



Minutes of Meeting – Kingswells PTA

Prepared By:	Jeanette Taylor	Date:	Monday 12 th March 2018
Reviewed By:		Location:	Kingswells School
Attendees:	Apologies:		
Kay McKara, Kirsty Forbes, Lindsay Giles, Lyndsay, Drummond, Nicola Anderson, Jenni Catto, Leona Gow and Jeanette Taylor	Louise Robertson, Jenieve Brennan, Karen Richardson		

Minute	Action
Introduction and Apologies	
<p>Lindsay opened the meeting and thanked all present for attending.</p> <p>Apologies were received from Karen Richardson, Louise Robertson, Jenieve Brennan</p>	
Minutes From Last Meeting	
<p>Lindsay advised that the minutes of the previous meeting have only been shared so far on the PTA Facebook page. She further advised that she will forward them through e-mail accordingly so that school management can obtain a copy.</p> <p>The minutes from the previous meeting were agreed as an accurate record of the meeting.</p>	<p>Lindsay to e-mail copy of minutes.</p>
School Update and Wishlist	
<p>Kay advised that as the school has utilised a lot of the PTA money recently there are no items that the school would like to request at present.</p> <p>She took this opportunity to inform the group that a representative from the council has spoken to the school about broadband width. The school regularly exceeds its broadband width which slows the system down. The Council representative advised that schools should all have the same broadband with. Therefore, the school will go onto a new broadband package at some point in the near future.</p>	
Current and Upcoming Events / Activities	
<p><u>Spring Disco</u></p> <p>Nicola advised that she has purchased juice (for 250) for this event. She will purchase the crisps shortly. Kay advised that she will arrange for an Xpressions notification about the disco to be sent out.</p> <p>The timings for the disco are as follows:</p>	



Minute	Action
<p>Nursery – 4.15pm to 5pm P1 to P3 – 5.15pm to 6.15pm P4 to P7 – 6.30pm to 7.30pm</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>The sign-up sheet has been completed by the teaching staff and will soon be available for all others to contribute to.</p> <p>Lindsay discussed the company Partybox Aberdeen who provide characters as part of their range of services offered. A representative from Partybox would attend as the character and costs £80 for two hours. From initial discussions, the most popular character was Poppy from Trolls. Lindsay further advised that they have a particular process for fundraising events and she is awaiting further information on this. The group were also keen on the idea of the pony cycles also offered by this company.</p> <p>With regard to raffle prizes, Howdens East Tullos have very kindly again pledged a donation of £300. A further top prize will be an Amazon Echo Dot and a £100 voucher from Haigs food hall. Lyndsay will provide Jeanette with all the relevant information for ordering the raffle tickets. All PTA members are encouraged to try and source raffle prizes with Jeanette taking overall responsibility for the raffles.</p> <p>It was also agreed that we would once again hold a children’s raffle also.</p> <p>Lindsay advised that instead of the fluid used last year for the Yucky Dip that we would use Orbeez balls this time which will prove to be less messy. However, these will need to be set up the night before.</p> <p>Jenni advised that Gary would once again like to be involved in ‘Beat the Goalie’. Jenni also advised that she will speak to Jenieve with regard to purchasing items for the kitchen.</p> <p><u>Toy Fair</u></p> <p>Nicola advised that the set up for the toy fair requires more than two people (this was the case last year) as it takes time to sort through the donations. She also suggested making it clearer that it is children’s items only that are required as last year we had a number of unsuitable items which ended up being thrown away.</p> <p><u>Easter Event</u></p> <p>It was agreed that the suggestion of a further event such as a Daffodil Tea will be addressed at a later date.</p>	



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Financial Update	
<p>Lyndsay informed the group that the current balance is £14,000. She advised that disco payments are coming in and that £245 for the festive fund has been received.</p> <p>Kirsty advised that it would be very beneficial for Mrs Ramage to have a digital scoreboard to use at sporting events as we currently only utilise a whiteboard. It was agreed that this should be progressed.</p>	
Future Events - Ideas	
<p><u>Tea Towels / Shoppers</u></p> <p>Lindsay took in examples of tea towels and large shopper bags to show the group. Both items were very impressive but the group preferred the idea of the shopper bags as we have not pursued this option before. Lindsay had also taken in the kit for ordering the items which included the special pads for the children to include their name and drawing. Lindsay left the set with Kay who will discuss this with the teaching staff. Kay will also work out the numbers for the different year groups</p> <p>Lindsay advised that she can set up Ticket Tailor for parents to purchase the bags and can include a PDF of an example of the bag.</p> <p>It was also suggested that we should order extra in different styles which can be sold at the school.</p> <p><u>Cinema Night</u></p> <p>The idea of a cinema night was discussed again. A local school successfully ran a similar event and Lindsay will contact them to ask for advice on holding such an event.</p> <p><u>Kingswells Cook Book</u></p> <p>It was suggested that a Kingswells Primary cook book could be produced from recipes provided by pupils. It was further suggested that this could coincide with the International Day suggested at the previous meeting.</p> <p><u>Artie's Tartan Tales</u></p> <p>As Louise was not present at the meeting, Lindsay advised that she would contact her to discuss this matter further.</p> <p><u>Dons Day Out</u></p> <p>Nicola advised that they have changed the booking process for this and that the fixtures aren't as favourable.</p>	<p>Kay to discuss the shopping bags with the teaching staff and work out numbers for the year groups.</p> <p>Lindsay to contact Crombie to seek advice on cinema night.</p> <p>Lindsay to contact Louise regarding Artie's Tartan Tales.</p>



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<p><u>Ashvale Bingo Evening</u></p> <p>Lyndsay advised that she will be attending a bingo evening at the Ashvale soon and will report back details on this at a future meeting.</p> <p><u>Quiz</u></p> <p>Kay informed the group about a website called Kahoot which is a great resource for running quizzes. It is all interactive and can be utilised through smart phones and tablets. The group agreed that this would be great for a family event and that people can bring their own refreshments and snacks.</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>	
A.O.B.	
No matters.	
Date of Next Meeting	
The date of the next meeting is Tuesday 1 st of May at 7pm within the school.	