**Greenbrae PTA Meeting**

**28th August 2018**

**Present**

D Neilson (Chair) J Morgan

C Gray (Minutes) V White

S Reid Y Shek

W Mennie J Johnstone

L Turnbull N Charters

Miss Reid (Depute Head) Mr Gray

**Apologies for Absence**

L Anderson J Whyte

**1. Approval of previous minutes**

 Minutes approved by VW and seconded by DN.

**2. Matters arising from previous minutes**

None.

**3. Depute Head Teacher’s Report**

Outdoor Climbing Equipment – Miss Reid believes that any repairs to the equipment will need to be made by either the Council or a Council approved contractor. DN asked whether it would be an option for the PTA/School to obtain quotes to be considered. Miss Reid to investigate further. **Action: Miss Reid**

“Wish List” - Miss Reid and Mr Gray outlined the following items for consideration by the Committee:

* Digital Piano – £2000 (approx. cost)
* Music Stands x 10 – £300 (approx. cost)
* Shelving for Library - £250 (approx. cost)
* Balance Bikes for Nursery x 4-5 - £250 (approx. cost)
* Laptops x 14 - £4200 (cost based on last year’s catalogue)
* PE Equipment/”Pocket Money” – unknown cost
* Bean Bag/Tin Can Alley games - £32 (for shared ownership)

JM suggested local supplier Gordon Bell Pianos as a source for the piano and referenced a previous suggestion that one of the current pianos be sold to offset the cost.

DN suggested that a request for donation of balance bikes be put to the parents, initially by the PTA Facebook page and then an email from the school. **Action: CG to put on Facebook page**

Mrs Begg has asked whether the PE department can be included in the class “pocket money” funds moving forward. DN asked whether a list of requirements could be presented to the PTA instead. **Action: Mr Gray to ask Mrs Begg for her list.**

Janitor’s “Wish List” – CG detailed the items asked for by the School Janitor. They were:

* 4 x Wheelie Bins
* 1 x Leaf Rake
* 1 x Wheelbarrow (plastic or galvanized)

Mrs Gregor’s List – JM asked the Committee how the remaining, already approved, items on Mrs Gregor’s list will be paid for. The Committee agreed that the money (£300) be transferred directly to Mrs Gregor for her to purchase the items from cost-effective suppliers. **Action: JM to organise bank transfer**.

DN asked that all costs (on all lists) be finalised and presented again before any final decision is taken. **Action: Miss Reid, Mr Gray**.

**4. Treasurer’s Report**

Current Balance: £15541

YS noted that around £3000 is needed to cover the cost of class Christmas parties and the pantomime trip.

DN asked the Treasurer for her plans for the Treasurer Report for the AGM. He suggested it be kept concise and perhaps presented in a “table format” so that this can then be used for distribution to parents as an overview of how the PTA have raised and spent funds over the last year.

YS has also agreed to compile a handover ahead of the appointment of the new Treasurer.

**5. Spree Books**

SR has agreed to take over the organisation of the Spree Book fundraiser this year. **Action: LA to handover procedure to SR**.

**6. Football kits**

JM detailed the revised cost of the kits for the P4/5 team. She added that as the requirement has now been changed to branded kits, the supplier has now quoted at cost price, rather than a 40% reduction. The cost for 14 complete kits, including tops, shorts, socks, jackets and training tops is £605 (including printing).

She added that the Team Coaches are still willing to hold a fundraiser with the proceeds going towards the cost.

DN suggested the PTA fund the entire cost with the condition that 50% of this is paid back through the team fundraiser. It was also suggested that a deposit be taken from the parents of the children who receive the kit and/or parents will be responsible for replacing lost items. It was agreed by the Committee. **Action: JM to liaise with team coaches on moving forward**.

**7. Outdoor Equipment**

Covered in Depute Head Teachers report.

**8. Class Lists/Wish Lists**

Covered in Depute Head Teachers report.

**9. Events/Activities to consider in near future**

1. Christmas Cards – it was agreed that the Christmas Cards is a good fundraiser (circa £500) and that we should do it again this year. **Action: WM, SR & LT to co-ordinate this activity.**

**Action: JM to order 13 class packs.**

1. Christmas Market – discussion was held around whether to hold this event or to do something different. 2 suggestions were made for new events. NC suggested a“Christmas Party” for adults, to be held at either the Clubhouse or the Country Club and having ticket sales and raffle sales go to PTA funds.

CG suggested “Christmas Movie Nights”, to be held in School or at the Church, with funds being raised through ticket and snack sales.

DN suggested these items be discussed at the next meeting.

**10. Rag Bag Update**

There have been two uplifts so far and the amount raised is £78.80 (one uplift only).

**11. Forthcoming Events**

1. **AGM –** CG to email all interested parents inviting them to the AGM in September. **Action: CG**

**Post holders -**  DN is unsure whether he will be able to commit to a post this year due to changing work commitments.

**Annual Report –** DN has said that the annual report will be kept brief.

1. **5th October disco**

DN stated that the DJ who did the last disco was unsuitable and requested that we do not have them back again. **Action: NC to contact DJ company regarding last DJ and to confirm future dates for the year.**

Helpers for Disco

Early: LT, DN, SR, WM, NC, VW

Late: JJ, DN, SR, WM, NC, VW

**12. AOB**

YS asked for the total amount required for the Class Funds/Class Pocket money. JM confirmed she has already been in discussion with Mrs Blaikie regarding this. **Action: JM**

Miss Reid stated that the Wet Weather Policy is being changed and that new activities are being introduced. She asked whether the PTA would be happy to pay for new board games, jigsaws, card games etc for use on wet break times. It was suggested that a post on the PTA Facebook page asking for donations of such games, may be a solution. **Action: JM/CG to post**.

Next meeting (AGM) will be held on Tuesday 11th September 2018 in Greenbrae School Staff Room at 6.30pm