

Meeting Minutes - Wemyss Bay PTA (Sub-group of the Wemyss Bay Parent Council)

January 31, 2017

Time: 18:00-19:00

Present: Fiona Kane, Ailsa Robertson, Louise Ward, Janet Blackstock, Claire Miller, Caroline Barry, Belinda Graham, Donna Holland Gairns, Nicola Robertson and Mrs Gillespie
Apologies: Beth MacLeod, Lynne McGachy, Lyn Brennan, Hazel Leitch, Mrs Montgomery

1. **Reviewed previous minutes** – no action required. The nursery playpark is scheduled to be put in place around Spring time.
2. **Finance update**
Current Balance £394.32
Future expenditure: Tuck Shop for Valentines Disco on 10/02/17
3. **Teacher updates - Mrs Gillespie**
 - The portable screens have not yet been purchased, as the preferred ones are currently out-of-stock. They will be ordered once available.
 - Special thanks given to the PTA for the support provided at the Christmas events held in the school.
 - Insurance – clarification was provided that any event organised by the PTA must be minuted through Parent Council Minutes, in order to comply with insurance requirements.
 - Mrs Gillespie will check the Wish List for a possible request for netball stands.
4. **Valentines Disco – Fri 10th Feb** (P1-P3 18:15-19:15 and P4-P7 19:30-20:30)

Helpers:

P1-P3 – Claire, Louise, Nicola, Caroline, Donna, Lynne and Mrs Gillespie

P4-P7 – Belinda, Fiona and Mrs Gillespie

- Please advise if you can support at one or both discos.
 - Belinda will bring the Bluetooth speaker, and Ailsa will do the tuck run.
 - Caroline prepared a flyer to be issued to parents, advising on the requirement for parents staying for the discos to complete the fire register. It also included a tear off slip, which children should bring with them on the night of the disco indicating their name(s), emergency contact name and contact number for that evening and who would be collecting them.
 - Belinda will look to get PTA/Parent Helper badges made to help easily identify us to children/parents.
 - A reminder text will be issued by the school on the morning of 10th Feb, to bring the tear off slips with them to the disco.
 - Doors will open at 18:10 for the P1-P3 disco and 19:25 for the P4-P7 disco. Only PTA and teaching staff are allowed in before this time for set-up. Mrs Gillespie will inform this janitor of this, in addition to the desk and chairs being there. Mrs Gillespie will provide the class lists.
 - The discos are always well supported however, Mrs Gillespie will check insurance regarding any stated adult to pupil ratio.
5. **Grants/lottery funding**
 - Mrs Gillespie will check on the status of the funding documentation handed into the school by Fiona.
 - Caroline investigating possible applications for grants for PTA groups.

- Mrs Gillespie will submit requests to local supermarkets to run bag packing fundraising.
- A note to be issued to parents to promote easyfundraising.org.uk – this is a cashback scheme.

6. Future events:

- Car boot sale – tbc
- Quiz Night – tbc
- Leavers Night – date tbc
- Ladies Night – proposed for Fri 16/06/17

7. AOB

- Notice Board – Louise will send a request to the school to have the templates printed.

8. **Future meetings** – a request has been made by the PC to move the next 2 scheduled bi-monthly Tuesday meetings to Mondays, so the dates will be 27/03/17 and 05/06/17. With confirmations received so far, we are happy to accommodate this.

Next PTA meeting: Mon 20/02/17