Greenbrae PTA Meeting

4th December 2018

**Present**

Julie Morgan (Chair) Jen Johnstone

Sarah Reid (Depute Chair) Jill Whyte

Claire Gray Jasmin Deshpande

Laura Park Vicki White

Derek Neilson Jennifer Simpson

Catherine Donaldson Michelle Scott

Nikki Charters Wendy Mennie

Mr Gray Miss Reid (Depute Head Teacher)

**1. Apologies for absence**

LA, LT, LM, FH

**2. Approval of previous minutes**

Minutes approved by WM and seconded by NC.

**3. Matters Arising**

As per agenda

**4. Reports – Depute Head Teacher and Treasurer**

 Depute Head Teacher

Miss Reid stated she had been asked by the Nursery as to whether their class “top up fund” could be increased to £300 per class, owing to larger numbers of pupils (80 after Christmas). This was discussed at length and then decided by a unanimous vote that the amount will remain at £200 per class and that requests can be made in future for further funding if required, i.e. for class trips etc.

Treasurer

WM detailed that the profit from the last disco was incorrectly reported at the last meeting and that the true profit was £422.04.

Balance: £14,864.65

**5. Pupil Council**

JJ put forward a letter from the Pupil Council asking the PTA to consider some of their suggestions for next term/session. The suggestions were:

* Each class to pick a theme and make a hamper to be raffled at the Summer Fayre
* To hold a Christmas Market next year with each class making items to sell, perhaps with money from the PTA for materials and also for the PTA to have stalls there too.
* To make a School Calendar (next year) to raise funds for whiteboard pens.

These ideas were well received by the Committee and it was agreed to review in January.

**6. Disco**

Day Change

Further to changing the let for the December disco, it was discussed whether a permanent change of day should be considered for future. Miss Reid suggested a mix of 2 x Thursdays and 2 x Fridays, to allow for staff to be available and make the disco accessible to all.  **Action: JM/CG to see Mrs Blaikie re: let changes.**

Shopping

LA and LT to do tuck shopping. **Action: LA, LT**

JJ to do pocket money/tattoo shopping. **Action: JJ**

Helpers

Miss Reid said that 10 staff have volunteered to help on 13th December (10 for early, 9 for late).

PTA helpers are as follows:

Early: JS, VW, JW, LP, WM, JG, SR, LM, JM

Late: VW, JS, WM, JJ, JM, SR, CG, LT, LM

In response to the issue raised around occupancy in building at discos, it was decided that as staff will be there on 13th December, year group lists will be available for “checking in” children. This will be done at entry with separate lines for each year group.

The P1 door will again be used for exiting the building and it was suggested by MS that the children be released in class groups to parents outside the building to avoid congestion.

**7. Pantomime**

Shopping

SR to do snack shopping. **Action: SR**

Helpers

9 helpers have been confirmed to Mrs Blaikie and Mr Gray said that this will be sufficed along with staff.

**8. Christmas Party Food**

SR has agreed to do the shopping for the parties and LA will assist. **Action: SR, LA**

**9. Hamper/Christmas gift idea**

MS suggested that we hold a Christmas Gift Sale for pupils to buy gifts for their families. Funds would be generated by a mark up on “low cost” gifts. These would be pre-wrapped by the PTA and on sale in school.

It was discussed that this could also work well for other occasions such as Valentines Day, Mothers Day and Fathers Day etc.

It was suggested to revisit this idea in January with the first of the sales happening in the run up to Valentines Day.

**Action: MS and NC**

**10. PTA page on website**

WM stated that the information on the PTA page is out of date and asked whether this could be updated. Miss Reid said that it is on her agenda to update the information but that time constraints on staff has hampered this so far. She said that she is looking into adding the school Twitter posts to the site and will ask for the page to be updated with current minutes. Mr Gray also said he would look into updating the site. **Action; Miss Reid, Mr Gray**

**11. “Dinky Doctors”**

CG told the Committee about a service being run by ABRRAS called Dinky Doctors that provides first aid classes for preschool and school age children and suggested it may be something for the PTA to fund.

DN suggested another company (RCT Consultancy) who may offer the same service free-of-charge. It was agreed to review this in the New Year once DN has spoken to RCT Consultancy. **Action: DN**

**12. Treasurer**

JM asked if any Committee member would be happy to work alongside WM in the Treasurer role for the rest of the session, in preparation for WM leaving the PTA nextsummer. JD said she would be happy to do so.

**13. GDPR Document**

Following a training course with Aberdeen City Council, Mr Gray confirmed that the PTA are bound by GDPR rules and has drafted a policy for the PTA to be put on the school website and also on the PTA Facebook page.

Mr Gray confirmed he is happy to take ownership of individual contact letters to parents where applicable (Spree books etc.)

Next meeting will be held on Tuesday 8th January 2019 in Greenbrae School Staff Room at 6.30pm