Greenbrae PTA Meeting

6th November 2018

**Present**

Julie Morgan (Chair) Jen Johnstone

Sarah Reid (Depute Chair) Jill Whyte

Claire Gray Jasmin Deshpande

Laura Park Vicki White

Leianna Minty Miss Reid (Depute Head Teacher)

Mr Gray

**1. Apologies for absence**

LA, LT, JS, MS, CD, WM, FH, NC, DN

**2. Approval of previous minutes**

Minutes approved by SR and seconded by VW.

**3. Matters Arising**

As per agenda

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

 Depute Head Teacher

Miss Reid detailed that most of contributions related to items detailed on the agenda – digital piano, music stands, large book shelf and GDPR.

Miss Reid has been asked by the Nursery whether their “Class Top Up” could be more than the standard £200 per class. It was discussed by the Committee and noted that the previous amount agreed was £200 for both the AM and PM class. **Action: Miss Reid to check with Nursery/Mrs Blaikie as to whether this had been allocated.**

Treasurer

JM detailed the following in WM’s absence:

Balance: £14222.85

Profit from last disco: £770.17

**5. Christmas Disco**

Miss Reid said that there would be no staff available for the Friday date as it is the same night as the Staff Christmas Party. To that end, it was proposed to ask whether the let could be changed to Thursday 13th. **Action: CG to email Mrs Blaikie re: let**

JW raised concern over how occupancy is managed at discos, with regard to Fire Evacuation Procedure and also the collection of children. Several options were discussed and it was suggested by Mr Gray that if staff are present then class lists can be issued and used to “check children in”.

A discussion was held around communal areas such as toilets and cloakroom and it was agreed that only the 2 disabled toilets be open to the children during discos, to stop access to other areas of the building. In addition, it was suggested that Mr Baird be asked to lock the cloak room door after admission to stop children congregating in that area.

NC has contacted Prestige Bouncy Castles & Entertainment regarding providing a DJ for the 14th and they are available for this and the remaining dates throughout the year. Once it is confirmed whether the December let can be changed, they will need to be contacted again re: availability. **Action: NC**

The Pocket Money stock was sold out at the last disco and it was suggested by WM (through JM) that certain items not be ordered again, due to unpopularity with the children. **Action: JJ to order double amount of PM stock for next disco (light up toys, slime, “stretchies” and glitter tattoo stock)**

It was agreed to arrange helpers once let is confirmed.

**6. Pantomime and Christmas Parties**

Pantomime

JM confirmed that the requested amount of PTA donation being asked for the pantomime is £2310.90 (£1890.00 for P1-P7 and £420.90 for Nursery). This donation along with a £5 per child donation from parents would cover the complete cost. A vote was held and the decision unanimous to go ahead.

It was suggested that diluting juice and plastic cups be used this year for drinks, to save waste and issues with carrying. The chosen snack will again be “Fudge”. **Action: LA/LT to shop for snacks for this. JM to confirm total number required.**

Christmas Parties

JM confirmed the total number of children to be 242 and that two separate orders will be required since the parties are over two weeks. An approximate cost of £250 was given to cover the party food consisting of crisps, tangerine, mini roll and flavoured water for each child. This was voted for and agreed unanimously. **Action: SR to order food**

**7. Christmas Card Update**

Orders and payment are due back by 8th November. Mr Gray asked whether the PTA would like a reminder email sent to parents on 7th November. It was agreed this would be beneficial. **Action: Mr Gray to see Mrs Blaikie: re reminder email**

**8. Spree Book Update**

SR detailed the following:

 250 books issued

 114 books sold

 6 books outstanding

 **£570 raised**

Mr Gray suggested that for future years perhaps the PTA could promote how to “get the best” from the books to encourage more sales.

**9. PC/Laptop Update**

Prior to the meeting, FH informed the Chair that he has had authorisation from his employer to donate 5 desktop computers to the school. Mr Gray has asked for these to be taken into school to be inspected by the IT department as to the suitability for the children. **Action: FH, Mr Gray.**

Mr Gray gave the final costing for 10 new laptops as £3891.00. It was voted on and agreed unanimously that the PTA will cover this cost.

**10. Wish List**

Digital Piano – “The Greenbrae Sing-Along” hosted by Lisa Bell raised approx £150which will go towards the cost of the Piano. Gordon Bell will be dropping catalogues into school this week and will arrange a meeting at his shop thereafter.

Music Stands – Miss Reid said the stands have been purchased and are in use within school now. **Action: Miss Reid to inform JM of cost for reimbursing.**

Listening Centres & Audio Books – Miss Reid had previously spoken to JM out with the meetings regarding the PTA purchasing Listening Centres for the school. The approximate cost for one centre with 6 headsets is £199. Miss Reid detailed it would be beneficial to have two centres for use on rotation amongst the classes. She also gave the approximate cost of audio books as being £5-10. JM suggested that a donation of £500 be given to help toward the cost of these items. A vote was held and unanimously agreed to proceed.

**11. GDPR**

A discussion was held around the GDPR regulations and how this affects the business of the PTA. Mr Gray informed the Committee that as the PTA are classed as “data holders” the information handled needs to be secure and that any communications are kept general and no individuals be named on public forums such as Class messenger chats.

Miss Reid suggested that if there are any issues where an individual needs to be contacted that a “slip” be put into school for distribution. In addition, Mr Gray is happy to contact individual class teachers with a list of parents who may need to be contacted i.e. For spree book money and orders/Christmas card orders etc.

**12. AOB**

JM has been asked by Mrs Blaikie as to whether the PTA will be serving Teas & Coffees at Parents Evening. It was agreed this will be addressed once appointments have been given since no members know when their individual appointment is as yet.

Next meeting will be held on Tuesday 4th December 2018 in Greenbrae School Staff Room at 6.30pm