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 Ramsay  Alice Buckley  Vanessa McGilliard  Sone Spottiswoode | Jennifer Macintyre  Karen Mitchell  Sian Morrison  Ruth Watson  Kate O’Hara  Neil 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 |
| 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 |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 9 | **Date of next meeting**  7pm on Thursday 19th January 2017 in the multi-purpose room. |

**Summary of Actions overleaf**

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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 |