Low Port Primary School PTA

Wednesday 3rd May 2017

Committee Minutes

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| **Attendees:** | **Apologies:** |
| Rebecca Holmes (C)  Helen Wallace (VC)  Kirsty Pllu (T)  Lucy Wilson (S)  Jane Livingston  Elizabeth Ramsay  Vanessa McGilliard  Ruth Watson  Kate O’Hara | Karen Mitchell |

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| **Item No.** | **Notes** |
| 1 | **Actions Update**  RH went through the actions from the last minutes. Most are completed as refer to past events.   * Vice Chair position still needs to be filled. * The next AGM will be on Thursday 7th September 2017. * RH has set up a conference calling system to be discussed at the next meeting. * Christmas gift update has been shelved for now. |
| 2 | **Parent Council update**  Survey results feedback   * Good amount of responses (42) * Responses have given PC good points to work on.   Headteacher update   * JL and ER attended family engagement workshops in Livingston. * JL met with SPTC representative Eleanor who suggested holding an information sharing event at the school to be followed by two workshops to identify a goal. |
| 3 | **Future of Fundraising update**  RH updated on the progress of Friends of Low Port Primary School (FOLPPS) and advised that letters would be sent out to ETF donors this week. |
| 4 | **Succession planning**  Vice chair position is still vacant and needs to be filled. |
| 5 | **Update on all weather pitch maintenance**  The pitch needs to be maintained in order to avoid the expense of replacing it. The initial figure is c£2300.  Neil McGrory has done some research and found we need to buy sand and organise volunteers to push the sand in to the pitch.  There was a discussion around using the ETF funds to pay for this project as the money held within it will need to be either spent or handed over to the school before winding it down. The ETF has enough money in it to pay for the initial maintenance required just now.  RH will arrange a meeting with NM to discuss further. |
| 6 | **Treasurer’s report for Meeting on 10 May 2017**  **Account Balance**  The account balance at today’s date is £6,485.02.  **Available Balance**  The available balance is £6,103.78, taking into account 2 unpresented cheques for £373.25 and £7.99.  I am waiting on some receipts for Sparkle Night which I have been told amount to approximately £300 and we are in the middle of a uniform order so the actual amount available is more like £5,500. If we keep a surplus of £1,500 that means we have £4000 to spend.  **Sparkle NIght**  As mentioned above I’m waiting for receipts to be submitted so I can’t give an accurate profit figure for this event but if the receipts are about £300, the proceeds would be about £900.  **Spring Fair**  The Spring Fair raised £865.03.  **Uniform Commission**  For the year to date uniform commission is £1052.30 (up on this point last year).  **Easyfundraising**  Commission for Q4 2016 was £72. That’s £112.68 for the year so far which is slightly up on the previous year.  **Recent Spending**  We’ve not spent anything since the last meeting.  **Proposed Spending 2017**  £3000 for ipads and accessories. Gala Day spending £450 (last year). Insurance £135.  P7 Leavers £300 (last year). Total proposed spending for the rest of the year estimated about £3900 so all proposed spending is currently covered.  **Recent Spending**  Since the last meeting we have spent an additional £398 on Active Literacy, £77.75 on web-hosting for the school website, £190.74 on Ronnie’s plaque, £199 on the Parents’ Evening Booking System and £1,938.28 on Numicon (another £1000 coming from ETF).  **Proposed Spending 2017**  £3000 for ipads and accessories. Gala Day spending £450 (last year). Insurance £135.  P7 Leavers £300 (last year). Also a little bit for movie night (estimate £75). Total proposed spending for the rest of the year estimated about £4000. We have £3500 in the account so we need to raise about £1,500 to cover proposed spending and keep a £1000 contingency. Should be covered by Sparkle Night which made £1,726 last year. |
| 7 | **Requests for spending**  Chess Club   * £55 for engraving. * JL, ER, RH and Mrs Golding to follow up.   Sports bibs   * Request by parent to look in to purchasing school bibs in house colours to be used at Sports Day for all children. * Concerns raised about storage and upkeep. * Alternative options to be looked in to.   Ipads/Tablets   * JL to check if Kindles are a suitable alternative at less cost.   STEM equipment   * JL/ER to advise of costs of packs required. * Proposal to focus main fundraising for this in 2017/18.   Golden Time resources   * P5 + P6 to update the Golden Time resources using the money they raised at the Spring Fair. * Group agreed in principal to top up the funds for this if required.   Zone   * Needs upgraded to maximize efficient use of the space. * Restrictions on what can be done due to shared use of space with OOSC. * Interactive moveable panel is an option as it is on a trolley which means it can be stored securely. * JL to check costs (c£2-3000) and report back. |
| 8 | **Lessons learned**  Sparkle Night   * 62 was a good number of attendees. * Suggestion that we need to make what happens on the night and the need to bring money for buying drinks and craft goods more apparent in the publicity. * Perhaps try something different in 2018 e.g. gin tasting. * Don’t plan exactly a year ahead to get best date for attendance. Rough plan at start of year and decide exact dates nearer the time. * Avoid gymnastics display weekend. * Prepare better for any mess caused.   Spring Fair  Advertising   * Book banner space, if possible, when book hall at Low Port Centre. * Put piece in Linlithgow Gazette District Diary * Avoid Linlithgow Gymnastics weekend. * Tell children not to climb on the climbing wall. * Try more interactive games alternative to Lucky Lollies game, e.g. Hoopla, chocolate lucky cards, splatarat/whackamole, basketball hoop. * Display main raffle prize well. * Craft stalls didn’t make much, so probably not right event for them. * Use more distinctive coloured tombola tickets for ease of finding prizes. * Not possible to separate into kids/adults tombola due to donations coming in right up until the day so don’t know what you will have and sticking on/ folding tickets takes a while. * Tombola pricing worked better this year: £1 for 3 tickets (12-2pm), 5 for £1 (2-3pm), 10 for £1 last 15 minutes if required. * Print rules for games for stall holders. * Hide sweets/free throw token in tin can alley cans randomly. * Maybe get more cans for a bigger stack to knock down. * Invite P4-7 to have stalls next year instead of craft stall holders. * Try another DIY craft stall e.g. tile decorating, plant a seed (free pots from Hopetoun Garden Centre, bag of soil, cheap seeds, get labels in sale) etc. * Take an extension cord. * Give more warning to ski and chess club of Fair date. * Get earlier notice of what classes want to do on their stalls. * Set up duty rota list and have available on day. * Make better plan for setting/packing up Hook a Duck (bucket for water?) * Ask stall holders not to turn up too early. * Draw raffle at c2.40pm. * Check table sizes before the day. Rectangular tables are smaller than expected. * First Aider to be identified. * Refreshments table by donation was well received. * Suggestion for more loaves for baking stall to sell whole. * Suggestion for mixed sweets bags in cones/bags for kids. * Suggestion for Kids book stall or Far from Madding Crowd? |
| 9 | **Sports Day**   * Refreshment stand to be set up again. * Teas/coffee/homebaking etc available to spectators for donation. * Helen to get cups to Rebecca. |
| 10 | **P1 parents evening**   * Tuesday 16th May at 6pm in main hall. * RH and JL to serve tea and coffee to parents/carers (c24). * Set up from 5.30pm. * JL to ask facilities for the urn. * HW to source free cups if possible. |
| 11 | **Disco**   * Friday 2nd June * Decided no theme. * RW to ask JR re black light. * Rota and Facepainting (RH), Tuck shopping with post Oct/Nov Best Before dates (HW), Tattoos: tbd, Novelties: KO’H. * RH to send KO’H previous spreadsheet to help with novelties buying. * Need to train more helpers on facepainting (RH). |
| 12 | **Gala Day**   * Theme chosen is Stories of Scotland * Spending required: Banner for front of parade and sweets to throw to crowd * Music was lost due to bands last year * Kate O’Hara to choreograph simple routines to songs we can all sing along to * Sandwich boards decorated as books for adults to wear. Need FB post |
| 13 | **P1 parents breakfast**   * Booked for 22nd August 2017 at 9am at Low Port Centre. * Will supply bacon roll, tea/coffee and bucks fizz. * KO’H offered to help RH. |
| 14 | **AOB**  Cluster PTA event   * RH set up a group meeting with other Linlithgow school PTAs to share ideas and raise idea of a communal event with more community appeal. * Group keen to try an event but not anything any of the schools already do. * The group suggested an 80s/90s disco for adults to be held later this year, possibly at Linlithgow Academy as Burgh Halls too expensive. **Update**: Glitter Ball decided for 1st December 2017. * John Richardson to DJ. * Profits will be split amongst the schools involved. * Next steps are to discuss how to finance the event. * Each school to sell own tickets and keep track of that money. Use the tickets sales to work out how to split the expenses. Bar takings to be shared equally. * Group is going to meet again so ideas for other events are welcome.   Suggestion to share event calendars between schools to avoid conflict of dates for other events.  Volunteers event to be held on June 6th. Free event to celebrate Linlithgow volunteers.  Need to get 2017/18 event dates to JL to organise lets.  In-service day   * Staff discussed successful partnerships between parents and staff such as Rookie Rockstars, having tea and coffee at events, and Elephant’s Tea Party. * Enterprise night may be held later this year. Staff suggested asking PTA for c£30 per class for them to make it grow. * PTA to judge results and supply refreshments. * Co-ordinate calendars to agree date.   Uniforms   * Ruth Watson and Alice Buckley to step down from uniform ordering next year so need to advertise for replacements to take this over and opportunity for people to shadow them this year. |
| 15 | **DoNM**   * Decide event for after the summer now and advertise date/event * Suggestions were for a quiz or a Ceilidh with Gary Copeland. |

**Summary of Actions:**

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| **No** | **Action** | **Owner** |
| 1005/01 | Vice Chair position to be filled. | RH |
| 1005/02 | Communicate next AGM will be on Thursday 7th September 2017 | RH |
| 1005/03 | Conference calling system to be discussed at the next meeting. | RH |
| 1005/04 | Discuss next steps re all weather pitch. | RH/NM |
| 1005/05 | Chess Club request for £55 for engraving. | JL, ER, RH and Mrs Golding |
| 1005/06 | Alternative options to sports bibs to be looked in to. | RH/JL |
| 1005/07 | Check if Kindles are a suitable alternative to ipads at less cost. | JL |
| 1005/08 | Advise group of costs of STEM packs required. | JL/ER |
| 1005/09 | Check costs of moveable interactive panel and report back. | JL |
| 1005/10 | Choreograph simple moves and select songs to sing | KOH |
| 1005/11 | Co-ordinate sandwich boards decoration | KOH |
| 1005/12 | Buy sweets for gala day | KOH |
| 1005/13 | Arrange banner for Gala Day | KOH/RH |
| 1005/14 | Finalise P1 breakfast, buy orange juice and sparkling wine. | KOH/RH |
| 1005/15 | Ideas for cluster school event | ALL |
| 1005/16 | Volunteers event to be held on June 6th | ALL |
| 1005/17 | 2017/18 event dates to JL to organise lets. | RH |
| 1005/18 | Discuss enterprise event and agree date. | RH/JL |
| 1005/19 | Advertise uniform order positions. | RH |
| 1005/20 | Agree on event for after the summer. | ALL |
| 1005/21 | Advertise event to be held in August/September. | RH |