Low Port Primary School PTA

Wednesday 28th September 2016

Committee Minutes

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| **Attendees:** | **Apologies:** |
| Rebecca Holmes (C)Helen Wallace (VC)Kirsty Pllu (T)Lucy Wilson (S)Elizabeth RamsayAlice BuckleyVanessa McGilliardSone Spottiswoode | Jennifer MacintyreKaren MitchellSian MorrisonRuth WatsonKate O’HaraNeil Mcgrory |

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| **Item No.** | **Notes** |
| 1 | **Treasurer’s report**KP talked through the Treasurer’s report.**Updates:*** Current balance - The account balance at today’s date is £4,521.18.
* Uniform - We had a late payment for £18.20.
* Quiz - We have a total of £70 in electronic payments for the quiz so far.
* Photos - We have a total of £140 in electronic payments for the photos so far.
* Available Balance - Taking into account an un-presented cheque for £51.50, the available balance is £4,469.68.
* Audit - The auditor signed off the accounts on 13 September.

**Analysis:**Depending on whether we decide to keep a contingency of £1,000 or £1,500 in the PTA account we have £3,292.98 or £2,792.98 surplus from last year’s fundraising.For reference last year the realised profit from the 2 discos and Sparkle Night plus the uniform commission (events/sources of income we are definitely going to have) totalled approximately £3,500.Our regular costs are insurance, P7 leavers and gala day, which last year amounted to about £850.If the iPads cost £3,200 and the books cost £2000, we need to raise about £2,750 or £3,250 (depending on the level of our contingency) to cover the expected costs. |
| 2 | **Fundraising targets for this session**iPads* **Action**: Check out ChromeBooks as possible cheaper alternative - ER
* More information to follow.

Books for library and school* Agreement reached for this spend
* **Action:** RH to see if this is better spent from ETF funds

Chess club tee shirts* Request from Richard Payne for pupils taking part in competitions out with school.
* 12 required (£76 total)
* Can be used by any pupil for other events as not personalised.
* Agreement reached for this spend
* **Action:** RH to give go ahead to RP

Parent evening booking website* Recent successful trial
* £200 per year.
* Saves teachers a lot of time and is easy for parents to use.
* Agreement reached for this spend

Fischy Music* Currently used in school
* Online subscription due for renewal
* Cost is c.£300
* Agreement reached for this spend
* **Action:** RH to see if this is better spent from ETF funds
* **Action:** ER to find out exact cost.

Bereavement resources* Bereavement Group set up in school would benefit from proposed resources. Resources would also be useful in other areas of school.
* Agreement reached for this spend
* **Action**: RH to see if this is better spent from ETF funds

Spanish resources* 1+2 fully implemented now but need additional Spanish resource (Early Start Spanish).
* **Action**: ER to investigate online/DVD + single user subscription (c£100 + VAT) vs Site Licence (c£100-300)
* Agreement reached for this spend
* **Action:** RH to see if this is better spent from ETF funds
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| 3 | **Final preparations for Quiz Night*** **Action:** HW to resend parentmail re tickets + raffle
* Bottles sourced for tombola
* Raffle prizes collected
* **Action:** KP to arrange to get floats to HW
* **Action:** RH to arrange music
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| 4 | **Family photo day*** School hall booked for 8th October 2016.
* Event starts at 9am.
* Rebecca Holmes is the photographer.
* Kate O’Hara, Kirsty Pllu, Jen Macintyre, David Holmes and Lucy Wilson helping on day.
* 16 bookings so far.
* **Action**: Xmas props to be sourced.
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| 5 | **Gift item 2016*** This year the gift item will be a tea towel.
* Kirsty Pllu organising.
* **Action**: HW to forward previous tea towel information to KP.
* Deadline is 24th October.
* Staff require one week to organise the pupil portraits.
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| 6 | **Schedule of Events for year*** More emphasis on social and fun events.

2016* October: Photo Shoot (8th) and Gift item (by 24th)
* November: Disco (11th)

2017* January: Movie Night (20th)
* March: Sparkle Night (3rd)
	+ **Action**: LW to book hall.
	+ **Action:** Source stalls (£15 per stall)
	+ **Action**: Start thinking about Gift Bags
* April: Spring Fair (29th) in Low Port Centre.
* May: Deacons Court Street Fair and Sports Day home baking stall.
* June: Summer Disco (2nd) and Gala Day (17th)
* August: P1 social event (22nd) in Low Port Centre.
	+ **Action:** RH to book Low Port Centre

Sponsored event (date tbd)* Matchbox scavenger hunt
* To raise money for the Bereavement Charity supported by Low Port this year.
* **Action:** ER to take idea forward with Bereavement Group.
* Online sponsorship option such as Just Giving required to maximise Gift Aid and make donating easier.
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| 7 | **Uniform review outcome**RH update on process* PTA going to set up online ordering.
* Creating uniform order information sheet to go out at bulk order time and included in new P1 intake welcome pack.
* Parents to be informed that uniform doesn’t need to be embroidered as long as it is school colours.
* Second hand uniform didn’t sell well at the last fair. Facebook group set up to swap/sell instead.
* **Action**: RH to rephrase reason for P7 wearing shirt and tie on information sheet.
* AB sorting out the next order for next week.
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| 8 | **Any other business**Future Proofing the PTA.* Time constraints - need easy to organise events so people feel they have the time to help out.
* Make sure social/family friendly events are scheduled.
* Dropbox used to archive processes for future committees.

Conference Calling* Discussion about need for Conference calling as an option for people who can not make face to face meetings in person.
* **Action**: LW to keep looking into options.

c/d. Social Media / PayPal / Online ticketing* RH gave demo of website which can be branded as Low Port PTA.
* Tickets for events can be booked through the website and people can sign up as helpers for events.
* Cost £9 per month.
* **Action**: RH to investigate further re costs and setting up as a charity with PayPal.
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| 9 | **Date of next meeting**7pm on Thursday 19th January 2017 in the multi-purpose room. |

**Summary of Actions overleaf**

**Summary of Actions:**

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| **No** | **Action** | **Owner** |
| 2809/01 | Check out ChromeBooks as possible cheaper alternative to iPads | ER |
| 2809/02 | Liaise with ETF re fundraising targets | RH |
| 2809/03 | Inform RP about decision to fund Chess Club tee shirts | RH |
| 2809/04 | Find out exact cost of Fischy Music subscription | ER |
| 2809/05 | Find out cost of Spanish Resources | ER |
| 2809/06 | Resend parentmail re quiz night tickets + raffle | HW |
| 2809/07 | Arrange to get quiz night floats to HW | KP |
| 2809/08 | Arrange music for quiz night | RH |
| 2809/09 | Xmas props to be sourced for photo day | ALL |
| 2809/10 | Forward previous tea towel information to KP | HW |
| 2809/11 | Book hall for Sparkle Night | LW |
| 2809/12 | Source stalls (£15 per stall) | ALL/RH |
| 2809/13 | Start thinking about Gift Bags | LW/ALL |
| 2809/14 | Book Low Port Centre for next P1 social event in August 2017 | RH |
| 2809/15 | Take matchbox fundraising idea forward with Bereavement Group | ER |
| 2809/16 | Rephrase reason for P7 wearing shirt + tie on uniform order info sheet | RH |
| 2809/17 | Further investigation into conference calling options | LW |
| 2809/18 | Investigate further re costs and setting up as a charity with PayPal | RH |