



## MINUTES PTA Meeting

Tuesday 29<sup>th</sup> August 2023, 19:00  
Queensferry Parish Church Hall

Attendees: Lisa Robshaw (Chair), Charlotte Brown (Vice Chair), Liz Laing, Alison McLean, Jane Thomson, Fiona Ritchie, Emily Torres, Laura Linneman, Gemma

Minutes: Emma Pattison

### Welcome

LR welcomed everyone to the meeting – no apologies noted. Introductions given around the table.

### 1. Overview of PTA activities

PTA responsible for fundraising for the school and social events, differing from the Parent Council Fund which makes policy decisions.

PTA has a routine of meetings and series of social events:

- two discos (Halloween disco and spring hop)
- biggest event is the Christmas Fair
- have helped at sports day,
- help with refreshments on transition days
- organise the Easter egg hunt

There were no parent events last year due to insufficient volunteers; PTA ambition to hold one parent event within the 2023/ 2024 school year.

PTA always open to new ideas, but it was acknowledged that there is a need for more volunteer helpers.

Chair noted thanks for the donations and support over the last year.

### 2. Treasurer update

Current balance of PTA bank account: £5,500

To plan for fundraising requirement, PTA previously committed to support:

Forest school:	£200 per annum
Playground supplies:	c. £1,000
Classroom support (per class):	£50 for normal-sized classes £75 for larger classes

This can be spent at any shop/ online retailer, and it was noted that not all teachers use these funds

**AGREEMENT: All agreed that classroom support fund should be increased to £75 for normal-sized classes and £100 for larger classes.**



**Deadline for funding requests from teachers to be introduced and these must be received by October break.**

**ACTION: AM to communicate increased funding and deadline date to class teachers.**

It was noted that PTA will now be giving £4,150 on a regular basis.

New bank account required, quicker and easier to do this than change details on existing account.

**ACTION: LR/ Charlotte/ Liz to open new bank account and transfer existing funds.**

Current budget for loose parts for all stages of playground is £1,000; teaching team to confirm when this will be purchased. JT looking at what is required/ requested by the children with the House Captains (p4 to P7 have fed into this). It was noted that early stages equipment has dwindled but this has not happened for middle and upper stages as this is looked after by the House Captains. AM and teaching team will identify PSAs to support tidying of loose parts in the lower stages as this cannot be done by the House Captains due to different playtimes. It was reported that the early stages would like painted shapes for imaginative play; currently the early stages have a sandpit, house, posts etc. and there is equipment for the middle and upper stages, but this could not be installed due to the new toilet block and now await confirmation on the works at the annex.

**ACTION: AM/ teaching team to identify PSAs to support tidying of loose parts each day.**

**ACTION: Playground loose parts ideas to be shared and teaching team to share a 'shopping list' of playground items with the PTA.**

### 3. Halloween disco

Date: Wednesday 25<sup>th</sup> October  
P1 – P3: 6:00pm to 6:50pm (50 minutes)  
P4 – P7: 7:15pm to 8:15pm (1 hour)  
Tickets: £2.50, parents by exception  
Availability: Week before the October break

DJ has been booked (same couple as spring)

Parent email to include information in relation to: queuing outside before the disco (appropriate outerwear required) and request for coats to be taken home by the parents, stressing that all children to be collected at the end of the disco. It was agreed that there will be a provision for a limited number of coats to be brought into the building, with details to be discussed at the next meetings.

The purchase and use of Sum Up machines was discussed, and this will be investigated further. It was agreed that the children like the responsibility of bringing the ticket money to school and buying the ticket. Assurance was given that that office team are happy to support this, so long as the children do not come first thing in the morning.

Tuck provisions were discussed, and it was agreed that drinks will be required and that it was believed the children showed a preference at the last discos for giant cola bottles and giant snakes, rather than the mixture bags. Additional items for the children to purchase on the night could include glow sticks and deeley boppers (it was agreed that face glitter may be a possibility for the spring hop).



- ACTION:** All to have a think about what would be a good idea for the Halloween disco (tuck and extras)
- ACTION:** PTA to circulate the price list for the tuck shop to parents in advance of the disco
- ACTION:** Charlotte to design posters and tickets (these will be printed by the school; 500 tickets and ten posters) (speak with Jillian Langton)
- ACTION:** LR to draft email to parents, to include all key event dates and noting full details for the Halloween disco (date/ times/ ticket price/ availability/ drop off and pick up details)

A quiet area for during the Halloween disco was discussed in full; it was noted that the music was quieter, and the lights left on for the P1 – P3 disco. It was agreed there would be provision for teachers to be available on the night of the disco should a child need some quiet time out of the disco hall.

**NEXT MEETING:** confirm tasks and number of volunteers required.

#### 4. CHRISTMAS FAIR

**Date:** 1st December  
**Time:** 6:00pm to 8:00pm  
**Admission:** £1 entry fee

- ACTION:** Liz to speak to Lawrence to confirm availability to oversee marshmallows and hot chocolate in the quiet garden.
- ACTION:** Liz to confirm Santa.
- ACTION:** LR to look at raffle tickets (Main prize: one for all voucher or other voucher for £150).
- ACTION:** All to think about anything new that could be introduced to the Christmas Fair in 2023, noting that the feedback from the parents was that in 2022 it was great there were lots of stalls/ activities for the children.

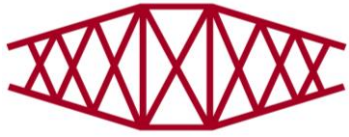
LR proposed tombola for children; had been to a summer fair where the children had donated jars/ packets of sweets at a non-uniform day, and these were then used for the tombola prizes.

It was agreed that this year, Santa should be ticketed and timed and there was discussion around whether to introduce the chance for the children to have a story with Mrs Claus (undecided). Thought will also have to be given as to what should be near the Santa's grotto this year.

**ACTION:** Liz to check with Scouts if they have the lollipop game.

**NEXT MEETING:** Discuss whether parents/ carers should be asked to donate home baking/ purchased cakes for a cake and coffee stall. Consideration will also have to be given as to where to sit for coffee and cake.

There was discussion as to whether the bottle stall should be split in two; with two queues and two colours for the raffle tickets (undecided).



VOLUNTEERS: Stalls, Fiona  
Raffle prize coordinator, Emily Torres.

## 5. ACOB

### a. Christmas parties

It was agreed that books would be purchased and gifted to all children in P1 and P2.

It was agreed that older children would bring their own snack.

### b. Fire marshals

Charlotte advised that the lets for the school were confirmed for the Halloween disco, Christmas Fair and Spring Hop and noted Fire Marshals were required for each let and LR would be required to sign for these as lead, confirming there is a plan in place in the event of a fire and that there will be fire marshals onsite.

**ACTION: Charlotte to send details to LR to allow time to read and understand requirements.**

It was discussed how it could be confirmed what children were at the disco and what the procedure should be; with it being agreed that the gate would be locked, and all children would congregate between the shed and the hut.

**AGREEMENT: Class teachers to outline fire procedures during class time on the day of the events.**

**ACTION: EP to speak to colleague in relation to fire plan.**

It was noted that Public Liability Insurance would need to be in place before the Halloween disco.

**ACTION: Liz to arrange Public Liability Insurance.**

### c. Parent social

Agreed that this will hopefully be held in May 2024, with ideas to be discussed in due course.

### d. Spring Hop

Date: Wednesday 17<sup>th</sup> April 2024  
P1 – P3: 6:00pm to 6:50pm (50 minutes)  
P4 – P7: 7:15pm to 8:15pm (1 hour)  
Tickets: £2.50, parents by exception



**e. Pre-loved uniforms**

The option of a 'sharing shed' for pre-loved uniforms was discussed and it was agreed that this could perhaps be investigated in spring 2024.

There will be a pre-loved sale at the November parents evening, with the option to pay a donation for each item.

It was agreed that no more uniforms to be accepted at this time.

It was highlighted that teachers can always dip into the pre-loved uniform cupboard as required

**ACTION: LR to communicate that no more uniforms to be accepted by school office.**

**ACTION: Liz, Lisa, and Charlotte to tidy the cupboard.**

*LR brought meeting to a close.*

Date of next meeting: tbc