

Dunnottar School PTA AGM
Wednesday 4th November 2015
7pm, Dunnottar School

Present: Caroline Duncan, Sarah Kelly, Lisa MacAulay, Sharon Sanderson, Rachel Frame, Julia Morton, Sandra Campbell, Claire Will, Alyson Thomson, Judith Marshall, Nicola Martin, Krystal Young and Jean Scott.

Apologies: Verity Jordan, Hayley Cameron and Lisa Williams

Point		Action
1.	<p>Welcome and Apologies</p> <p>Claire 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>Mrs Stewart's daughter has audited the accounts. Sharon has purchased a gift card as a thank you. Sharon will continue to write cheques until the new signatories have been verified.</p> <p>An Easyfundraising quarterly deposit of £57.40 was received. The Snail Race night raised £543.00. The tuck shop raised £255.55. The disco takings were £351.00, but expenses need to be reimbursed. The bank balance currently stands at £4268.44.</p> <p>The cost of the reusable bags is still outstanding. Lisa Williams to ask office to confirm the invoice has been paid.</p>	LW
4.	<p>Fundraising</p> <p>4.1. Snail Racing Night Feedback</p> <p>The event was a success despite limited numbers on the night. Pre-sales of snails and race sponsorship made the most profit rather than money from placing bets at the event.</p> <p>There was a general feeling that people didn't know what to expect on the night. Many people also mentioned that attending would be unlikely due to childcare difficulties. Perhaps we could run a child-friendly event next time.</p> <p>4.2. Tuck Shop Feedback</p> <p>The home bake tuck shop ran smoothly and everything was sold.</p>	

<p>4.3. Halloween Disco</p> <p>The Scare Hunger Halloween Disco proved to be very popular with 71 children attending the junior disco and 103 attending the senior disco (174 in total).</p> <p>Claire W will need to be reimbursed for her expenses (juice and Haribo) by Sharon. There are approximately 30 Capri Sun and approximately 60 Haribo left over).</p> <p>There was a tremendous response to the Scare Hunger request. The Mearns Leader took photos of all the donated food before CityChurchSouth collected it for their foodbank.</p> <p>It was agreed to give nursery £40 in lieu of attending the disco. Sharon to write cheque.</p>	<p>SS</p> <p>SS</p>
<p>5.4. PTA Photography</p> <p>32 slots have been booked for the PTA Photography session on Sunday 8 November 2015.</p> <p>Nicola Martin and Alyson Thomson have been allocating the slots and will email the timetable to Penny Black ASAP.</p>	<p>NM, AT</p>
<p>Caroline Duncan to put a final reminder on Twitter.</p>	<p>CD</p>
<p>5.5. Christmas Coffee Morning</p> <p>Lisa M has confirmed booking at St Bridget's. No invoice has been received yet. The PTA's Extended Public Liability Insurance covers the event.</p> <p>Santa - Sharon contacted Lions, but unfortunately there was no-one available. Claire W to make enquiries and Caroline Duncan to ask janitor Ernie Gordon as a standby. Need to purchase present for Santa once he has been identified. Suit needs to be located.</p> <p>Grotto – Need to arrange for transport of nursery house. Lisa to ask Sarah Stevenson if she wants to decorate grotto (Sharon to ask Elizabeth Havens as standby if Sarah is unavailable). Claire W to purchase 160 selection boxes.</p> <p>Music - Sandra to arrange live music. Need to arrange a CD player for break time.</p> <p>Teas/Coffees - Lisa M to ask Co-op for donation of pancakes, jam, butter, sugar, tea, coffee, juice or vouchers. Rachel to write letter requesting homebakes and volunteers for serving.</p> <p>Caroline Duncan and Sandra Campbell to check PTA stock of</p>	<p>CW, CD</p> <p>JS LM SS</p> <p>CW</p> <p>SC</p> <p>LM RF</p> <p>CD, SC</p>

	<p>tablecloths, napkins and silver platters/trays (and any other consumables). Need to source some wrapping paper for decorating the tables.</p> <p>Reindeer food – Rachel to purchase materials and make 100 bags. Julia Morton to help assemble if required.</p> <p>Chocolate Tombola – Sharon to purchase (if necessary) and pre-fold tickets for the tombola. Requests for donations (both large and small) to be included in letter to parents.</p> <p>Raffle – it was decided to organise 4 themed hampers from donated items. The following themes and year groups were agreed: Christmas Nursery & P1 Movie P2 & P3 Bake-off P4 & P5 Pamper P6 & P7</p> <p>Rachel to write letter requesting donations reach the school by Friday 27 November – this should give sufficient time to box/package the donated items.</p>	<p>RF, JM</p> <p>SS RF</p> <p>RF</p>
6.	<p>AOCB</p> <p>Rachel suggested registering with Yellow Moon in order to take advantage of 10% cash-back from online purchases of craft materials. Rachel to write letter to parents.</p> <p>It was agreed to provide each class with £50 for Christmas craft materials. Sharon to write cheque for £500.</p>	<p>RF</p> <p>SS</p>
7.	<p>Date of Next Meeting</p> <p>Wednesday 20 January 2016 at 7pm at Dunnottar School.</p>	