**Greenbrae School**

**PTA Meeting**

**13 January 2016**

**Present:** Lisa May (Joint Chair), Deborah Hopkins (Joint Chair), Donna Brody (Treasurer resigned), Mrs Powell (Depute Head Teacher), Mrs Bews (School representative), Katherine Ritchie (Newly appointed Treasurer), Fiona Crawford (Minutes)

**Apologies:** Teresa Collie, Stephanie Mather, Jen Johnston, Louise Anderson, Michelle Smith, Jenny Sim

**1. Minutes from Previous Meeting**

These were not available to approve.

**ACTION**

Teresa Collie will give out minutes of previous meeting if any taken for 2 December 2015.

**2. Matters Arising**

Tote bags should be ready to sell for Mother’s Day. Lisa May will action this and thought we should order 150 of each joint house giving a total of 300 bags to sell This would then give us an idea of cost and how much to sell at. There is 205 pupils currently at the school, 155 families. A pre order leaflet for the tote bags was discussed.

**ACTION**

* Lisa to contact Tote bag business to find out cost of two styles and whether front and back printing is a possibility, If not will 105+ faces go on one side of bag.
* Lisa May to correspond with Mrs Powell with regard to children doing art work This needs to be completed within a tight timeline as printing and delivery needs to be taken into account so ready to sell for week before March 6th 2016.
* Teresa in her absence was nominated to do a Pre order leaflet for tote bag. Lisa May to correspond with Teresa to request and confirm her ability.

**2. Treasurer’s Report**

Donna Brody is just about to put all requests into the Bank for the new signatories for the use of PTA funds, cheque book.

Kathrine Ritchie advised of £129.17 profit from school disco held on 18 December 2015 This was taking into account the cost of photo booth and pantomime sweets and juice provided for whole school.

Kathrine Ritchie advised that the photo booth, although a great success from the children’s point of view, only broke even. So we need to raise cost and find better cheaper way to print out photos.

Mrs Bews and Mrs Powell felt for the safety of the children the photo booth would have to be repositioned to allow access to toilets.

Mrs Powell advised she had a cheque for the treasurer of £132.80 from Rag Bag day. She also advised that the school has requested a cheque for £595 for the renewal of the library. All agreed to be a good use of PTA funds.

**ACTION**

* Anyone who wishes to be a signatory and as yet not filled out paperwork MUST contact Donna Brody, ASAP to do so.
* Katherine to source cheaper way of printing for photo booth also to find new safe area library area was suggested.
* Donna wrote cheque and gave to Mrs Powell for school library
* Katherine to bank disco and rag bag money

**3. Feedback re pantomime**

Although it was agreed that the venue and the time of Aberdeen Arts Centre was fantastic for the school there was reservations that the pantomime was a little too long for the young ones to sit. Mrs Bews felt they were extremely restless but thought it would be good to continue with the whole school attending and not separating Primary 1 with the nursery group.

**ACTION**

It was thought that the children of Primary 1and 2 should be read the story so they would have a good understanding of next year’s pantomime story and this would hopefully hold their attention at the event.

**4. Head Teacher**

As discussed at treasurer section

It was noted that the Let for 27 November 2015 wasn’t used and PTA felt that although that not a good date it would be a shame to lose the opportunity of a separate fund raising event on another date

Lisa May requested if the school would allow another dress down day on Friday 1st April. Mrs Powell saw no reason why this couldn’t go ahead.

**ACTION**

* Mrs Powell to find out if we can use that Let date for a disco on Thursday 31 March 2016 just before school break up for holiday weekend.
* Mrs Powell to advise Jen Johnston as soon as known about extra Let day so she can book DJ for Disco.
* Jen Johnston to provisionally book DJ for Thursday 31st March 2016
* Teresa Collie to be requested to make flyer for Disco and dress down day.

**5. School Fayre on 11th June 2016**

The school fayre this year will take place at Bridge of Don Baptist Church. It was recognised that the flyers and tickets would have to display the new venue

Raffle tickets need to be out sooner than last year as it was too tight a window for selling.

All PTA members - are asked to think of **star prizes** and if they have connections so they could be sourced by local companies rather than out of PTA funds. This will maximise school return. Deborah Hopkins will then know what details to place on both raffle tickets and leaflets for Fayre.

Fiona Crawford thought it would be a good idea to give a letter out to those who offered their service for the Fayre so they would have ownership and would understand what task was requested. This is in addition to the request that has been sent out in the past.

**ACTION**

**Ongoing ACTION**

Still to be confirmed actioned from previous minutes due to Jen Johnston’s absence at last meetings

* Jen Johnston to confirm with Fiona at church dates for School Fayre.
* Also to contact Nicky Scorgie of Aberdeen Sports for the hire and availability of trestles tables,
* Also request home bakes from the church if they would like to assist.

**ACTION**

* Printing of raffle tickets and distribution throughout school, this needs to include Church address
* Ask Jen Johnston to request 5 aside blow up to be used at Fayre
* Lisa May to book the use of a small bouncy castle for the younger children
* Lisa May to provide school with request for helpers letter
* Fiona Crawford to follow up with reply to those who have given their name forward.

**Close of Meeting**

**Next meeting Wednesday 2nd March 2016**