Low Port Primary School PTA

Thursday 7th September 2017

Committee Minutes

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| **Attendees:** | **Apologies:** |
| Rebecca Holmes (C)Lisa McGarry (VC)Kirsty Pllu (T)Lucy Wilson (S)Jane LivingstonElizabeth RamsayVanessa McGilliardHelen WallaceRuth WatsonKate O’Hara | Karen Mitchell |

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| **Item No.** | **Notes** |
| 1 | **Opening business*** Vice Chair position has been filled by Lisa McGarry at the AGM.
* RH welcomed new members.
* Decision made that only members at meetings can vote on issues arising/spending to be in line with SCIO rules when PTA changes to Friends of Low Port Primary School (FLPPS).
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| 2 | **Five Primaries - Glitter Ball*** December 1st, 7.30pm start at Linlithgow Academy.
* Drinks and nibbles provided. Hot Dogs later in evening.
* 40 tickets initially allocated per school go on sale 8.9.17 until end of September 2017.
* Remaining 150 tickets will be released in October open to all to buy.
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| 3 | **2017/18**Sparkle Night* 23rd February 2018.
* Lead – Kirsty Pllu
* Helpers – Sarah Gahagan and Helen Wallace.
* E-tickets to be sold
* Lisa McGarry offered to help with flyers.
* Agreed that stalls will be invited and format of evening will be same as last year.
* Note to bring a hoover for clean up.

Discos* Dates agreed as 10th November and 1St June.
* Lead – tbd.

Gala Day* Lead – Kate O’Hara
* Help - Lisa McGarry
* Theme – Aliens. HW had picture to illustrate.
* Check with other schools to make sure not duplicating theme.
* Parent body feedback is that they would like to pay set fee and receive items to wear on day e.g. deeley boppers, face paints, boiler suits for convenience instead of sourcing own outfits. Especially as it is in June.
* Set a budget e.g. £250 as parent body feedback is that they would like money raised by PTA/SFG to go back to the school.
* Return to picnic on peel idea done in past years. Provide picnic bag for participating children.
* RH volunteered use of her car for float.

P1 Breakfast* Was successful and had good feedback. Will run again next year.

P7 leavers parent breakfast* Idea put forward for further discussion at a later date.

Quiz Night* 27th October 2017 in school hall.
* HW to ask Davie Paterson to be quizmaster again. **Update** – DP has agreed.
* Tombola prizes to be collected.
* BYOB and nibbles provided.

Family Photo Shoot day* Photographer – Rebecca Holmes.
* 30th September 2017 in school hall. **Update** – date changed to 4th November.
* Booking system to go out soon.
* £25 for 15 minute slot and photos sent out.
* Volunteers needed on day. Lisa McGarry and Kirsty Pllu.

Christmas gift* Agreed on tea towels again.
* Lead – Lisa McGarry
* Helen Wallace to help.

Movie Night* 26th January 2018
* Donations box to be set out on night.

Spring Fair* 28th April 2018
* Low Port Centre
* Leads – Lisa McGarry and Kate O’Hara
* Need to book LPC soon.

Enterprise Night* 7th December 2017 in school.
* PTA to give each class c£20 to make money grow from. E.g selling dog biscuits.
* Tea and coffee to be provided.
* Classes present what they have done and winner chosen.
* Classes repay seed money to PTA and keep their profit.
* JL to talk to staff and get back to RH re money needed.

Face painting ‘how to’ evening* Lead – Rebecca Holmes.
* Date – Wednesday 4th October.
* More details to follow.
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| 4 | **Treasurer’s report****LOW PORT PTA****REPORT ON FINANCIAL YEAR ENDING 31 AUGUST 2017*** The PTA bank account ends the year with a balance of £5,400.66, an increase of £1,107.68 on the previous year.
* The ETF were previously responsible for maintaining a fund of £3000 for grounds maintenance including maintenance of the all-weather pitch. To facilitate the winding down of the ETF, the PTA have taken on the responsibility for grounds maintenance until the SCIO can assume responsibility.
* The PTA have spent £642 on sand for the all-weather pitch this year so that leaves £2,358 in the grounds maintenance fund.
* Taking that into account the available balance is £3,042.66. If we as usual keep £1,500 as a contingency, we are going into the year with £1,542.66 available to spend.
* We raised a total of £5,710.07 this year.
* The uniform commision was £689.75, slightly down on last year but probably accounted for by the fact there were fewer children at the school than the previous year.
* Expenses totalled £1221.61.
* This year easyfundraising has earned the school £158.10, about £90 down on last year. For new parents or anyone who hasn’t yet registered easyfundraising is a way to raise money for the school simply by registering and making online purchases at a large number of well known retailers. Simply log on to [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk/) and select “Low Port PTA” as your good cause and the retailer will make a small donation every time you shop.
* This year the PTA have donated £3,380.78 to the school.
* Donations have paid for the Christmas Parties (both 2016 and 2017), Chess Club T-shirts, the P7 leavers event, Active Literacy, Parents Evening Booking System, Numicon (Maths resource) and the plaque for Ronnie in the rose garden.
* A summary of the year’s events and the auditor’s sign off of the accounts is below.
* Finally I’d like to thank Jo Bremner for auditing the accounts.

**SUMMARY OF EVENTS 2016/2017**

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| **Events** | **realised profit** |
| Quiz | 309.00 |
| Photos | 600.00 |
| Tea towels | 550.47 |
| Discos | 1426.39 |
| Ladies Sparkle Night | 1,018.54 |
| Fair | 865.03 |
|  |  |
|  | 4,769.43 |
| **Other income** |  |
| Easy Fundraising | 158.10 |
| Uniform commission | 689.75 |
| Sports Day Cake Stall & Donations | 92.79 |
|  | 940.64 |
|  |  |
| **Total Income** | **5,710.07** |
|  |  |
| **Other expenses** | **actual** |
|  | £ |
| New Parent Meet up (2 years) | 167.93 |
| Web Hosting/Domain Name | 85.84 |
| Gala Day | 117.08 |
| Movie Night | 20.78 |
| Catering supplies | 52.98 |
| Sand for pitch | 642.00 |
| Insurance | 135.00 |
|  | 1,221.61 |

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| 5 | **DoNM*** Doodle Poll to go out to decide next meeting date.
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**Summary of Actions:**

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| **No** | **Action** | **Owner** |
| 0709/01 | Promote remaining Glitter Ball tickets | LW |
| 0709/02 | Book hall and zone for upcoming events | LW |
| 0709/03 | Leads for all events to be decided | All |
| 0709/04 | Quizmaster to be booked | HW |
| 0709/05 | Quiz - Drinks, nibbles and raffles/tombola to be organised | HW |
| 0709/06 | Family photo shoot to be promoted | RH/LW |
| 0709/07 | Tea towels pictures etc to be organised | LMc/HW |
| 0709/08 | Enterprise Night to be discussed further | JL/RH/LW |
| 0709/09 | Book Low Port Centre for Spring Fair | LMc/KO |
| 0709/10 | Book venue for P1 breakfast 2018 | LW/RH |
| 0709/11 | Ideas for P7 leaver parent event needed | All |
| 0709/12 | Gala Day leads to discuss theme and picnic requirements | LMc/KO |
| 0709/13 | Disco – food and stalls  | All |
| 0709/14 | Promote remaining Glitter Ball tickets before October 2017 | LW |
| 0709/15 | Promote Easyfundraising to parent body | LW |
| 0709/16 | Doodle Poll to go out for date of next meeting | LW |