



## Minutes of Meeting – Kingswells PTA

<b>Prepared By:</b>	Jeanette Taylor	<b>Date:</b>	Monday 5 <sup>th</sup> February 2018
<b>Reviewed By:</b>		<b>Location:</b>	Kingswells School
<b>Attendees:</b>	<b>Apologies:</b>		
Jay McKara, Lindsay Giles, Lyndsay, Drummond, Louise Robertson, Nacima Kouzel and Jeanette Taylor,	Nicola Anderson, Jenieve Brennan, Leona Gow, Karen Richardson, Janine Chalmers		

Minute	Action
<b>Introduction and Apologies</b>	
<p>Lindsay opened the meeting and thanked all present for attending.</p> <p>Apologies were received from Nicola Anderson, Jenieve Brennan, Leona Gow and Karen Richardson</p>	
<b>Minutes From Last Meeting</b>	
<p>The minutes from the previous meeting were agreed as an accurate record of the meeting.</p>	
<b>Financial Update</b>	
<p>Lyndsay informed the group that the current balance is £13, 949 but there are two invoices yet to be debited and these total £7,299. This includes the new nursery furniture which cost £4118. It was suggested that the nursery could possibly arrange their own fundraising event(s) to help replenish some of this funding. Kay recalled that a few years ago the nursery ran a sponsored obstacle course. The idea of a daffodil tea was also suggested.</p> <p>Lyndsay advised that incomings for the school included:</p> <ul style="list-style-type: none"> <li>£245 from the festive fund grant</li> <li>£534 from the Christmas Cauliflower Cards</li> <li>£210 from Bags to School</li> <li>£15 from Easy fundraising</li> </ul> <p>The Elf Shelf took in an impressive £1300!</p> <p>Sales of the Christmas nativity shows are ongoing.</p>	
<b>School Update and Wishlist</b>	
<p>Kay advised that due to the amount of money spent on the nursery furniture the school is not seeking much from the PTA at present. She advised that a projector in the GP room may need to be replaced soon but there is no rush for this at present. A replacement would cost approximately £1000.</p> <p>Kay explained that the school received pupil equity funding from the council totalling</p>	



Minute	Action
<p>£2400. This finding is offered to schools from the Scottish Government and it is allocated to schools to assist with staffing or resources to help reduce the poverty related attainment gap. However this amount was significantly lower than some other schools within the city.</p> <p>Kay informed the group that the school has invested in Bounceback resilience resources. One of these was the emotion coaching that staff and parents participated in.</p>	
<p><b>General Feedback - Christmas Events / Other</b></p>	
<p><u>Christmas Fayre</u></p> <p>Kay enquired how successful the ladies night held in November was. Lindsay advised that it did well and took in approximately £950. It was also fed back to the PTA that there were a good selection of stalls and that the layout was very good.</p> <p>Kay informed the group the Moira suggested a children’s Christmas craft fayre as an idea for this year. Moira attended a similar event which proved to be very successful taking in a total of £3000</p> <p><u>Cauliflower Cards</u></p> <p>For the first time the task of sorting out the cauliflower cards was broken down by year groups and volunteers sorted out the documentation and money for their allocated year group and then returned the completed envelopes to Lyndsay Drummond. This worked out very well.</p> <p><u>Christmas Performances</u></p> <p>Kay advised that although there were less nativity performances, the alternatives arranged for the year groups not undertaking a nativity went very well and were well received by parents.</p>	
<p><b>Current and Upcoming Events / Activities</b></p>	
<p><u>May Fair</u></p> <p>It has been decided that for each different aspect of the May Fair such as the raffle, tombolas, hot food etc should have someone responsible for the overall running of it.</p> <p>Lindsay advised that face painting is already organised as kid size have very kindly offered to be our face painters on the day.</p> <p>Lindsay had prepared a sign up sheet which she passed onto Kay so that teachers can sign up for their preferred task. Once the teachers have done this, the sheet will be made available for everyone else to sign up to.</p>	



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<p>Discussion was held on the tombola and we are unsure what we have left. Kay advised that she will ask Mr May to check what we have left.</p> <p>It was noted that the school will be closed on the Monday and Tuesday prior to the May Fair (The 7<sup>th</sup> and 8<sup>th</sup> of May). This is typically when we request items for the chocolate tombola and toy fair to be taken into school. It was agreed that donations can be made on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> of May as well as the Wednesday, Thursday and Friday prior to the May Fair.</p> <p>It was agreed that new golf putting equipment should be sourced as our current set is no longer fit for purpose.</p> <p><u>Spring Disco</u></p> <p>It was agreed that we would work towards the 20<sup>th</sup> of March for our Spring Disco and Kay advised that she will speak to Moira about this and she will also speak to Ian to ascertain if Un1ique Disco can DJ at the event.</p> <p><u>Daffodil Tea</u></p> <p>This was discussed earlier as an option for the nursery and Kay will think out this as an option. Lindsay advised that she can assist with the preparation of posters and she can set up the website for ticket sales if necessary.</p>	<p><b>Kay to ask Mr May about leftover tombola items.</b></p> <p><b>New golf putting set to be sourced.</b></p> <p><b>Kay to speak to Moir and Ian re Spring Disco.</b></p>
<p><b>May Fair Raffle – Sourcing Prizes</b></p>	
<p>It was agreed that Jeanette will take responsibility for this along with arranging the printing of the raffle tickets. However, it was agreed that everyone should work as a team with regard to sourcing raffle prizes.</p> <p>Last year the P6 pupils kindly wrote some letters and it was agreed that the current P6 pupils could also do this. It will be important to record</p> <p>Lyndsay Drummond will speak to Jeanette with regard to the process for printing the raffle tickets. Lyndsay also suggested sourcing helpers for the task of calling prize winners following the raffle draw.</p>	<p><b>Lyndsay to speak to Jeanette regarding raffle tickets.</b></p>
<p><b>Future Events - Ideas</b></p>	
<p><u>Artie's Tartan Tales</u></p> <p>Louise suggested arranging for 'Artie's Tartan Tales' to attend the school. This is an interactive musical show performed by Artie who was a founder of the Singing Kettle. Louise has seen a few of his shows and highly recommended him. Everyone was very keen on this and Louise stated that she would make further enquiries.</p>	<p><b>Louise to look into dates that Arties Tall Tales can attend.</b></p>



<p><u>Scavenger Hunt</u></p> <p>Lindsay advised that this could be something children took part in over the summer holidays. She is aware that the City Church have organised one in the past and as such she will speak to Julie from City Church about this.</p> <p><u>British Bake Off</u></p> <p>It was also suggested that the school could arrange a Bake Off style competition. This idea was well received by the group but it was noted that we would have to be careful to adhere to food hygiene regulations.</p> <p><u>Dons Day Out</u></p> <p>Lindsay advised that she will speak to Nicola Anderson to discuss arranging a Dons Day out for later in the year.</p> <p><u>Bags to School</u></p> <p>Lindsay advised that a further Bags to School will take place after the Easter holidays.</p> <p><u>International Evening</u></p> <p>Nacima suggested this as an evening to celebrate different cultures through both food and entertainment. It was agreed that this would be a good idea to pursue for approximately September time.</p>	<p><b>Lindsay to speak to Nicola re Dons Day Out</b></p>
<p><b>A.O.B.</b></p>	
<p><u>Adventure Aberdeen</u></p> <p>Louise enquired about the option of working with Adventure Aberdeen. Kay advised that they can be quite expensive. She further advised that they worked with the school on a project about bikes and took many different examples up to the school for the children to learn about and enjoy trying out.</p> <p><u>Tea Towels</u></p> <p>It was suggested that we should sell the tea towels again as this was so successful the first time making a total of £1,300. It was agreed that this would be a good idea and Lindsay will look into it further. Kay advise that she will try to get a teacher on board to assist as the last time Miss McPherson was responsible for overseeing the project,</p>	
<p><b>Date of Next Meetings</b></p>	
<p>The dates of the next meetings are scheduled for:</p> <p>13<sup>th</sup> March</p> <p>17<sup>th</sup> April</p> <p>1<sup>st</sup> of May</p>	