**Low Port Primary School PTA**

**Wednesday 16th March 2016**

**PTA Committee Minutes**

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| **Attendees:** | **Apologies:** |
| Rebecca Holmes (C) | Lucy Wilson |
| Helen Wallace (VC) | Alice Buckley |
| Kirsty Pllu (T) | John Richardson |
| Jennifer Macintyre (S) | Vicky McCorkell |
| Elizabeth Ramsay | Kate Newman |
|  | Ruth Watson |
|  | Sian Morrison |
|  | Karen Mitchell |
|  | Sandra Fuller |

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| **1** | **Minutes of Previous Meeting**  JM to send copy of minutes of last meeting to Jackie for them to be loaded onto school website.  Actions carried forward:  Disitribution Lists & Mailboxes - JM to contact SC to update webpage & [pta-all@lowport.org.uk](mailto:pta-all@lowport.org.uk) mailbox. RH to review webpage content.  Records management - JM received records management policy from JL. JM & RH to review paperwork and submit historic records for archiving.  Easyfundraising – RH to place a video demo on FB | **JM & RH** |
| **2** | **Treasurer’s Update**  The December 2015 balance was £7,910.67. The actual balance at today’s date is £9,218.23. An increase of £1,307.56.  **Sparkle Night -** The Sparkle Night made £1,726.26. The raffle made £370. The man raffle made £134. The table sales made £110. Tickets sales, less the cost of the welcome drinks, made £790.16 (87 tickets sold) and alcohol sales made up the balance of £322.10.  **Christmas Raffle -** The £170 from the Christmas Raffle has been allocated to the Climbing Equipment.  **Easyfundraising -** The easyfundraising total for October-December 2015 was £63.80.  **Uniform Commission -** The uniform commission for the school year so far is £136.50.  **The Gate -** The invoice for the gate for £729.35 has now been paid.  **Rag Bag Collection -** We received a cheque for £135.20 from the school for the rag bag collection, which has been allocated to the climbing equipment.  **Climbing Equipment Total -** The climbing equipment total, including the funds held by the Trust Fund stands at £10,642.80, with a further £693.10 potentially recoverable in gift aid. A breakdown of the funds allocated is shown on the attached spreadsheet. The funds allocated to the climbing equipment and held in the PTA account are £5,570.40.  **Available Balance -** Taking in account the £5,570.40 allocated to the climbing equipment and an unpresented cheque for £69, the available balance is £3,578.83. |  |
| **3** | **Sparkle Night**  JM to send link to s/sheet of costs for gift bags  Everyone agreed that having the Dad’s to help and selling a better variety of drinks (pitchers of cocktails) worked really well.  Next year we should enforce an end time to allow more time to clear up at the end.  Potentially increase stall and ticket prices for next year. | **JM** |
| **4** | **Film Night – Friday 6th May @ 6.30pm**  To show film “Honey I Shrunk the Kids” and offer as a free event in the School Hall. Parents will be responsible for their children and encouraged to bring Cushions/ Blankets/ Pillows.  Kids to be provided Popcorn, Haribo & Squash/ Water.  Parents to be offered Tea, Coffee, Hot Chocolate and a biscuit.  JR to provide tutorial on equipment set-up  JM to book hall 6pm to 10pm  ER to place booking in Rab’s Diary and request Urn is set-up  RH to issue Parentmail and place on PTA Facebook Page  HW/ RH to source popcorn and check if we still have packets of Haribo/ buy more.  JM to purchase plastic lidded cups | **JR**  **JM**  **ER**  **RH**  **HW/**  **RH**  **JM** |
| **5** | **Summer Fayre/ Jumble Sale - Sat 21st May**  Event to be held 12pm to 3pm on School Grounds, however, Lowport Centre booked if wet weather.  LW has made Lowport Centre booking from 11.30am to 4pm at a cost of £8.30 per hour.  JM has a Marquee & RH has an Awning which could be used. RH to ask whether any other parents have similar which could be used.  Ideas for the day:   * Bouncy Castle – ER to check whether permissible * Police/ Fire Brigade * Craft Table/ Cupcake Decorating * Facepainting/ Tattoo’s – LW to speak to Ashleigh * P7’s available to help run stalls * Plant Stall * Lucky Dip * Raffle to be run with pair of PATP tickets to be won – Treasure Map idea could be used * Tombola * Homebaking * Jumble   JM to set-up separate meeting for Weds 23/03 to agree on format for event and agree ownership for the various stalls. | **RH**  **ER**  **LW**  **JM** |
| **6** | **Gala Day – Sat 18th June**  Theme chosen by children to be Jurrasic World.  No float to be used this year, costumes and banner only.  HW to send Parentmail to invite ideas for children’s costumes  HW to organise Banner  JM to find out where and when we need to register for Gala Day. | **HW**  **JM** |
| **7** | **Summer Disco – Fri 24th June**  P1-P4’s to attend 6.30pm to 8pm  P5-P7’s to attend 6.30pm to 9pm  There will be plenty of flashing rings and bracelets left over from the last Disco which could be sold again. Earrings did not work well.  JM to book hall 5pm to 10pm | **JM** |
| **8** | **P7 Leaving Ceremony**  RH to issue Survey Monkey to P7 Parents to invite ideas/ suggestions.  RH to speak to other schools for ideas/ potential joint ceremony. | **RH** |
| **9** | **Quiz Night – Sept – Date TBC**  Davie Deep Sea Paterson has offered to run the quiz.  Adult event to be held in School Hall. Tickets sold per person.  Crisps and BYOB. Organise a raffle. | **HW** |
| **10** | **P1 Parents – First day breakfast**  RH to organise First Day Breakfast for the new P1 parents.  Potential venues to be investigated are Taste Café or Burgh Halls.  Invite to be placed in the P1 Pack and RH to attend new P1 Parents Meeting. | **RH** |
| **11** | **Grants/ Fundraising Targets**  RH raised the questions … Do we still need to apply for Grants? And what will be our next fundraising target?  We need to provide some suggestions to the Parents:   * Gardener * Projection Equipment * Books * IT Equipment * Ipads * Portacabins for out of school club/ playgroup |  |
| **12** | **AOB**  Newsletter – RH to request future Calendar of Events is added, we also need to issue our own PTA Newsletter.  RH to ask ETF to provide the £100 per class  RW to organise Leavers Hoodies  RH to discuss a review of Uniform suppliers with RW/ AB | **RH**  **RH**  **RW**  **RH** |
| **13** | **Date of next Meeting**  TBC |  |