

Dunnottar School PTA AGM
Wednesday 13th September 2017
7pm, Dunnottar School

Present: Lisa Williams, Caroline Duncan, Nicola Martin, Claire Will, Alyson Thomson, Verity Jordan, Mary Ray, Hayley Cameron, Laura McKenzie, Rachel Frame

Apologies: Pam Jones, Carylyn Marek-Johnston, Ceryl Williams, Jean Scott, Kathleen Edwards

Point		Action
1.	<p>Welcome and Apologies</p> <p>Claire W welcomed everyone to the meeting and apologies were noted as above.</p>	
2.	<p>Minutes of Last Meeting / Matters Arising</p> <p>Minutes approved. No matters arising.</p>	
3.	<p>Chair's Report</p> <p>Claire welcomed the new attendees to the PTA and outlined the 2016/17 annual report.</p> <p><i>"Fundraising Activities:</i></p> <p>Shortly after the last AGM on 23 September we had our first fund raising event of the year by having a tuck shop alongside the school fundraising afternoon in memory of Sam Dorrance. £250 raised</p> <p>Halloween disco at the end of October 2016. Again it had a Scare Hunger theme where a large amount of food was donated for local foodbanks. £300 raised</p> <p>In November 2016 we had our PTA photography sessions with Les Black, £210 raised</p> <p>On 26 November we held out Christmas coffee morning. This was a wonderful morning; very festive with live music, courtesy of Sandra, and this last year we had the Choir singing, which was very popular. There was also Santa for the children and again we did the hampers, which proved very popular. £1445 raised</p> <p>February 2017 valentine tuck shop (healthy) £170 raised</p> <p>In March 2017 we had an Easter disco, £300 raised</p> <p>In May 2017 we had our annual Spring Fayre – body zorbs, assault course, BBQ, to name just a few. This event is really growing year on year and we utilised the school, Carronhill inside and out. Mearns FM, RNLI, fire brigade all supported us and it was a real family and community event, which we shared along with</p>	

	<p>Carronhill. £1245 Dunnottar and £533 Carronhill.</p> <p>We have had a good range of helpers and volunteers at fundraising events both from the committee, where everyone shares tasks and gives the time they can, and from the parent population with some regular parents helpers that we rely on for their skills and many other parents becoming involved to support these events. This is brilliant, involving more people in the life of the school and the PTA and sharing the load and responsibilities between many means that hopefully no one person is feeling like they're doing everything.</p> <p><i>What have we done with the funds raised?</i></p> <p>Around the time of last year's AGM, £2000 was given to the school for them to allocate towards literacy, non-fiction books, and digital literacy including apple TV equipment and DASH Robot, as well as ongoing maintenance.</p> <p>£550 – Christmas craft materials</p> <p>£800 – Individual Learning Diary (ILD)</p> <p>£2000 literacy – novels to fill the gaps in the reading schemes already in use (after a clear out) and digital literacy; mini iPads.</p> <p>This coming year, we've already planned some events;</p> <p>Later this month, we're have Fruity Friday, a healthy alternative to some of our previous tuck shops. We hope to have our Halloween disco and PTA Photography in November 2017 and our Christmas Coffee Morning after this.</p> <p>I'm sure at the start of 2018; we'll be starting to plan next year's Spring Fayre.</p> <p>Easyfundraising – in addition to the fund raising activities I've spoken about, we also receive money from easy fund raising which many parents, teachers and other contribute to when making online purchases.</p> <p>I would however like to thank each and every committee member, teacher and parent who has been involved in supporting the activity of the PTA over the last year; we couldn't do it without each and every one of you."</p> <p style="text-align: right;"><i>Claire Will, Chair 2016-17</i></p>	
4.	<p>Treasurer's Report</p> <p>The current balance stands at £1510.74. The Carronhill cheque from the Spring Fayre still to be presented. Lisa Williams to chase up.</p>	LW

	<p>A donation of £92.50 was made at the end of last term to the P7 Leavers' Party (£2.50/head).</p> <p>A £30 gift card was allocated for Mrs Stewart's daughter for auditing the accounts for 2016/17. Verity to check with Mrs Stewart regarding auditing for the year ahead.</p> <p>SPTC insurance to be renewed by Verity for the year ahead. Lisa Williams to check with office to see if reminder has arrived.</p>	<p>VJ</p> <p>VJ/LW</p>
<p>5.</p>	<p>Election of Office Bearers</p> <p>Office bearers for 2016-2017 stood down and nominations were requested for this year's committee.</p> <p><u>Chairperson</u> Alyson Thomson proposed Nicola Martin as Chairperson. This was seconded by Claire Will. Nicola Martin agreed to be chairperson for the 2017-2018 session. Her primary role will be to chair meetings.</p> <p><u>Joint-Vice Chairperson</u> Claire W proposed Alyson Thomson as Co-Vice Chairperson. This was seconded by Verity Jordan. Alyson Thomson agreed to be Vice Chairperson for the 2017-2018 session.</p> <p>Alyson T proposed Hayley Cameron as Co-Vice Chairperson. This was seconded by Claire W. Hayley Cameron agreed to be Vice Chairperson for the 2017-2018 session.</p> <p><u>Treasurer</u> Claire Will proposed Verity Jordan as Treasurer. This was seconded by Mary Ray. Verity Jordan agreed to be Treasurer for the 2017-2018 session.</p> <p><u>Secretary</u> Claire W proposed Rachel Frame as Secretary. This was seconded by Alyson T. Rachel Frame agreed to be Secretary for the 2017-2018 session.</p> <p><u>Teacher Representative</u> Caroline Duncan</p> <p>List of Ordinary Members: Lisa Williams, Laura McKenzie, Mary Ray</p>	
<p>6.</p>	<p>Fundraising Recap</p> <p>6.1. Fruity Friday Tuck Shop</p> <p>The Fruity Friday tuck shop will be held on the morning of Friday 22 September.</p>	

	<p>Nicola, Hayley, Verity and Alyson have agreed to prepare the fruit. A PSA will be available to help oversee allergy and food hygiene requirements. Volunteers to bring own boards and knives. The kitchen/canteen will be available for prep. Rachel and Mary also in school if needed.</p> <p>Nicola has purchased 300 cups to cover 200 children at 50p/cup plus extra for upselling.</p> <p>Rachel to send a 1st reminder email for sending on Friday 15 September. Reminder newsflash to go out on Wednesday 20 September. Teachers have discussed Fruity Friday in class and will remind children ahead of the event.</p> <p>6.2. Scare Hunger Halloween Disco</p> <p>The Scare Hunger Halloween Disco will take place on Friday 3 November at St. Bridget's Hall. The P1-3 disco will run from 6-7pm and the P4-7 disco will run from 7.30-8.30pm. The hall will be available from 5.00-9.00.</p> <p>Volunteers for the night will be collected via online sign-up tool Sign-up Genius. This website will collect email addresses and send an automated acknowledgement and reminder ahead of the event. www.signupgenius.com/Halloween</p> <p>Verity to source some decorations for the entrance.</p> <p>P7 to act as DJs at the disco. The new lighting system should be installed at St. Bridget's Hall.</p> <p>Claire W to purchase Haribos (4x 50 bags) and Capri Sun for 200.</p> <p>Lisa W to also purchase 14 prizes for the disco competitions.</p> <p>Rachel to put a 'save-the-date' note out before the holidays - week beginning 25 September. Scare Hunger disco email/Xpressions will go out on Friday 13 October, with reminder notes and Tweets on Monday 30th October and Wednesday 1 November.</p> <p>6.3. PTA Photography</p> <p>The PTA Photography session has been confirmed and will take place on Sunday 5 November 2017 at the Les Black Photography studio. Alyson and Nicola to take the lead with organising the booking slots.</p> <p>Rachel to send out first letter and price list on paper on Friday 29 September – to be returned by Friday 13 October to allow bookings to be made and returned. Reminder emails to go out on Friday 6 October and on Monday 30 October – to be returned by</p>	<p>NM, HC, VJ, AT (RF, MR)</p> <p>RF</p> <p>RF</p> <p>RF</p> <p>VJ</p> <p>CW</p> <p>LW</p> <p>RF</p> <p>AT, NM</p> <p>RF</p>
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	<p>Wednesday 1 November at the latest.</p> <p>6.4. Christmas Coffee Morning</p> <p>The decision was made to change the date to 9th December as it was felt that the 25 November was too early. Caroline Duncan to confirm that this date is available with St Bridget's Hall.</p> <p>Caroline to ask Sandra Campbell if she is available to organise the live music, and to ask Jean Scott if she is able to be Santa's helper. Music system (St Bridget's) and CDs required for break times. Choir to perform tbc.</p> <p>Nursery to organise the table decorations.</p> <p>Mary Ray to source a new gazebo (green if possible) and fairy lights for Santa's grotto. Mary to organise grotto on the day (+2 helpers).</p> <p>Need to look out for good-priced selection boxes. 2 dairy-free alternatives required.</p> <p>House Hampers to be organised:</p> <ul style="list-style-type: none"> • Christmas: Amber • Movie: Ruby • Bake-off: Emerald • Pamper: Sapphire <p>Sign-Up Genius online sign-up to be updated with new event details. http://www.signupgenius.com/Christmas</p> <p>Rachel to do letters for Coffee Morning – first letter to go out Monday 6 November, second letter on Monday 20 November. Reminders out on Monday 27 November and 4 December.</p> <p>Hamper first letter to go out on Friday 10 November and second letter on Monday 24 November. A reminder to go out 4th December with a final date for donations on Thursday 7 December to allow for hamper preparation.</p>	<p>CD</p> <p>CD</p> <p>CD</p> <p>MR</p> <p>RF</p> <p>RF</p> <p>RF</p>
<p>5.</p>	<p>Other Fundraising Suggestions</p> <p>Water bottles – the school has recently received an email from Howard Plastics (www.howardplastics.co.uk) quoting a price of £1.35/bottle for a box of 48 bottles. Bottles are available with 4 house coloured lids.</p> <p>100 Club – Lisa Williams and Rachel Frame suggested running a 100 Club open to parents/carers/families. Rachel and Verity to investigate and draw up some rules with a view to launching at the Christmas Coffee morning.</p>	<p>RF/VJ</p>

	<p>School Uniform – Lisa Williams suggested that the school could profit from selling school uniform in-house rather than using DFS in Inverurie. The switch over would require parent volunteers to help sell uniform at regular intervals (on request) and at school events.</p> <p>Lisa to make inquiries about potential costs involved, logistics (collection of pre-ordered stock on summer in-service day) and storage implications (using space in the lodge).</p> <p>Mary Ray also suggested a fundraising name labelling scheme. Mary to provide details at next meeting.</p> <p>Gin Tasting – still to consider, but potentially 1st quarter in 2018 in the Town Hall.</p> <p>Harbour Festival – Nicola to check with Stonehaven Lions about costs involved with having a stall at the event next summer.</p> <p>Big Ticket Event – A big-ticket event is still under consideration e.g. Breakneck Comedy show at the Town Hall. Finlay’s Fund (www.finlaysfund.co.uk/fundraising) operate a bar hire service.</p>	<p>LW</p> <p>MR</p> <p>AT/VJ</p> <p>NM</p>
6.	<p>AOCB</p> <p>The decision was made to trial a change of meeting time from 7.00pm to 6.00pm. A classroom & film will be made available for children of parents attending the meeting.</p>	<p>CD</p>
7.	<p>Date of Next Meeting</p> <p>Wednesday 15 November 2017 at 6pm at Dunnottar School.</p>	