



## Minutes of Meeting – Kingswells PTA

<b>Prepared By:</b>	Jeanette Taylor	<b>Date:</b>	Tuesday 1 May 2018
<b>Reviewed By:</b>		<b>Location:</b>	Kingswells School
<b>Attendees:</b>	<b>Apologies:</b>		
Dianne Cran, Lindsay Giles, Lyndsay, Drummond, Nicola Anderson, Jenni Catto, Louise Robertson, Jenieve Brennan, and Jeanette Taylor	Leona Gow, Karen Richardson		

Minute	Action
<b>Introduction and Apologies</b>	
<p>Lindsay opened the meeting and thanked all present for attending.</p> <p>Apologies were received from Karen Richardson and Leona Gow</p>	
<b>Minutes From Last Meeting</b>	
<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>It was agreed that if the minutes are forwarded onto Dionne she can upload them onto the school website.</p> <p>The minutes from the previous meeting were agreed as an accurate record of the meeting.</p>	<p><b>Lindsay to e-mail copy of minutes.</b></p>
<b>Financial Update</b>	
<p>Lyndsay Drummond informed the group that she has had problems with the new TSB bank account due to the recent crash of their banking system. Consequently, the best option will be to keep using the Royal Bank of Scotland account until the Mayfair is over. Lyndsay will take out money for the floats for the May Fair this week.</p> <p>She further advised that there is approximately £15,000 in the bank account. An invoice from term 1 for £7,000 has yet to come off the bank account. Other expenses that have yet to be paid for include the raffle tickets, basketball items and the pom poms for cheerleading.</p>	
<b>School Update</b>	
<p><u>Climbing Wall</u></p> <p>Dionne advised that the parent who was going to assist with re-establishing the climbing wall is no longer in a position to assist as the company has gone out of business. Therefore, the school has decided to look into creating something new for the area where the climbing wall was. Two companies have been approached to prepare something new and bespoke for the area.</p>	



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<p><u>Funky Fruit</u></p> <p>Dionne advised that our parent helper for funky fruit Matt Noden does not always submit receipts for the fruit he buys meaning that he can't be reimbursed.</p> <p>Therefore, Dionne thought it would be a good idea to promote the company Matt works for as they also helped finance training.</p>	
<p><b>Current and Upcoming Events / Activities</b></p>	
<p><u>Nursery Fundraiser</u></p> <p>Dionne advised that due to the forthcoming Glennie Games that the nursery fundraiser will now take place next term.</p> <p><u>Christmas Shopping Event</u></p> <p>It has been decided that this year's Christmas Fayre should be a more family friendly event and will take place on a Saturday.</p> <p>Lindsay Giles will send an e-mail to Dionne regarding potential dates for November.</p> <p><u>Clairvoyant Evening</u></p> <p>Lyndsay informed the group that she recently attended a clairvoyant fundraising evening in Westhill. This was a very successful event and raised £2000 and as such suggested that Kingswells Primary consider this as an option.</p> <p>Lyndsay further advised that for attendees it would cost £20 a head and that the event can be secured for only a £25 deposit. A raffle can also be held at this event to raise even more funds.</p> <p>It was agreed that we would progress this as an option for 2019.</p> <p><u>Food Festival / International Evening</u></p> <p>It was suggested that we could incorporate the international evening into a cooking challenge for the children. This idea will be progressed with the view of running the event in September.</p> <p><u>Shopping Bags</u></p> <p>It was agreed that the shopping bags will be progressed after the May Fair.</p> <p><u>Ashvale Bingo Evening</u></p>	<p><b>Lindsay to e-mail Dionne rearding dates.</b></p>



Minute	Action
<p>Lyndsay advised that she attended an Ashvale Bingo Evening and that the cost of attending is £15 which includes the bingo books and a meal.</p>	
<b>May Fair</b>	
<p><u>Assistance from Secondary School Pupils</u></p> <p>Lindsay advised that on the day of the May Fair pupils from S1, S2 and S3 will be providing assistance.</p> <p><u>Party Box</u></p> <p>After the last meeting Lindsay contacted Shona from Party Box to discuss our options for the May Fair. Upon explaining that we could only afford one mascot Shona explained about the charity package which they accept no charge and we also get 18% of the profits. They also provide staff to run the various events.</p> <p>For the May Fair, Party Box will be providing the following:</p> <ul style="list-style-type: none"><li>• Mascots – Poppy and Branch</li><li>• Five Ride on Ponies</li><li>• Electric Scooters and a track</li><li>• Slush Machines</li><li>• Candyfloss Machine</li></ul> <p><u>AFC Community Trust</u></p> <p>Lindsay advised that she had tried to secure the AFC Community trust inflatable goal but had been unable to do so. Lindsay was recommended to try and contact a lady called Claire Robertson from the trust who may be in a position to progress this.</p> <p><u>AFC Raffle</u></p> <p>We have been kindly given a signed AFC t-shirt and a pair of signed Joe Lewis goalie gloves. We have decided to have both of these items framed and have a separate raffle for these whereby squares are sold. It was agreed that we should start selling these squares from Friday 4<sup>th</sup> of May.</p> <p><u>Toy Fair</u></p> <p>The Toy Fair set up will take place from Wednesday 9<sup>th</sup> May after school and as many people as possible are encouraged to attend as it took a long time to set up last year with only two people assisting. Thereafter, the Toy Fair will run within the school on Thursday and Friday.</p> <p><u>Set Up for May Fair</u></p>	



Minute	Action
<p>The set up commenced from after school on Friday. Thereafter people can attend at the school from 9am on the Saturday to assist with setting up.</p> <p><u>Raffles</u></p> <p>The spreadsheet for the raffle prizes should be updated with the value of each prize. Jeanette will update this accordingly.</p> <p>Lyndsay recommended that there should be more than one person updating the raffle prize winners as this is a lengthy task.</p>	<p><b>Jeanette to update raffle prize spreadsheet</b></p>
<b>A.O.B.</b>	
No matters.	
<b>Date of Next Meeting</b>	
The date of the next meeting will be held on	