**PTA Minutes**

**Tuesday 25 April 2017**

1. **Apologies for Absence**

Claire Gray, Sarah Reid, Jenny Johnston

**Present**

Fiona Crawford – Chair , Teresa Collie – Minutes, Katherine Ritchie – Treasurer, Louise Anderson

Stephanie Mather, Angela Barringer, Yvonne Shek, Lyne Turnbull, Derek Neilson - Deputy Chair, Julie Morgan, Mrs Powell - DHT

1. **Matters Arising from Previous Minutes**

* PTC and Mrs Gregor’s list for new outdoor play equipment:

Playground Mega kit / Frisbee target kit / Large waffle blocks / Dance Kits / Ankle Skip / Hula Hoops / Plus more…

Committee to get a copy of the list from Mrs Powell along with costs and decide what can be provided by PTA funds.

* Recycle clothes: Update on Permanent Bin on school premises – still being looked at – feedback from other schools that have them is that you can end up with a lot of bags of stuff lying outside the bin, there is also the increased potential for vandalism.
* Looked like there were lots of bags from recent Rag Bag Collection, await final £ amount from K Cockburn.

1. **Approval of Minutes from Previous Meeting 28February 2017**

Approved by Louise Anderson and seconded by Derek Neilson.

1. **Head Teacher’s Report**

* Sound System for School Fayre – Mrs Powell agreed school staff to operate the school’s own system on the day.
* Storage area in gym for fayre – Mrs Powell suggested we might be able to use old Nursery container. Janitor to check what’s in there and advise.
* i-Pads were discussed. The cost has increased – final figure to be confirmed however PTA previously agreed to cover the cost of £9427 and a cheque will be provided to honour this.
* Open Day review – went really well. Mrs Powell said they received very positive feedback, with a good turn out.
* New gym teacher has a list of things she would like to buy: Two different costs provided, £376 and £283 for various items such as javelins, hurdles, skittles, volleyballs, egg and spoon sets, relay batons, times, training balls, resources that will have longevity and benefit whole school. To be fully costed and considered. DN asked for priority list

1. **Treasurer Report**

£15,400 current balance. Did better on teas/coffees the last time, going really well at school events.

1. **New Parents**

Meet and greet New Parents, dates 27th April with welcome letter. Mrs Powell is happy for PTA to speak at this event. 8.50am start FC/KR – 40 letters required – TC to send to FC and Mrs Blaikie for printing.

1. **Disco 23 June 2017**

* Disco check list (Katherine)
* Helpers to recruit (Stephanie)
* Poster to include allergies (Teresa)
* Tuck /Juice for Cash &Carry (Louise and Julie)
* Accident Report Book – have one
* Risk assessment Derek
* Book DJ (Jenny Johnston)
* Confirm Let 23 June 2017 Disco – janitors have been asked but not replied yet.

1. **11th March Market**

FC thanked DN for all his efforts in organizing the March Market – it did really well and received great reviews. KR has had people asking if there will be one at Christmas and how they get to be vendors. £650 profit. Christmas Market to be considered at a later date.

1. **Preferred list of Parent helpers for events**

* Disco, Fayre Sale of tea & coffee – to be completed TC
* Parents evening date 17th May 18th May for Tea and coffee sales, - Mrs Powell has agreed for us to be present. 3.15pm – 6pm on both evenings. Require helpers for that. Please advise FC when you are available to help.

**Committee Members**

* Rebecca Wallace has thanked PTA and is now stepping down from the committee.
* Donna Brody has enjoyed her 7 years with the PTA but with a full time job means she is unable to continue so is standing down.
* Lisa May has been unable to attend since June 2016 and as per constitution therefore we assume she no longer wishes to be part of the PTA Committee.

The remaining committee members would like to thank Rebecca, Donna and Lisa for their commitment and support to the PTA over the years. They have put in a lot of effort to make the committee the success that it is and to raise so much funds in a challenging financial climate.

1. **June Fayre**

* Book Trestle Table - require at least 30 - **DN**
* Leaflet design - **DN** / print Langstane / distribution list from JM – need around 2000 leaflets
* Apply for License Fayre Raffle ( Due April /**DN**)
* Organise raffle tickets distribution – FC has tickets
* Start contacting businesses for raffle prizes (Distribution Letter to avoid asking twice). **TC** to email letter to all for amending as necessary
* List of helpers for June Fayre (**TC**) Inc. letter (**FC**)
* Pocket money stall /Prizes – **JJ** to provide update on what has been ordered/what is required
* **YS** has ordered/received emojis plush toys for tombola
* Book bouncy castle/Fun Run (to book – **KR** – area to be measured out first)
* Further informal dates to proceed with Fayre details
* Entry bands – **FC** to purchase or look at getting a stamp

**Next fayre meeting 9th May 7.30pm**

**At 2 Lochview Drive**

**Notes – Summer Fayre Sub-Committee Updates**

* Dice Game (?) ½ table
* Play your cards right Require giant playing cards and a stand (Louise sourced a stand – TC to get A5 sized playing cards)
* Stall Quiz – find the Pokemon!  KC to investigate possibilities
* Trophy shape for Shooting – can Basketball team use?
* Peter Chapman to make stocks/photo – KC
* Money Envelopes – FC
* Lolly Sticks in Sand ½ table – KC
* Combination Lock – guess the combination – gold envelope locked inside something - KC
* Popcorn? - SM 1 table source popcorn holders
* School pupils to be asked to make bunting in house colours FC to get coloured card and give to school
* Punch balloons for sale £1 SR
* Emoji cushions/keyrings/bouncy balls tombola YS
* Coconut Shy? Outside, or in GP room - or target throwing game – school beanbags KC
* Hook-a-Duck SR to investigate prices for ducks etc. and paddling pool outside
* Bottle Hoopla 1 bottle with £5 note inside SM

Fiona C has bottles and hoops

* Biscuits – guess the number of biscuits in the barrel SM
* Toy Bric-a-brac only 2 tables Letter requesting “stuff”
* Books 2 tables (LA mum and mother-in-law running)
* Face painting FC to speak to Kam Cockburn for helpers again, also YS to speak to Emma Munro – Emma is happy to do on her own. Need 10 styles for other face painters to copy.
* Glitter Tattoos 1 small table – CG to check everything is in the bag and if anything is required just order as necessary
* Bottle Stall 1 table
* Bouncy Castles KC Check size of grass area as well as school access point.
* Kids sweetie raffle Tickets to be sold around classes prior to fayre Letter create TC

Louise Anderson to check raffle books (order if not enough)

* Hot Dogs 1 table 150 hotdog buns required DN
* 250 butteries to be ordered
* Lorraine to man the kitchen
* LA to look at prices for biscuits
* Chocolate Tombola 1 table – letter to go out to parents
* Rowing Machine Ellen Jordan
* Golf Game
* Half and Half Raffle at door/at another table?
* Home Bakes 2 tables
* Pick a Cup ½ table
* Pocket money stall/tuck 3 tables
* Raffle 2 tables
* Door school table
* Nerf Target shooting
* Design a Lego Figure competition in school
* Chocolate Fountain FC to ask Shona / candy floss
* Plan for helpers TC
* Further game ideas: can-can, The Pringle Challenge, Map ref, Teddy Hoopla (with donations), Hula-Hoop challenge
* At least 19 Tables needed- DN to confirm use from work.
* Gambling license - DN to confirm.
* Raffles - amended and ordered by TC.  5 books to go out to families.
* FC to look at possible use of gym entrance.
* Beat the goalie
* Use gym room all day on Friday for set up – FC requested it be put in the diary
* Tables can be stored in old dining area.
* Somewhere to hide equipment the week before?
* KR requested to use the front office to count money – Mrs Powell agreed.

1. **Any Other Business**

No other business raised.

Next Fayre Meeting on Tuesday 9th May 730pm then

Date of Next Meeting Tuesday 23 May 2017 6:30pm

To be held at: Greenbrae School Meeting Room