

Dunnottar School PTA AGM
Wednesday 2nd November 2016
7pm, Dunnottar School

Present: Caroline Duncan, Rachel Frame, Hayley Cameron, Alyson Thomson, Nicola Martin, Lynsey Allan

Apologies: Claire Will, Verity Jordan, Julia Morton, Sandra Campbell & Pam Jones, Carylyn Marek-Johnston

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>None.</p>	
3.	<p>Treasurer's Report</p> <p>The bank balance currently stands at £1014.27. The Go Gold tuck shop raised £245.87. A cheque for this amount has been presented to the school. The Halloween disco takings were £359.40, but expenses need to be reimbursed to Claire Will.</p> <p>The accounts will need to be audited by Mrs Stewart's daughter, and Verity will purchase a £30 gift voucher as a thank you.</p>	<p>CW</p> <p>VJ</p>
4.	<p>Fundraising</p> <p>4.1. Go Gold Fundraising Tuck Shop Feedback</p> <p>There was a huge amount of donated goods but everything was sold out on the day.</p> <p>4.2. Halloween Disco Feedback</p> <p>The Scare Hunger Halloween Disco proved to be very popular with 72 children attending the junior disco and 109 attending the senior disco. It was suggested that it might be worth considering St Bridget's as a venue for the next disco in the Easter/summer term.</p> <p>Claire W will need to be reimbursed for her expenses (juice and Haribo) by Verity. We ran out of juice and sweets on the night unfortunately – next time we need to purchase 200 items.</p> <p>There was a tremendous response to the Scare Hunger request. The Far and Wide team collected it for their foodbank.</p> <p>It was agreed to give nursery £40 in lieu of attending the disco. Verity has written the cheque. The nursery classes are going to spend it on their Bookbug PJ party.</p>	<p>VJ, CW</p>

<p>5.3. PTA Photographer Update</p> <p>Bookings are down on last year with approx. 20 slots taken for the PTA Photography session on Sunday 6 November 2016.</p> <p>Nicola Martin and Alyson Thomson have allocated the slots and distributed the booking slips to parents.</p> <p>A move to a biennial event was suggested as a means of boosting uptake.</p>	
<p>5.5. Christmas Coffee Morning</p> <p>Booking - Caroline Duncan has confirmed booking at St Bridget's. Caroline Duncan will have access to the keys, as preparations for the nativity will be underway.</p> <p>Volunteers – there has been a reasonable response to date to the volunteer requests via letter and Doodle poll. The Doodle poll link will be retweeted over the next few weeks and Caroline Duncan will get staff to sign up.</p> <p>Neil Brady was happy to volunteer as Ollie for the morning.</p> <p>Santa – Nicola M to purchase present for Santa. Suit needs to be located.</p> <p>Grotto – Sarah Stevenson has agreed to decorate grotto. Claire W to purchase 160 selection boxes (everyone to keep a check for good prices). Rachel to check raffle tickets for visiting Santa.</p> <p>Music - Sandra to arrange live music. Nicola M to arrange a CD player & CDs for break time. Cassie Travers to organise the choir performance.</p> <p>Teas/Coffees – Nicola M to ask Co-op for donation of pancakes, jam, butter. Rachel to write reminder letter on 21 November requesting homebakes and volunteers for serving.</p> <p>Rachel to check PTA stock of tablecloths, napkins and silver platters/trays and any other consumables and report back via text/WhapsApp. Rachel to purchase food bags. Verity to source some wrapping paper for decorating the tables. Hayley to purchase 2x4 pints of milk, tea and coffee.</p> <p>Reindeer food – Rachel has purchased materials to make 100 bags.</p> <p>Chocolate Tombola – Rachel to purchase (if necessary) and pre-fold raffle tickets for the tombola. Requests for donations (both large and small) to be included in reminder letter (21 November) to</p>	<p>CD</p> <p>RF CD</p> <p>NB</p> <p>NM</p> <p>SSt CW RF</p> <p>SC, NM CT</p> <p>NM, RF</p> <p>RF VJ HC</p> <p>RF</p> <p>RF</p>

	<p>parents.</p> <p>Raffle –The following themes have been allocated: Christmas Sapphire Movie Amber Bake-off Ruby Pamper Emerald</p> <p>4 house hamper boxes have been set-up in the DH's cupboard for collecting donations. Rachel to send reminder letter on 18 November requesting donations reach the school by Wednesday 23 November – this should give sufficient time for Nicola and Alyson to box/package the donated items. Nicola to purchase 2 hampers for each house. Rachel to check raffle tickets.</p>	<p>RF</p> <p>NM, AT</p>
6.	<p>AOCB</p> <p>It was agreed to provide each class with £50 for Christmas craft materials. Verity to write cheque for £550 (9 school classes + 2 nursery classes).</p> <p>Hayley agreed to look for cheap crackers for the Christmas lunch. Caroline Duncan to forward details of the school roll.</p> <p>Design ideas for the Otter Water bottle were suggested for spring term: otter design, house coloured lids.</p> <p>A provisional date of Saturday 20 May 2017 was set for the Spring Fayre. Rachel to contact Steven Barrett at Leisureland to find out the price and availability for the hire of Body Zorbs.</p> <p>Alyson to confirm suitability of Spring Fayre date with Alison Thomson at Carronhill School.</p>	<p>VJ</p> <p>HC CD</p> <p>RF</p> <p>AT</p>
7.	<p>Date of Next Meeting</p> <p>Wednesday 18 January 2017 at 7pm at Dunnottar School.</p>	