

**Dunnottar School PTA AGM
Wednesday 15 November 2017
6pm, Dunnottar School**

Present: Caroline Duncan, Rachel Frame, Hayley Cameron, Alyson Thomson, Nicola Martin, Verity Jordan, Lisa Williams

Apologies: Claire Will, Mary Ray, Pam Jones, Nicky Brady

Point		Action										
1.	<p>Welcome and Apologies</p> <p>Nicola welcomed everyone to the meeting and apologies were noted as above.</p>											
2.	<p>Minutes of Last Meeting / Matters Arising</p> <p>Caroline Duncan confirmed that nursery will be making table decorations for the Coffee Morning.</p>	CD										
3.	<p>Treasurer's Report</p> <p>As of 23 October, the bank balance stands at £1967.57. Fruity Friday raised £69.20. The PTA Photography session raised £240.00. The Halloween disco took £367.57.</p> <p>Expenses:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">New amp</td> <td style="text-align: right;">£167.98</td> </tr> <tr> <td>Halloween decorations</td> <td style="text-align: right;">£ 40.34</td> </tr> <tr> <td>Fruity Friday cups</td> <td style="text-align: right;">£ 6.45</td> </tr> <tr> <td>STPC insurance</td> <td style="text-align: right;">£135.00</td> </tr> <tr> <td>AGM refreshments</td> <td style="text-align: right;">£ 32.94 (extra bottles will go in hampers)</td> </tr> </table> <p>The Carronhill cheque remains uncashed. Lisa Williams to follow up.</p> <p>A £40 payment will be made to nursery in lieu of Halloween Disco. Verity to prepare cheque.</p> <p>Verity raised the issue auditing of the PTA accounts following the retirement of Mrs Stewart next month. Although not strictly necessary, we would like to continue with an external audit for best practice. Lisa Williams to include a request for a suitable volunteer in the next newsletter.</p> <p>Insurance</p> <p>An issue regarding the insurance coverage was raised at the Parent Council meeting on 6 November. Aberdeenshire Council currently provide 3* coverage to all Parent Councils. Dunnottar School PTA has its own SPTC 4* coverage, but a few issues have been highlighted following email communication with the SPTC when clarification of the two separate insurances was sought:</p> <p><i>"Aberdeenshire Council pays for membership for all of their parent</i></p>	New amp	£167.98	Halloween decorations	£ 40.34	Fruity Friday cups	£ 6.45	STPC insurance	£135.00	AGM refreshments	£ 32.94 (extra bottles will go in hampers)	<p style="text-align: center;">LW</p> <p style="text-align: center;">VJ</p> <p style="text-align: center;">LW</p>
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	<p><i>councils. If you have a separate PTA with a separate constitution and separate meetings then your activities are not covered by the parent council membership-linked insurance, as you are a separate legal entity.</i></p> <p><i>To save paying an additional membership you would need to merge your PC and PTA. It is important when merging your fundraising group to become a sub-committee of the Parent Council that the PTA is formally wound up so that it no longer exists as a separate legal entity and that it is fully minuted at your PC meeting and your constitution amended to reflect the change.</i></p> <p><i>SPTC do recommend that if you have a separate PTA that you merge because the Parental Involvement Act protects the committee from personal blame. In the case of a PTA or PSA the individual committee members are personally liable if there should be an accident and legal action follows.”</i> <i>SPTC Admin</i></p> <p>It was suggested that we might need to formally wind up the PTA and merge with the Parent Council as a new fundraising sub-committee. A small payment would be required to upgrade the insurance. Lisa Williams to check the legal liability status of individual PTA committee members.</p>	LW
4.	<p>Fundraising</p> <p>4.1. Fruity Friday Feedback</p> <p>The committee felt that it was too expensive for parents to donate fruit. The amount of profit generated was approximately 1/3 of a traditional tuck shop.</p> <p>Lisa Williams wanted to change from in-school sales of homebaking for health and safety reasons (allergies). An in-school bulk baking session with parents donating ingredients was suggested.</p> <p>The committee decided upon a homebaking stall at events outwith normal school hours such as Sports Day and the Celebration of Achievement Night.</p> <p>4.2. Halloween Disco Feedback</p> <p>Everyone agreed that St Bridget’s proved to be a much better venue for the disco. Lighting work should be completed by the time of the next disco. There was a good response to the Sign-Up Genius volunteer request.</p> <p>The Friday night seemed slightly quieter, but with fewer after-school clubs and no school the following day it would probably be</p>	

	<p>the preferred option for future discos. A preferred and reserve date option was suggested to aid future bookings. Caroline to book St. Bridget's for the Easter Disco: 1st choice – Thursday 29 March 2018 2nd choice – Thursday 22 March 2018</p> <p>4.3. PTA Photographer Update</p> <p>Bookings are up on last year with 24 slots taken for the PTA Photography session.</p> <p>Maxine McCall has approached the committee offering her services for Christmas 2018. Rachel to ask Maxine McCall to submit her proposal and price list for consideration in the new year. Once received, we can make a list of requirements to present to both photographers.</p> <p>4.4. 100 Club</p> <p>It was decided to go ahead with the 100 Club rather than trialling a smaller 50 Club (there are 160 families in school).</p> <p>Various prize and draw configurations were discussed and 10 monthly draws (no July and August) with one £50 prize (50% of prize pot if numbers remained unsold) was selected.</p> <p>The 100 Club will be promoted ahead of the Christmas Coffee Morning. It was decided to register people at the event, but to collect £10 fee at the school office.</p> <p>Hayley to source small brown envelopes and Rachel to print registration forms. Verity to collate registration forms and fees.</p> <p>4.5. Christmas Coffee Morning</p> <p>Lisa Williams apologised for booking an external stall at the event. The committee agreed that there would be no external stalls as they reduce the amount of revenue for the PTA. A £10 fee was agreed for the stall.</p> <p>Publicity – Rachel to display Coffee Morning posters around school and in the community. Email/Twitter to be used to send out reminders for tombola, home baking and volunteers.</p> <p>Hampers – need to purchase 8 large hamper boxes and cellophane from the garden centre. Rachel to email information for school to distribute to parents in each house. The following themes have been allocated: Christmas Amber Movie Ruby</p>	<p>CD</p> <p>RF</p> <p>RF</p> <p>RF</p> <p>HC, VJ VJ</p> <p>RF</p> <p>NM, AT RF</p>
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	<p>Bake-off Emerald Pamper Sapphire</p> <p>Santa – Nicola M to create small hamper for Santa. Bob to be asked to be Santa. Suit needs to be located.</p> <p>Grotto – Mary Ray has agreed to decorate grotto. Verity has sources a couple of gazebos – Budget option of £49 and more robust Explorer option at approximately £129. The committee preferred the robust option – Verity to order a red gazebo. Mary has been sourcing lights. Paper snowflakes and wrapped parcels were suggested as decorations. Need to bring extension cable.</p> <p>Lisa Williams to bring throw for the chair and parcel light decorations.</p> <p>Verity to purchase 160 selection boxes. Need to get raffle tickets for visiting Santa.</p> <p>Teas/Coffees – Nicola M to ask Co-op for donation of pancakes, jam, butter.</p> <p>Need to check PTA stock of tablecloths, food bags, napkins and silver platters/trays and any other consumables and report back via text/WhapsApp. Need to source some wrapping paper for decorating the tables. Need to purchase 2x4 pints of milk, tea and coffee, juice, sugar etc. Nicola to organise.</p> <p>Chocolate Tombola – Rachel has purchased and will pre-fold raffle tickets for the tombola.</p> <p>Music – Nicola to bring amp and playlist on phone.</p>	<p>NM</p> <p>MR, VJ</p> <p>LW</p> <p>VJ</p> <p>NM</p> <p>NM</p> <p>NM</p>
6.	<p>AOCB</p> <p>It was agreed to provide each class with £300 for Christmas craft materials. Verity to write cheque.</p> <p>Hayley agreed to buy 210 cheap crackers for the Christmas lunch on 14 December.</p> <p>Hayley raised the issue of a PTA Facebook page. Other local schools have their own dedicated Parent Council/PTA Facebook pages for broadcasting information within a closed group setting. Lisa Williams agreed to investigate.</p>	<p>VJ</p> <p>HC</p> <p>LW</p>
7.	<p>Date of Next Meeting</p> <p>Wednesday 24 January 2017 at 6pm at Dunnottar School.</p>	