

**Tarves Primary School PTA
MINUTES
Tuesday 3rd September 2019 7pm**

Present: Kery Rettie, Nick Grove-White, Nicki Walton, Mrs L Conn, Gill Newlands, Anna Best, Liam McKinney, Marian Jamieson, Carol Brown, Pete Holland, Mrs Hendry, Lynne Mckay, Caroline Brown, Shannon Dowdles.

Apologies: Bryan Dickson, Pieter Van-der-Vyver.

No	Item	Action
1	Welcome by deputy chair Marian Jamieson.	INFO
2	PTA Positions. <ul style="list-style-type: none"> • Chair: Liam McKinney – proposed MJ, seconded GN. • Deputy Chair Marian Jamieson -proposed LM, seconded PH. • Secretary: Caroline Brown - proposed MJ, seconded GN. • Treasurer Shannon Dowdles. 	INFO
3	Financial Report. 2017/18. Balance @ end of year financial year: £5481. 2018/19. Balance @end of financial year: £4955. Mrs Conn has requested money to invest in playground equipment. School to get quotes and submit. Account signatories to be updated to reflect new PTA positions and Head Teacher – ie. Liam McKinney, Shannon Dowdles, Mrs Conn, Nicki Walton.	Mrs Conn
4	Discussion Re constitution. Marion reviewed current constitution which refers mainly to the School Parent Council and only briefly mentions the PTA as a sub-committee to the Parent Council - therefore required review by those assembled at the AGM. <ul style="list-style-type: none"> • The Groups mentioned in the Constitutions are defined as below; • The Parent Forum —this is any Parent/Carer/Guardian who has a child in the school. • The Parent Council—a group of volunteers from the Parent Forum who act to represent the Parent Forum in matters regarding the pupils education and welfare. The Parent Council can co-op members from out with the Parent Forum with specific skills if required and invite members of the community to assist them with specific tasks as required. • The Parent Teacher Association—a subgroup of the Parent Council with the primary aim to raise funds to support and enhance the pupils experience within the school. 	INFO

	<p>Historically it was found that the Parent Council and the PTA were the same people so reporting back and duplicating meetings became non sensical .The decision was made, some years ago to combine the Parent Council and the PTA meetings to avoid this unnecessary duplication. This pattern of business was supported during the AGM.</p> <p>The Office Bearers for each group this year are similarly reproduced as there was no-one who wished to serve separately.</p> <p>The assembled members reviewed the existing Parent Council Constitution and a number of alterations were proposed including the Length of service of Office Bearers, Timing of the AGM's for each Group, Co-opting members, Bank account status and Open / Closed Meetings.</p> <p>Draft Constitutions for the Parent Council and PTA based upon our discussions will be produced.</p> <p>It was agreed that from now on the minutes of the meetings will be posted on the school web site with notification/link sent via groupcall and/or in school newsletter.</p> <p>It was agreed that the Parent forum will be invited to submit items for discussion by the Parent Council 4 weeks before any meeting is due to take place and that a formal agenda will be posted 2 weeks before this meeting. Again the agenda will be on the school website in advance of the meeting.</p> <p>It was elected to keep the PTA/Parent Council as titles (this way if at some point the groups do meet separately they will already have their own Constitutions) The Meetings will therefore be combined Parent Council/PTA Meetings, hopefully folk will then realise they can put topics forward for discussion – bearing in mind the timelines listed above for inclusion.</p>	<p>Marion</p> <p>Nicki/Mrs Conn</p> <p>Caroline / Mrs Conn</p> <p>INFO</p>
5	<p>Halloween Disco. Melvin Hall 1st Nov. Tickets @ £3.50. Nursery-P3; 6pm-7pm /P4-P7: 7.15pm-8.30pm</p> <ul style="list-style-type: none"> • DJ Vicky booked. Caroline to liaise with regarding setup time etc. • Flyers out week 7th Oct – Caroline (to school by 1st Oct) • Tickets sold by PTA 08.45 Main Hall. 29th & 30th Oct Gill & Carol / 31st Marion • FB reminder about tuckshop - Caroline • Tuck shop: Junior disco (pkt haribo and juice provided) x 90 – Gill to purchase Older disco (Tuck shop: fruit shoots, freddo's, flumps pkts x 60) – Gill to purchase. Prizes x 16 tubes of sweets – Gill to purchase • Decorations in PTA cupboard: set up Friday morning: Carol, Anna, Gill and anyone else available. • In/Out door system works well and to be used again. • Volunteers to help: Early: Gill, Shannon, Mrs Conn, Liam, Keri. Late: Caroline, Marian, Carol, Pete, Anna, Mrs Conn, Mrs Hendry. 	<p>Caroline</p> <p>Caroline</p> <p>Gill/Carol/Marion</p> <p>Caroline</p> <p>Gill</p> <p>Carol/Anna/Gill</p>

6	<p>Beetle drive – 31st January 2019 Aberdeen Arms (booked) 6 for 6.15 start.</p> <ul style="list-style-type: none"> • Flyers to be issued week 20th January (to school by 13th). • Tickets £2 x 100. Sold by PTA in main hall. 08.45. 28th/29th Jan Gill/Carol & 30th Marion. • Half time quiz – TBC but historically completed by a couple of teachers. • Beetle score sheets x 100 – School / Arrows for direction of play. • Whistle, die, pencil's, coomber & mike – school. • Prizes. • Set up after school: Caroline, Shannon, Carol. 	<p>Caroline Gill/Carol/Marion</p> <p>Nicki / School Caroline</p>
7	<p>Event to replace Spring Fling. Race Night proposed to be held in Aberdeen Arms. Saturday 14th or 28th March. Liam to check with Colin and Lynne to check with Race Night organiser on date availability and cost. Anticipated cost about £400 but agreed that a fantastic fundraiser opportunity and chance to try something new (several experienced first hand). Also need to check capacity of the Aberdeen Arms.</p>	<p>Lynne / Liam</p>
8	<p>School fete – 23rd May 2020. Book school,</p> <ul style="list-style-type: none"> • Pipe band – proposed asking academy pipe band instead of Ellon. Check on availability. • Climbing wall & inflatables although expensive agreed that great attraction and added to overall 'package' for the fete. • Caroline to book Inflatable bungee run. Buchan Corporate activities. • Nick to book climbing wall or equivalent. 	<p>Nicki</p> <p>Nicki</p> <p>Caroline Nick</p>
9	<p>School Council. Nothing put forward.</p>	
10	<p>AOCB</p> <ul style="list-style-type: none"> • Christmas Gifts: Agreed £60 per class. Nicki to organise gifts and sweets and books for nursery. • Panto bus – PTA to cover costs • Bags for school. Great fundraiser. Apparently the money collected is based on number of bags not weight! Bags to be distributed week of 7th Oct & collected on 30th/31st Oct & 1st Nov. • GDPR. Communication of agenda, minutes etc to now be via school website and groupcall. Meeting attendees have given consent for mobile numbers to be shared with each other for PTA purposes. • Aberdeen Football Club match fundraiser – FB poll suggested that this would be a popular fundraiser. Nick to look into details and find out dates. 	<p>Nicki</p> <p>Mrs Hendry/ P7s</p> <p>Caroline/School</p> <p>Nick</p>

	<ul style="list-style-type: none"> • Candy floss contract. Now updated to state that “if no deposit payment received within 7 days of provisional booking then booking will be released without notice”. It is anticipated that this will reduce the amount of unnecessary time Nicki has to spend dealing with and chasing bookings. • Agreed to get flowers and bubbly for Jill to thank for effort as chairperson for last two years. • All new fundraising ideas are welcome and open for discussion. 	<p>Caroline</p> <p>Caroline</p> <p>INFO</p>
11	<p>Dates of Future Meetings:</p> <ul style="list-style-type: none"> • January 21st 2020 • March 10th 2020 • May 5th 2020 - AGM • Sept 8th 2020 	