

**Dunnottar School PTA Committee Meeting**  
**Wednesday 4 May 2016**  
**7.00pm, Dunnottar School Hotel**

**Present:** Claire Will, Rachel Frame, Alyson Thomson, Nicola Martin, Verity Jordan, Sandra Campbell, Jean Scott, Caroline Duncan

**Absences:** Sarah Kelly, Daphne Corcoran, Lisa Macaulay, Hayley Cameron, Julia Morton

Point		Action
1.	<p><b>Welcome and Apologies</b></p> <p>Claire welcomed everyone to the meeting.</p>	
2.	<p><b>Minutes of Last Meeting / Matters Arising</b></p> <p>No matters arising.</p>	
3.	<p><b>Treasurer's Report</b></p> <p>Current bank balance stands at £2809.82. A cheque has been written to the school for £1583.10 to cover payments for renewing the Individual Learning Diaries (ILD) and the maths resources as requested. The new balance will stand at £1226.72.</p> <p>The option to purchase a green screen was not taken up at the present moment. The committee have requested short presentations on how the green screen might be utilised in the classroom and how the ILD reporting tool had been employed during its first year.</p> <p>It was decided to produce an end of year PTA newsletter to recap expenditure.</p>	<p><b>LW</b></p> <p><b>RF</b></p>
4.	<p><b>Spring Fayre</b></p> <p><b>Carronhill</b> – Caroline Duncan to confirm the items on the list of equipment, tables, chairs and space are available. Caroline to also bring Ollie the Otter costume and check for the location of the stocks and the goals.</p> <p><b>Hook-a-Duck</b> - Jean Scott to locate a suitable water table at nursery.</p> <p><b>AFC Shirt</b> - Nicola has the signed AFC shirt mounted in a frame ready for it to be displayed in school ahead of the fayre. Pictures were taken during the meeting and will be tweeted. The auction will be held at the end of the event via the Mearns FM PA system.</p> <p><b>Lucky Bucket</b> - Rachel suggested a Lucky Bucket (where £1 coins are popped into an envelope labelled with name and contact number) – to be drawn ahead of the shirt auction. Rachel to purchase small envelopes.</p>	<p><b>CD</b></p> <p><b>JS</b></p> <p><b>RF</b></p> <p><b>CW</b></p>

	<p><b>BBQ</b> - Claire has placed an order for 200 burgers and 200 sausages from McHardy's for £150.</p> <p><b>Tuck Shop</b> - Verity priced water, lollipops, napkins and cups at Costco. Verity to also enquire about the possibility of ordering buns from Asda - 200 finger buns and 200 burger buns.</p> <p>Verity to purchase tuck shop drinks, crisps, tea, coffee, sugar, ketchup, cheese (<b>milk?</b>) etc from Farmfoods. Rachel to help/email Farmfoods list.</p> <p>Nicola to purchase 1 box (150) insulated cups for £14.89, 500 white napkins (£9.00) 2 tubs of lollipops and 5 cases of water @ 9p bottle from Costco.</p> <p>The gazebo purchased last year is stored in the PTA cupboard in the lodge. Caroline Duncan to tweet appeal for gazebos and for helpers for the Beat the Goalie.</p> <p>Caroline Duncan to locate insulated flasks/urns.</p> <p>Rachel to put out reminder for cake and candy and chocolate on Monday 16 May.</p> <p><b>First Aid</b> - Claire's dad is available as a first aider. Need to set up a first aid point.</p> <p>Rachel has purchased the prizes from Baker Ross:  Obstacle course – 198 medals &amp; 24 cups for N-P7 (m/f) &amp; Carronhill  Hook-a-Duck – 12 packs Freddo Chocolate* + Maoam Stripes*  PYCR – lucky dip/tuck shop token (adults) + Maoam Stripes*  Lollipop Lucky Dip – lollipop(s) + lucky dip  Disc Drop Game – lucky dip + Maoam Stripes*  Chocolate Tombola – donated chocolate  Hoopla – bear + Maoam Stripes*  Beat the Goalie – football lucky dip + Maoam Stripes*  Guess My Name – teddy bear  Guess My Birthday – Cuddly dog  Find the Key – Prosecco* &amp; Teddy Bear</p> <p>*Rachel to purchase sweets from Farmfoods. 2 bottles of Prosecco still to be purchased for Find the Key – Claire to bring the box &amp; keys.</p> <p><b>Volunteers</b> – Rachel to compile volunteer list for stalls nearer the date of the event and email set-up information asap.</p> <p>Sandra happy to run nail/tattoo bar hopefully with the aid of P7 helpers.</p> <p>P7 helpers also could help on Beat the Goalie – Caroline Duncan</p>	<p><b>VJ, SC</b></p> <p><b>VJ</b> <b>RF</b></p> <p><b>NM</b></p> <p><b>CD</b></p> <p><b>CD</b></p> <p><b>RF</b></p> <p><b>RF</b></p> <p><b>RF &amp; ?</b></p> <p><b>CW</b></p> <p><b>RF</b></p> <p><b>SC</b></p> <p><b>CD</b></p>
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	<p>to ask. Caroline Duncan to tweet appeal for gazebos and for adult helpers for the Beat the Goalie.</p> <p><b>Obstacle Course</b> – Jarrad to pick-up equipment from Dunnottar on Friday and set-up course on Saturday morning. Sarah Kelly to man course on the day. Rachel to remind garage about tyres on Friday 13 May.</p> <p><b>Entertainment</b> – Streetdance have confirmed their attendance at 1-1.30pm and will bring a collection bucket. LA Dance and Cheer should be there at around 12.45-1pm.</p> <p>Mearns FM have confirmed their attendance and the Police should be able to attend if operational requirements allow.</p>	<p><b>JM</b> <b>SK</b> <b>RF</b></p> <p><b>AT, LW</b></p>
<b>5.</b>	<p><b>P7 Party and Memento</b> P7 parents are organising a farewell party and a small memento for the class. A £50 donation was approved by the committee.</p>	<b>VJ</b>
<b>6.</b>	<p><b>AOCB</b></p> <p>A Dunnottar PTA Facebook page was suggested as a means of recruiting volunteers, promoting events and posting updates of fundraising activities. Caroline Duncan to raise the suggestion with Lisa Williams.</p> <p>Capri Suns will be provided for the Sports Day. Amount to purchase will depend on how much is left over from the Spring Fayre.</p> <p>A pop-up tuck shop will run in the playground on Wednesday 29 after school. Any remaining crisps, chocolate, Capri Suns will be sold. Rachel to distribute note on Monday 27<sup>th</sup> June.</p>	<p><b>CD</b></p> <p><b>RF</b></p>
<b>7.</b>	<p><b>Date of Next Meeting</b></p> <p>Informal meeting/thanks on Friday 10<sup>th</sup> June at 7.30pm in the Marine Hotel.</p>	