

PTA MEETING 07/11/17

ATTENDEES

Dale Dow, Sherrie Hogg, Keira McEwan, Kirsty McGregor, Shaun Morley, Catriona Iley, Julie Beath, Clare Dunne, Iona Matheson, Brian Howie, Kirsten Mackie, Glynice

APOLOGIES

Ali Mitchell, Kay Dingwall, Lynda Ramage

AGENDA

Treasurer

Main account is currently sitting at £3840.43. Disco brought in £1013.50 giving us £953.50 profit which is the most we have ever made at a disco. £90 has been paid to us as a deposit for Christmas stalls. We have takings from the Christmas Cards and activities but as yet are to be invoiced.

The Uniform balance is £2558.19 although there is an invoice of £999.45 to come out.

Medium Night

The Medium Night raised £170 profit. Initially there were concerns that it wasn't selling too well (27 people came) but it was agreed by those who attended that it was actually a comfortable number due to every table getting a reading meaning all groups left happy. There were a number of parents interested, however, the date we chose coincided with other events or Parents could not get babysitters. There is interest for it to be carried on so Dale will provide details to Clare for next year. Dale suggested that Clare once

again gauge interest before booking and have a date for this time. The buffet was not donated though so going forward it would need to be counted in.

Photo Shoot

After asking twice, Dale had not been given any dates from our usual photo company that we could book. Clare reached out to a local photographer who for personal reasons, could not do this for us, however, she passed the details to 2 other photographers to see if they would like to do the same deal for us. At this point in time we were awaiting a response and so will update accordingly. Dale was also advised to try Stork Photography/Kirsty Nugent. **After Meeting Update in notes.**

Christmas Fair

Tickets

The tickets went out a fortnight ago. We've had a good response so far with people requesting new books. Dale coming in once a week to check serial numbers off.

Dale explained to newer members that we now mark the serial numbers of some tickets due to a concerned resident who came into the school a fortnight ago as boys were going around the doors selling tickets but not giving them the correct ticket stub, the money of those tickets were never sent into the school. We now track all that come in and go out.

Legislation now states that any unsold tickets must be returned. We do ask for unsold tickets to come back into us so we can note the serial number as being unsold but sadly we cannot guarantee that we get all back. It should be noted that we must stress this in future years.

Dale pointed out that in PTA+ Magazine it was suggested that we could run competitions between families to see who sells more tickets although she didn't think we needed to worry about that as we always sell lots. There were also concerns from others about this as this may increase children feeling the

need to go round doors or make a family feel that they have to buy more if they cannot afford so. While those who work in large companies would easily do this.

Some PTA members took more tickets away with them although we did not need to mark the serial number as we would with a request through the schoolbags.

Fairground Games

Dale sent an email out a few weeks ago asking for Fairground game suggestions. We got 2 new suggestions:

Human Slot machine - Kirsty - some did not know what this was and so Dale got the video up (here is the video for those interested

<https://www.youtube.com/watch?v=1SPdnUZpodc>)

We need 3 loud parents/teachers to give the energy in the video, Jamie (Dale's husband) has agreed to do it providing there are others. Brian has said he would do it but would like to have a break as well, and Dale will hunt for others (possibly a head teacher?) although requested that other Members ask their Partners!

We discussed the logistics of this, Clare is speaking to a friend to see if he could make a lever although Catriona stated that if this was not possible then we could perhaps ask Mr Miller? The rest could be decorated with paper and a card sign made showing the winning payout. Kirsty also said if this was not possible we could play a slot machine noise each time.

Julie said that using some real fruit could be a bad idea because after it's mixed around and grabbed so many times, the fruit could be bruised and bashed. It was suggested we use childrens plastic fruit and buy fresh citrus fruits. Dale requested that all members look at home to see if they have plastic fruit and we can also check with nursery. For ratios of fruit per bucket we were still undecided, whether we have 1 of each kind we are using or 2 of some we don't know as of yet.

Some of the stalls on Youtube videos gave money as winnings although the PTA felt that giving out sweets instead would be easier. We could give out small bags of sweets/lollies. Glynice also said that Tesco do bigger bags of midget gems for 25p so these could also be used. **Info from after the meeting in notes section.**

Dale can look and see if there is a fundraising guide for running this stall to see how companies worked out the prizes.

Duct Tape Game - Fiona - a teacher stands on a chair against a wall and we sell strips of duct tape for a set price. At the end of the day, we remove the stool and see if they stick. There were so many reasons why this may not work

- Health and Safety
- Duct tape being placed in inappropriate places
- Damage to wall

We decided not to go ahead with this idea.

Julie mentioned that she was certain we had hook a ducks up the stairs. Dale remembered that we did do this and the last time was at the Halloween Fair. There were concerns about using water for this with health and safety but later decided that we would just need to place an adult helper on the stall to ensure there is no water on the corridor. Clare had initially suggested using plastic balls but Catriona believed this would not work as the children may see the bottom of the ducks if they topple over. We don't want to charge too much for this stall as will be giving out mini bags of Haribo so will be pricing it at 20p. Julie will check upstairs to ensure we have all the parts.

Lemon Game

We decided to continue with the Lemon Game as it has been successful in the past due to the fact there isn't much outlay (the cost of a lemon)

Kirsten asked about the Lego stall and that we had enough Lego. Catriona reassured that the school have Lego. Kirsten also said that she has small sealed Lego toys that she can bring in as prizes.

Lucky Dip/Reindeer Dust

Dale checked with Catriona that she was good for these stalls. Catriona advised that they already have the reindeer dust made up and was happy with the lucky dip donations this year so remaining hopeful for this year. Catriona confirmed with Clare the bags she needs and will get this all arranged.

Gift Room

Dale said she had been upstairs and we had quite a few gifts from other events that we could sell as Ikea could not donate this time around. Clare hoped for something different in the room. Dale also has jewellery to hand in. Fiona suggested using LP's and melting them down to make bowls as her Mum has a lot stored away. There was also mention of bending forks to make jewellery or windchimes.

We made candle holders out of tree trunks last year but Clare is still waiting for a log. Julie advised that she could speak to her Dad and see if he would like to make them for us as he likes working with wood.

Leaflets

Leaflets will go out in bags and be ready for delivery in 2 weeks. There was a good response from the newsletter from Parents willing to help deliver so we may have enough to cover for now. Dale will message those who offered and see if they are happy for her to give them streets to do or if they would prefer to choose where they deliver.

Dale also checked how many posters we need done.

Fiona and Clare both said they could put posters up in churches/venues and we could put some laminated ones in Corstorphine. We requested 5xA4 Laminated, 4xA4 non-laminated and 2xA3 non-laminated.

Banner

Dale questioned the difficulty in placing a banner this year due to the Roadworks on Saughton Road North, in the past they have been put outside Clare's house or on the fence of St Margarets Park. As we have no idea where the roadworks will be at that point we wondered whether it would be visible. 2 areas were suggested - PC World and/or Police Station beside Tesco or outside Boots on St Johns Road. The group decided to try and get it placed beside the police station and Dale will contact the council to seek their agreement.

Police/Fire Brigade

Julie will speak to the Fire Brigade to see if they can attend, she will also mention bringing Santa although it's very likely that it is too late.

Shaun/Catriona will if the police would also like to attend and also ask if they could bring Santa.

It has already been put in the leaflet that the fire brigade are bringing him, however, the leaflet has only been shared online in 2 places and so can easily be changed over if need be. There was always the chance in the past that the fire brigade would be needed for an emergency so we always had a reason set by just in case.

Dale advised that the children loved being able to put the police hats on and get inside the car with the siren going so it would be fantastic.

Dale did ask whether an ambulance could come along, there was initial confusion that she was suggesting they bring Santa and this may worry the children, but she clarified that it would be for the children to see inside, however she soon realised this is unlikely to work due to all the equipment in an ambulance.

Risk Assessment/Teacher Helpers

Catriona will complete a risk assessment and Shaun will put a list up asking for teacher helpers.

Parent Helpers

Dale advised that she will soon put a list out asking for Parent helpers, after confirming with those who already offered. Dale also took down the names of those who want to help and confirmed the times and if they can help on the Friday.

Santa

Julie hasn't been able to catch our Santa to ask if he would like to do it but Fiona has advised that she sees him every week so will speak to him and let us know.

Last year we sold all our tickets but Santa still had space for more so we discussed how to run the tickets this year.

We have decided to sell them in 4 time slots (half hour slots) so people make their way down to the queue during their time ensuring a queue that is too

large doesn't build up. Initially it was suggested to sell different coloured tickets but with everything the ticket seller needs to do, this may lead to confusion.

At the last meeting we wondered about charging an extra 50p for a photograph, we discussed the logistics of this as it can be tricky getting all details of people coming in and making sure the details correspond with the right person as the Santa room can become very tricky. Julie advised that in previous years, most photos were handed to Mrs Dinwoodie as she could recognise the faces and know who to send them out with, Catriona confirmed she can do this and so only the people outwith the school need to have their details taken.

It was mentioned that because the adult was paying an extra 50p for the image, should we not put it in some sort of mount, but we realised that other places charge extra for the photo on it's own.

If a parent wanted a photograph, we have elected to charge them for this when they are purchasing the Santa ticket, some Parents take the image when in the actual room and we want to encourage them to have a picture from us. The best way to know who has purchased a photo is for us to stamp their ticket. (Stam to be determined)

We discussed the use of an ipad versus a camera with a memory stick, Kirsty advised that her husband has a very good camera on a tripod and she could ask him if we could use it, as cameras are expensive, Dale offered that if he wished he could take the photographs for us. If this does not go ahead, we will need another Parent helper in the room to note down any details and take images.

Fiona will speak to Fiona Matheson and see if she would like to sell Santa tickets. Elinor in the church also expressed a keen interest in helping out.

Dresses

Emma Roy Bridal Wear donated 2 bridesmaid dresses for us to use in our fundraising. The thoughts were that we would put a leaflet out to Parents offering for them to make a bid and return that bid to us. We would include images of dresses on leaflets and have an image of them modelled on the school Parents Page/Website. The school had some concerns over this in that it is as

if we are telling the children that this is the type of way they should dress. The committee however are more looking to advertise this as an “occasion dress” and don’t intend on sending images of young girls wearing dresses to everybody.

The other concern raised was that Parents who cannot afford a nice dress are going to lose out. Instead we will offer all Parents the chance to buy an exclusive raffle ticket priced at £5 for the dress of their choice. These tickets will come in 2 colours so they are bidding on their preferable dress therefore having a choice.

Rather than having girls model the dresses we are going to contact people who know who own mannequins, our hopes are to have an image of the dresses on these mannequins and also borrow them for the day of the fair. We can offer the choice for people to come into school and see the dresses, however, we do not want them to be tried on in case of damage.

While we were on the conversation, Kirsten raised the concern that a list of the companies who gave us the prizes were not being listed on the website, Shaun advised he would get this done ASAP and Dale will add all names to her January newsletter as well

During this section, Dale had to remind the PTA that we have had feedback that important information was not getting back to the school or being heard by others because of all the side conversations, any conversations need to be inclusive and we need to hear each other’s ideas. **More in notes**

Other jobs not mentioned

Iona will get selection boxes

Julie will sort out Santa’s gift if he does it for us again

Julie’s Mum will likely sort out the books if she choose to be an elf

Clare will purchase what we need, photograph dresses and find out more about building a pull down lever or similar for slot machine

Dale will do Paper Plates, rotas, leaflet assignments, contact council, raffle tickets

Shaun will sort out a Christmas playlist

Pub meeting

Pub Meeting at The Terrace on 21st November 7pm, no childcare

AOB

Catriona asked Dale if the PTA would make a donation to Mr Barkin who is doing a performance for nursery. Dale asked if she could be emailed with figures and she could put a vote out.

Julie has offered to help Dale with drawing the raffle.

Dale said while the wishlist is being put on hold until after the fair, Catriona will look into getting prices for benches.

Donation request letters will be going out next week, they were checked while we were in the meeting and seem to be exactly what we need. This stemmed from a discussion regarding the mix up on the "bottle" request and making sure lucky dip prizes were labelled.

Dale mentioned that a vegetarian option was requested. However, it would be too difficult as we work with small George Foreman grills and so there is a risk of cross contamination with meat.

NOTES

- Since the meeting our original photo company has contacted Dale, Dale initially told them that we have looked at other companies and so they offered us £12 from every £15 family portrait. We have now had a majority vote agreeing with this and are in discussion with Fiona

Matheson re: booking the church. Fiona has advised Dale there would likely be no charge as it's for fundraising.

- Kirsty has purchased 10 bags of 11 mini packs Skittles for the human slot machine which we will use for 3 in a row, we will then do lollipops for 2 in a row and keep it simple.
- I really hate telling people they can't talk during meetings as don't want to feel I am telling people off, but after the discussion around dresses, conversations within groups got really bad despite me reminding people of our previous discussion. If we have lots of smaller discussions things won't be heard from others and important things may not be added to the minutes or get back to the people concerning, it's really important that everybody gets a chance to speak and all are heard as well as giving people the chance to say what they are trying to say without them needing to speak louder or stop speaking.