**Greenbrae School PTA**

**26th October 2016**

**Present:**

Fiona Crawford (Chair)

Derek Neilson (Deputy Chair)

Katherine Chadwick (Treasurer)

Rebecca Wallace

Louise Anderson

Julie Morgan (Minutes)

Claire Gray

Jen Johnston

Mrs Powell

Angela Barringer

Yvonne Shek

**Apologies:**

Mrs Bews

Lisa May

Teresa Collie

Sarah Reid

Stephanie Mather

Donna Brody

**Minutes of AGM on 14th August 2016:**

These minutes were approved by Louise Anderson and seconded by Rebecca Wallace.

**Matters arising from previous minutes:**

1. Outdoor play equipment – Ongoing as there is still no access to the containers outside yet.
2. Updated Constitution – Ongoing
3. Change of meeting day – Closed - PTA meetings will now be held on a Tuesday evening.
4. Tea/Coffee at events – Ongoing. Will be trialled at parents evening in November, approved by majority vote.

FC and RW provided cost breakdown of supplies required. Charge will be £1 per cup allowing for £0.30 profit per cup sold.

1. Tote bags – Ongoing – FC to speak to LM to confirm she is happy to progress this.
2. Autumnal Disco – Ongoing – Mrs Powell confirmed that there will be support from teaching staff at both discos which we are very grateful for.

KC has made up Autumnal Activity Sheets which will be available to children that are feeling overwhelmed or those just needing quiet time away from the noise. A small station will be set up in the corridor beside the jacket pegs.

FC to take everything to the church on Thursday afternoon to allow for prompt set up at night, please arrive at 6pm if you are helping with set-up.

There has been no response from parents regarding any known allergy issues however, Mrs Powell was concerned regarding the use of tattoo transfers so the decision was made that these will only be sold on the night to be taken home for use.

CG raised the issue of length of time the children spend at the disco waiting in a queue for glitter tattoos – especially the younger ones. She wondered if it would be more efficient and cost effective to have a professional do them as well as some helpers? It was discussed and although not voted on it was preferred to remain in house.

JJ is willing to be the allocated First Aider for the P4-7 disco. FC to speak to either GB or LB to check if they’re available to be the allocated first aider for the P1-3 disco. **Action FC**

Could all PTA members let FC know if they would be able to help at the Christmas disco.

**Teas/Coffees at events:**

Further to the above discussion, FC felt we would need at least four PTA members, at both parents’ nights, for selling teas & coffees. This would be to allow plenty of cover whilst PTA members attend their own children’s parents’ night. So far we have the following names but if anyone else can help out please let FC know.

Wednesday

Thursday

Fiona Crawford

Julie Morgan

Katherine Chadwick (from 4:30pm)

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Yvonne Shek

Louise Anderson

Rebecca Wallace

**Sale of T-shirts/Wristbands**

The idea is to sell plain t-shirts in house colours for sports day etc. This appears to be something that parents are interested in so FC has asked JJ if she would possibly manage to get samples, in all sizes, to show parents on Parents Night. Both FC and JJ appreciate that this is very short notice but JJ will speak to her brother and see what is possible. The t-shirts will not be held in stock so they will need to be paid for before ordering.

Miss Royle felt that wristbands probably weren’t an ideal choice due to the distraction potential they may have.

**Head Teachers Report:**

Mrs Powell reported that feedback on the classrooms so far has been fab, brilliant! Everyone has settled in very well which is great to hear. She hopes that a possible list of purchase requirements will be available by the next meeting. This will allow time for staff to identify items they would like now that they are in the new part of the building.

**Treasurers Report:**

Dress Down Day raised £169.50 which is brilliant.

KC, FC, LA and DB are now all signatories for the account.

**Pantomime (16th December):**

Mrs Powell advised that the most cost effective bus quote was from Watermill Coaches at a cost of £560. The total amount required to pay is £1395 (P1-7’s). This does not include the cost for nursery yet as their portion has yet to be calculated due to currently being situated at Glashieburn.

PTA members were asked if they were available to help out - JJ, JM, AB, YS, FC, LA and KR all put their names forward, number of required helpers to be confirmed at next meeting.

**Spree Books:**

LA informed the group that 122 books were sold with a profit of £610 for PTA. Everyone agreed that this is a great amount and thanked LA for all her hard work.

**March Market:**

FC confirmed cost of hiring church will be £35. The 3Rd of March has been put forward as a suggested date, DN to speak with Fiona (church secretary) to check availability. **Action DN**

It was felt that around 24 stalls would be a good amount, however, DN is going to check the church floor plan to work out ideal numbers. DN also has a list of potential stall holders too. **Action DN**

Discussion was held on how best to advertise the Market - social media, posters at the church/shops/businesses in BOD were all put forward as good possibilities. Agreement was made that stall holders would pay £10 for a table and also donate a prize for the raffle. Tickets for the event will be sold beforehand and customers will also be able to pay at the door on the day.

**Christmas Card Update:**

The children have all received their designs back now. All orders must be returned to school by Wednesday 2nd November and cheques should be made payable to Greenbrae PTA.

**Christmas Party Food:**

PTA will purchase food & drinks for Christmas Parties, FC will order nearer the time.

**Pantomime Snacks & Drinks:**

A vote was held, and approved with 8 votes, that bottles of flavoured water with sports caps will be ordered. Mrs Powell will confirm at next meeting which snacks should be ordered in order to meet any dietary restrictions. **Action Mrs Powell**

**PTC Insurance:**

It was felt that the current insurance policy may be inadequate in regards to the larger amounts of money held after some of the events i.e. summer fayre. DN to speak to Tim Galloway (PTC Treasurer) in the first instance and look at whether a short term policy will be suitable for our bigger events or if more specific insurance is needed. **Action DN**

**AOB:**

1. The wall surrounding the nursery outdoor area cannot be painted/modified until the school is officially handed back over from the contractors. FC has asked if anyone has any suggestions on how to improve the appearance of the wall, to put them forward for consideration so that the design can be completed promptly after school hand over is carried out.
2. Parent Survey Monkey Poll – 74% of parents would prefer the discos to be held on a Friday night. 79% are happy for the disco to be supervised by PTA and parents if no staff support was available.

Due to time restrictions not all the agenda was covered. The items not discussed will be on the next agenda

Next meeting will be **Tuesday 6th Dec 2016** in meeting room at Greenbrae Primary.