

**Dunnottar School PTA AGM  
Wednesday 24 January 2018  
6pm, Dunnottar School**

**Present:** Caroline Duncan, Rachel Frame, Verity Jordan, Lisa Williams, Mary Ray

**Apologies:** Nicola Martin, Hayley Cameron, Alyson Thomson, Claire Will, Pam Jones

<b>Point</b>		<b>Action</b>
<b>1.</b>	<p><b>Welcome and Apologies</b></p> <p>Lisa welcomed everyone to the meeting and apologies were noted as above.</p>	
<b>2.</b>	<p><b>Minutes of Last Meeting / Matters Arising</b></p> <p>Lisa Williams &amp; Caroline Duncan confirmed via discussions with the Parent Council support officer at Aberdeenshire Council and the SPTC, that individual PTA committee members were not legally personally liable for any accidents.</p> <p>It was decided that we hold an EGM on Wednesday 21 February at 6pm to formally wind up the PTA and merge with the Parent Council as a new fundraising sub-committee. Clair Will to serve as a go-between member for both PTA and PC.</p> <p>Two weeks' notice will be required ahead of the PTA EGM and the Parent Council EGM which will follow on after at 6.30pm. Lisa Williams to confirm the date and time with Jill Black (Vice Chair of Parent Council).</p>	<b>LW</b>
<b>3.</b>	<p><b>Treasurer's Report</b></p> <p>The bank balance stands at £3122.91 on 22/1/2018.</p> <p>100 Club has generated £595 to date. The profit currently stands at £276.50 as £318.50 (£30.50 + 9 x £32) has currently been allocated for prizes.</p> <p>The Christmas Coffee Morning took £2123.82 on the day and made a profit of £1310.44.</p> <p>An Easyfundraising payment of £35.86 was received.</p> <p>Donations: £40 - to nursery in lieu of Halloween Disco. £300 – Christmas crafts</p> <p>Expenses: £159 – Gazebo £68 – Christmas crackers at school lunch £8.06 – reimbursement for Nicola Martin</p> <p>The Carronhill cheque for the Spring Fayre has been cashed.</p>	

	<p>Auditing of the PTA accounts – still need to appoint an external auditor for best practice. Lisa Williams to request information on the role of the auditor from Mrs Stewart’s daughter ahead of asking for a suitable volunteer for the role.</p> <p>The Bank of Scotland has suggested that the PTA sign up for online banking. The committee agreed it would improve the reimbursement process for expenses and may also increase uptake of fundraisers such as the 100 Club and ordering of uniform should the school decide to pursue this in-house.</p> <p>Whilst the reimbursement process should be straightforward, the committee agreed that there could potentially be some issues with linking payment references with particular families e.g. a 100 Club payment would need to include the number selected.</p> <p>Verity to investigate the online security aspect, as currently 2 signatures are required on cheques before they can be presented.</p>	<p><b>LW</b></p> <p><b>VJ</b></p>
<p><b>4.</b></p>	<p><b>Fundraising</b></p> <p><b>4.1. Christmas Coffee Morning Feedback</b></p> <p>There was a good turnout and profit made given the poor weather conditions on the day.</p> <p>It was decided to book the next day in advance – Caroline to book the hall for Saturday 1 December 2018.</p> <p><b>4.2. 100 Club</b></p> <p>The 100 Club has had a decent level of uptake with 64 people participating – the jackpot for February’s draw currently stands at £32.</p> <p>At future events, we will provide the option of payment on the day or to return the envelope to the office.</p> <p>Rachel to bring 100 Club numbers to the P3/4 community café and the Burns Lunch on Friday 26 January.</p> <p>Rachel to also send a tweet/email about numbers available February’s draw onwards (£9 for the remainder of 2018)</p> <p><b>4.3. Easter Disco</b></p> <p>Caroline has confirmed the disco with St Bridget’s Hall for Friday 23 March.  P1-3: 6.00 – 7.00 pm  P4-7: 7.15 – 8.15 pm</p> <p>Rachel to make a sign-up for help: 10 volunteers for P1-3 and 8 volunteers for P4-7.</p>	<p><b>CD</b></p> <p><b>RF</b></p> <p><b>RF</b></p>

