



Minutes of Meeting – Kingswells PTA

Prepared By:	Jeanette Taylor	Date:	Tuesday 6 June 2018
Reviewed By:		Location:	Kingswells School
Attendees:	Apologies:		
Kay McAra, Lindsay Giles, Lyndsay Drummond, Leona and Jeanette Taylor	Louise Robertson and Nicola Anderson		

Minute	Action
Introduction and Apologies	
<p>Lindsay opened the meeting and thanked all present for attending.</p> <p>Apologies were received from Loise Robertson and Nicola Anderson</p>	
Minutes From Last Meeting	
<p>Lindsay advised that the minutes of the previous meeting were a true record of the meeting. With regard to sharing the minutes, a suggestion was made to have a separate section within the PTA area of the school website with the purpose of storing the minutes.</p> <p>Kay will speak to Gillian about this matter.</p>	
Financial Update	
<p>Lyndsay Drummond informed the group that a cheque for transport of approximately £1000 has recently been paid. A further cheque for £7000 will also come off the account soon bring the total within the account to approximately £15,000.</p> <p>This led to discussions on how much the PTA should pay towards transport and should the PTA only part fund it. Lyndsay advised she will break down the costs to help assess if this would be a viable option.</p>	
School Update	
<p><u>School Wishlist</u></p> <p>Kay advised that there are no specific requirements at present and she is keen to let things settle before submitting any requests to the PTA.</p> <p>Kay advised that work will be undertaken within the school during the summer including the installation of soundproof roof tiles.</p> <p>Kay advised that repairs are required to the sleepers at the bottom of the slide in the playground which will cost approximately £2000. Lindsay Giles suggested approaching Kingswells Community Centre to request a donation towards this as they have made community donations in the past to the church and also towards the P7 leavers disco.</p>	



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<p><u>May Fair</u></p> <p>Kay started by thanking everyone for the amazing work undertaken for the May Fair and that she thought it was a great success!</p> <p>With regard to feedback for the next May Fair, Kay advised that unfortunately at the end of the event there were still a lot of clearing up jobs left for Mr May to do.</p> <p>Also, the kitchen staff who came in to help at the end found the kitchen to be slightly messy.</p> <p>Lindsay Giles advised that if we are given lists detailing the jobs that are needed to be undertaken we can ensure that they are done before leaving for the afternoon.</p> <p>Lindsay Giles advised that after Party Box covering their costs on the day, they were then able to provide a cheque for £150 for the school. This was more than anticipated.</p>	
General Data Protection Regulations (GDPR)	
<p>Lindsay advised that she has gone through the PTA emails and deleted any emails that would contravene the new regulations. She now only has e-mails stored that have been received within the current academic year. She further advised that she has prepared a privacy notice which states what the PTA does with the information that they do store. Lindsay informed the group that Mrs Sarah Christie from the Parent Council has forwarded a policy onto her which she can amend to suit our needs.</p> <p>Kay advised that Harlaw have a very good policy which could be worth reading.</p>	
Current and Upcoming Events / Activities	
<p><u>Clairvoyant Evening</u></p> <p>This will be looked at as an option for 2019. It can be paid for well in advance but has not been paid for as yet</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. It was also put forward that we could also hold a bake off event during the food festival</p> <p><u>Quiz Night</u></p>	



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<p>This idea was suggested as an option for the future and this could either be a family event or one for adults where they can bring their own refreshments.</p> <p><u>Scavenger Hunt</u></p> <p>It is hoped that this could be progressed as an idea for the October holidays. Kay advised that next year will be the 25th anniversary of Kingswells Primary so it could be an idea to tie the scavenger hunt in with this and include some historical elements within it.</p> <p><u>Disco</u></p> <p>It was agreed that a disco will be held in September and the theme will be ‘Silly September’ where the children can wear fun and silly outfits or clothes combinations.</p> <p><u>Christmas Events</u></p> <p>Included within the Christmas events will be a family friendly shopping event, an indoor car boot sale and the elf shelf events.</p> <p><u>Ashvale Bingo Evening</u></p> <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>	
A.O.B.	
<p><u>Recruitment</u></p> <p>It would be beneficial to promote the PTA to encourage new members to join. Lyndsay Drummond can work on content for a newsletter to highlight what the PTA pay for. Lindsay Giles advised that she can work on some graphic. Kay advised that this could then be used as a spotlight on the PTA.</p>	
Date of Next Meeting	
The date of the next meeting will be held on	