade money
* Entry bands/tickets
1. **Christmas Classroom Party** – went well. Need to ensure fruit is not purchased too far in advance.
2. **Pantomime review** - Panto was considered not to be as good as last year, although younger years enjoyed it. Tivoli Theatre to be considered for 2017. Snack (finger of fudge and small carton of juice) was successful as easily transported etc. Note for next time - water should be 100ml.
3. Preferred list of Parent helpers for events, Update

 (Disco, Fayre Sale of tea & coffee) TBC

1. **June Fayre** – it was decided that a sub-committee is required and separate meetings held **ACTION FC**
* Book Trestle Table (Nikki Scorgie)
* Star Raffle Prize – suggestion of new Wii Switch was voted on – Yes = 9 and No Vote = 1 **ACTION SM**
* Claire to ask about Chester DBB donation **ACTION CG**
* Voted unanimously for cash prize £250
* Apply for License Fayre Raffle **ACTION DN**
* Small society lottery Raffle pre- purchase **ACTION DN**
* Incidental non-commercial lottery – sold at event tombola
	+ gamblingcommission.gov.uk or licensing officer local authority
* Organise printing of raffle tickets **ACTION JJ**
* Start contacting businesses for raffle prizes (Distribution Letter to avoid asking twice). **ACTION TC letter**
* Tombola Identify and order
* Pocket money stall **ACTION JJ**
* Book bouncy castle/Fun Run
* Claire Family portrait booking – was considered but decided the fayre was not the time to do it.
1. **Any Other Business**
	* Lego keyrings (Stephanie) - £3.50 for a lego keyring personalised for Greenbrae and £1.00 goes to school – decided this was not viable.

**Date of Next Meeting Tuesday 28 February 2017 6:30pm**

**To be held at: Greenbrae School meeting room**