

PTA MEETING MINUTES

06 FEBRUARY 2018 / 7:00 PM / STAFFROOM

APOLOGIES

Iona, Glynice

ATTENDEES

Dale, Kay, Julie, Kirsten, Sherrie, Brian, Lynda, Shaun, Catriona, Fiona, Kirsty and Clare

AGENDA

Treasurer

Main Account:

We took in £4170.18 at the fair. After deductions of £936.88 (supplies, raffle gifts etc) the profit was £3233.30

We paid out to Art Screens Ltd making the Christmas Card profit £235.60. £900 was paid to the school for the remainder of the panto contribution. £14 was paid to the school for use of the text service in cancelling the photo shoot. £85 has been taken out for Thursday's DJ and £55 float for the disco.

The balance is sitting at **£5570.83**

Uniform:

£33 has been taken in and £67 for the thrift shop

The balance is sitting at **£2376.94**

Fair Breakdown/Comparison below:

Stall	2016 (£)	2017 (£)
Door	556.15	464.20
Baking	338.81	259.05
Tombola	217.16	271.10
Books	143.00	77.05
Toys	106.75	124.50
Bacon/Tea etc	307.40	392.40
Santa	167.50	150.45
Face Paints	59.00	37.20
Tattoos/Hair Spray	30.50	43.60
Reindeer Food	30.50	63.90
Lucky Dip	91.90	94.30
Raffle	1788.00	1816.10
Sand & Lego (craft)	30.50	111.60
Teddy B'day/Sweets	31.50	12.50
Weight of Cake	25.75	1.00
Gift Room	52.60	96.60
Lemon	8.30	8.30
Fair Games	24.10	41.33

We discussed the various stalls, things that worked, things that never and things that need to be in place for next year.

- Tattoos - Was much better with glitter tattoos and should be offered each year. This year we used Lynda's glitter so we may need to get our own stock

- Face Paints - looked very busy but definitely needs more painters, although hard to get
- Toys and books - donations were lower this year
- Review weight of cake/teddy birthday and sweets. They have never been big earners and may fit 1 more stall in. Cake was left at end of baking stall and not pointed out so looked like it was part of the baking, this may be why we only had 1 guess on the form, perhaps we need someone to promote it on the day as a lot of time and money goes in to making it. Teddy's birthday is only really worth it if there is no cash outlay and a teddy has been donated. Sweets in jar can be left in future years.
- Raffle, every year our prizes get bigger and every year we take more in! This year was good as we had a prize aimed at children and another aimed at adults. Kirsten will try to get one earlier next year from Cirrus and the PTA can purchase another high quality prize to cater for the adults/children depending.
- Bacon - it was cut differently this year and so we ended up having to reduce the amount of bacon per roll. Next year more will be obtained as this has been a perfect amount in the past. Staff were able to finish the bacon at 11.15/30 which is good timing for clearing up.
- Brian pointed out that the human fruit machine can be back breaking and we will need to find a way to store the buckets higher so volunteers are not having to bend, he also requested that a clamp be put on the lever so it can be secured to the table as was almost toppling over when pulled.
- Dresses haven't sold so far on sites such as Ebay/Shpock etc although we discussed that it may be beneficial to try again closer to prom season as people will be on the lookout for dresses.
- Banner - the banner at the police station didn't have the details and so they could not put it up. Normally we put a large sheet of paper at one end with the details. It is still in the station and could be collected anytime. PC Sam has stated he is keen to have a presence at these events and stayed for the duration of the fair meeting children and letting them in the police car.
- Santa has retired! It may be that in the future, we will have to purchase our own Santa suit although the church have one which Fiona is going to ask about. Kirsten also thinks she may be able to get an outfit

so is going to check. Dave Farris from the Fire Brigade sometimes does it for the nursery so Julie is going to speak to him. Mrs Claus was mentioned but it was felt the children would much prefer Santa!

Wishlists

Pupils

- Buddy benches (to tie in with Parents Wishes) see Parents Wish
- Money for golden time games - the PTa will need to decide on either giving a set amount to each class, getting a list of 3 games from each class or making a games library
- Outdoor toys, games and equipment - (to tie in with Parents wish) see below

Parents

- Buddy benches. Catriona has spoken with the business manager and benches are coming in at around £300. We are planning to purchase 3, 1 for each area of play and more can be added at a later date if required. Before purchase Dale asked Catriona if she can email her a list of school trusted suppliers to see if any of them are on the council list as some are coming in cheaper. Dale will get this done in the next few days and a decision will be made with a hope to install benches by the time children return after Easter.
- Games and Outdoor Equipment - Dale suggested taking this to the Sports Captains, they can speak to the children finding out what they want to play with in the playgrounds and report back. We could then look into obtaining these items. A Playground Survey has been done and the children are looking for something apart from football. We will need to speak with council to see if we can have a basketball hoop fixed to the wall but this is unlikely due to it being a "hanging thing"
- School outings and Family Days - this was put as a small wish due to us having contributed a significant amount to a school outing (Panto) and held the Christmas Fair which is a family event, therefore this wish is complete.

School

- Contribution of £1800 to Pantomime trip - now fulfilled

- 2 projectors needed, 1 bulb has went in one of the newer projectors. Dale has messaged Iona to see if she has a copy of the receipt to we can get the bulb replaced under warranty. Clare will wait for this before returning to Maplin to purchase the additional projectors
- 8 speakers needed which work in conjunction with the smart board. (For Annex 2,3,4 and ICT room) The school believe though that we will have to purchase this through a council approved fitter as it needs to be wired in, this unfortunately may result in a more expensive price but it is being checked.

Disco

We hadn't realised before that there was a Dance Show which Active schools were taking part in, Dale had initially thought it would have been better had they checked with the school if any dates conflict but it was advised that its a show that various clubs/groups are taking part in. Due to this we have had many volunteers cancel but we currently have enough. There wasn't much we could have done as the let and DJ was booked in June 2017 and the school can be busy from Mar-Jun with various events.

It was raised that the individual who is on the toilet may need a PVG. We will try our hardest to ensure these people have it for future discos although the volunteers do not actually go into the toilet but instead stand outside and alert Dale or teacher if there are any issues.

Rest of year

The plans for the remainder of the year are:

- March - Meeting, Movie Night
- April - No plans due to Easter holidays, Dale and Clare can perhaps concentrate on fulfilling wishes
- May - Last Normal Meeting
- June - AGM, Corstorphine Fair, Summer Disco

Dale gave a form for the Corstorphine fair and advised that we will do home baking and books, we will not be doing face painting again, last year we were all set up and a free face painter set up beside us! The committee require 2 stewards on the day to help for 1 hour. Dale will check if Ali/Iona will be

running again with individuals popping along to help through the day. We will be able to borrow Ali's gazebo but may need to secure one for future years.

Online Tickets

Dale has looked at a site called www.pta-events.co.uk for taking our tickets online. The features of the site is listed below. A company check has been done on the site and it is registered (9404586) and active with Companies House. Several PTA's/Charities/Clubs are now using this. You have your own page and can list all events of the year at once. You can sell tickets, fundraising products, uniform and much more! You can manage volunteers through the system with Parents registering that they would like to help without needing to clog the Facebook group with help requests. Newsletters can be sent to all Parents who register, cutting down printing and a Parent can add health issues of the child and give permission for walking home, watching the movie. The questions raised with this were:

- How do tickets work? Dale was going to check this

Update, when a ticket is purchased an email is sent to the Parent, the choices are, the parent can print off at home, ticket can be shown on the door, we can print a list from the website and check on the door.

- Will uniform work too?

Yes you can do uniform on the site but we will still need to look into whether we can have 2 bank accounts on Paypal

- What is the commissions/percentage

Dale has email facts gained 07/02 but the site takes no commission, Paypal and Stripe however do

It was decided at the meeting that Dale will register, without adding many details or events and get answers to the FAQ's which were emailed 07/02. We would then move to selling the Movie Night tickets on the website as a trial then look to whether it is something we want to progress with. Dale has asked PTA Members if they still want to do this when FAQ email was sent out.

Features of website

- Unlimited Events
- Unlimited Tickets

- Unlimited Tasks
- Unlimited Auctions
- Unlimited Emails
- Unlimited Class groups
- Unlimited FAQ's
- 100mb file storage
- Memberships
- Subscriptions to newsletters, emails
- Payment Plans (if required)
- Paypal/Credit/Debit Card

AOB

Photo Shoot

The photo company cancelled the photo shoot due to Alex (the photographer) snapping his tendon. The offered later in the year but again can conflict with school. They also offered full amount of photo (£15) due to this. It is a good idea to run again as makes £300+ but the 2018/19 chair needs to make sure we get that amount stated. Kate Sher did not get her Santa Photo and so if it goes ahead next year the chair is to be advised that she will get her first print free. Dale advised the company that we had to pay to text the Parents, they replied that they will pay this back to us but despite 2 follow up texts she has heard nothing back.

Gifts for Santa

Gifts have been purchased and handed out for Santa and Grandparent Elf

Blue Bags

We have been told that we will need to start using a more expensive supplier. Joyce is looking into this but in the meantime, the company who we use had a January sale and so we purchased them in January for a much cheaper price.

Movie Night

Mr Morley advised there is not much choice for a U movie and the only one he could come up with is Lego Ninjago. As we don't think this will appeal to many we can look into PG movies with it being stated on the ticket that this will

act as permission. We will look at what PG Movies are out at this time while also seeing if children want to watch an older movie instead. Fiona suggested The Incredibles as the Incredibles 2 is coming out soon

Cross Country

Julie advised that at the cross country, many schools came in matching kits. We have some hoodies upstairs but not enough for anyone.

Several PTA members are going to check with their contacts the price for 20 sky blue t-shirts with the Carrick Knowe badge on the front (pocket area) and carrick Knowe in large print on the back. Aged 10-12. And see what the best offer is.

Julie will count the hoodies up the stairs and send an image to Dale to see if we can get more of the same making 20.

As the Uniform account has thrift shop money in there and a credit balance, Dale suggested us taking this from the uniform account as we did with the football strips.

Kits would not be taken home and collected at the end of the race, we could then figure out who takes these home to wash.

Summer Night Out

Clare asked about when we will start planning the end of year night out but as it's still quite early it's something that can be talked about at the May meeting.