Greenbrae PTA Meeting

22nd January 2019

**Present**

Julie Morgan (Chair) Jen Johnstone

Sarah Reid (Depute Chair) Jill Whyte

Claire Gray Jasmin Deshpande

Vicki White Michelle Scott

Jennifer Simpson Nikki Charters

Lyne Turnbull Mrs Du Plessis (Principal Teacher)

Mr Gray

**1. Apologies for absence**

LA, LP, WM, FH, CD, DN

**2. Approval of previous minutes**

Minutes approved by Mr Gray and seconded by JW.

**3. Matters Arising**

School Website/Twitter – Mr Gray said the work to update the website is still ongoing and asked whether the committee would be happy to set up a PTA Twitter account in order to develop another link of communication between the PTA and the parents (eg. School Twitter to share/re-tweet our posts). Mr Gray volunteered to take ownership of this with input coming from the Committee. **Action: Mr Gray**

**4. Reports – Principal Teacher and Treasurer**

 Depute Head Teacher

Mrs Du Plessis informed the Committee that Mrs Clayton has requested whether the PTA would give a donation of £100 for the “Lego Club” she is running within school. The money would be used to buy additional Lego. CG suggested that in the first instance a plea be made to the parents for donations via class “chats” and the PTA Facebook page. It was agreed to try these methods first before deciding on the donation at the next meeting.

Treasurer

JM reported the following in WM’s absence:

Current balance: **£12,951.02**

Profits from recent fundraising events

Christmas Cards - £567.02

Teas, Coffees, Reindeer Food - £162.35

(Christmas concerts)

Christmas Disco - £388.41

Nathan’s Waste - £234.80

(Clothes Bin – Aug to Dec)

Easyfundraising - £54.40

(Aug to Dec)

**5. Disco Update**

JM reviewed the Christmas Disco and detailed that entry system worked very well, however upon exit there were still parents present in school, making it more difficult to control. Mrs Du Plessis suggested that perhaps the outdoor lighting was an issue during the winter months and that moving forward perhaps parents should be asked to congregate in class groups so that they are easily identifiable to the teachers when the children are exiting. MS suggested the entrance/exit procedure should be communicated to the parents ahead of each event until it becomes “the norm”.

JM suggested, further to the last meeting, that all discos be changed to Thursdays. Mrs Du Plessis said that the teaching staffs are willing to help out if the day changes permanently. It was agreed to move ahead with this. **Action: CG to email Mrs Blaikie re: let changes**

JM praised NC for her organisation of the new DJ and asked that we contact them regarding our upcoming events since he was well received. **Action: NC**

**6. Sweet cones for Valentines**

Further to the success of the sale of “Reindeer Food” and “Snowman soup” at the Christmas Concerts, JM asked whether MS would consider organising a similar sale for Valentine’s Day (eg. Sweet Cones)

Mrs Du Plessis said that the sale of sweets contradicts the school’s Healthy Eating policy and that she would need to seek approval/guidance from Miss Royle on what the PTA could sell. **Action: Mrs Du Plessis**

CG suggested changing the potential sale to tie in with Mother’s Day and the March disco. It was agreed to discuss this further at the next meeting once guidelines received from Miss Royle.

**7. Clothing bin/Bag 2 School**

SR suggested that an additional Bag 2 School day be organised since the Clothing Bin has been a success although the uplift rate is fairly slow. Since previous Bag 2 School days were organised by Mrs Cockburn (no longer working in school) Mrs Du Plessis offered to contact Mrs Cockburn for the login details so that SR can organise. **Action: Mrs Du Plessis/SR**

**8. List of outstanding items from PSA’s**

Mrs Gregor still has an outstanding request for White Outdoor paint (for Chessboards) and 2 adult picnic tables. These requests have previously been approved. JM to instruct Mrs Gregor to source pricing for these items. **Action: JM**

Mrs Gregor has also asked whether the PTA would consider paying for the repair of the container roof. JM has a family contact that may be able to help with this. JM will investigate the possible repair and feedback at next meeting. NC also mentioned that she knows someone who may be able to help with getting a new container if the existing one cannot be repaired. **Action: JM**

**9. Fayre**

Theme ideas – JM asked whether the Committee would like a theme this year. The following suggestions were made: Summer, Holidays, Beach, Outdoor/Adventure and Carnival. No firm decision taken however a Carnival theme was discounted due to being done 2 years ago.

Event Sponsorship – JM asked whether anyone knew of potential sponsors for the Fayre following the John Clark Motor Group sponsorship last year. Mrs Du Plessis said she will approach M&S through the “school channel” since they have been traditionally supportive. JM will also approach Scotia Homes. **Action: Mrs Du Plessis/JM**

Outside Vendors – JM asked the Committee for their thoughts on the outside vendors at last year’s Fayre and whether anyone knew of vendors who could supply different inflatables/games for this year. LM said she had previously used a company for a personal event and would provide details. NC suggested Prestige Bouncy Castles and Inflatables since they also provide the DJ. **Action: JM to contact companies when details become available from LM and NC.**

JW asked whether the Committee would consider “outside sellers”. It was agreed that the Fayre was not the forum for this as it would detract from visitor spend on PTA stalls.

Gambling License – A discussion was held over what is covered by the license and LM suggested a “Club 100” game if the license allows it. Mr Gray said that he would contact Aberdeen City Council to check the details of the license. **Action: Mr Gray/DN**

Raffle Prizes – There was a general discussion over whom to approach for prizes and the methods for doing so. CG to draft request letter. **Action: CG**

Top Prize Ideas - JM suggested we need a new idea for the Top Prizes this year. The following were suggested: Amazon/Google Play/Tech Bundle, IPhone (or similar) and Cash Prize. No firm decision was made.

Raffle Books - these will need to be ordered however confirmation of any possible sponsor and the top prizes are required before doing so.

Posters VS Flyers – JM asked the Committee whether the flyer distribution is worthwhile since a lot of the flyers were left undelivered last year. JW highlighted that it does capture those who do not have children at school and it was agreed to continue with flyers as per previous years. JW, VW, LM and JS agreed to take ownership of the distribution.

Food Stalls – After swapping the free refreshments last year from butteries to pancakes, JM asked what could be given this year. CG suggested a different supplier be used due to the lateness of Chalmers’ delivery last year. The Byron Baker was suggested. JM knows a School parent who has a connection with them and will ask to be put in touch regarding this year’s supply. It was decided to swap to scones this year. **Action: JM**

Pupil Council hamper suggestion – Further to the Pupil Council letter submitted at the last meeting, the hamper idea was well received by the committee. It was suggested by Mrs Du Plessis that the Pupil Council are allowed to manage this project and run the “raffle” of the hampers at the Fayre. CG also suggested a Pupil Council representative should announce winners on the day. **Action: Mrs Du Plessis to feedback to Pupil Council**

Children’s Hamper Raffle – JM and CG suggested that instead of the sweetie hamper this year, a “Get Active” hamper could be put together for raffling. Suggestions for inclusions in the hamper were vouchers/admissions for Jump In, Innoflate, Swimming, Skating, Go Ape. This idea was received. Further discussion to be held at next meeting.

**10. AOB**

None

Next meeting will be held on Tuesday 5th March 2019 in Greenbrae School Staff Room at 6.30pm