

Dunnottar School PTA AGM
Wednesday 7th September 2015
7pm, Dunnottar School

Present: Lisa Williams, Caroline Duncan, Rachel Frame, Sandra Campbell, Claire Will, Alyson Thomson, Verity Jordan, Nicola Martin, Krystal Young, Jean Scott, Ceryl Williams, Nicky Brady, Julia Morton

Apologies: Lisa MacAulay, Sharon Sanderson, Hayley Cameron, Pam Jones, Kathleen Stewart, Lynsey Allan, Kirsteen Hall, Mary Ray, Carylyn Marek-Johnston

| Point | | Action |
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| 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>Verity confirmed that the payment to Carronhill had included the share of the AFC shirt.</p> | |
| 3. | <p>3.1. Treasurer's Report</p> <p>The current balance stands at £3491.22. The Carronhill cheque from the Spring Fayre should be presented to the bank in the near future. The committee decided to opt for 4* insurance cover at a cost of £135 from SPTC – this covers entertainment and stallholders. Verity to complete paperwork and mail cheque.</p> <p>3.2. Chair's Report</p> <p>Claire welcomed the new attendees to the PTA. Claire highlighted the new methods of communication e.g. Twitter and Doodle and emphasised their role in boosting fundraising. The key fundraising events of the year were highlighted: Snail racing night: £543.00 PTA Photography £310.00 Christmas Coffee >£1200.00 Spring Fayre > £1500.00</p> <p>In total £4914.22 was raised during the year and the committee contributed £4429.92 to the school for purchases including the Ollie Otter costume, reading books, Apple TV and mini iPads.</p> | VJ |
| 4. | <p>Election of Office Bearers</p> <p>Office bearers for 2015-2016 stood down and nominations were requested for this year's committee.</p> <p><u>Chairperson</u> Claire Petrie proposed Claire Will as Chairperson. This was seconded by Nicola Martin. Claire Will agreed to be chairperson for the 2016-2017 session. Her primary role will be to chair</p> | |

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| | <p>meetings.</p> <p><u>Joint-Vice Chairperson</u> Claire W proposed Alyson Thomson as Vice Chairperson. This was seconded by Julia Morton. Alyson Thomson agreed to be Vice Chairperson for the 2016-2017 session.</p> <p>Claire W proposed Nicola Martin as Vice Chairperson. This was seconded by Julia Morton. Nicola Martin agreed to be Vice Chairperson for the 2016-2017 session.</p> <p><u>Treasurer</u> Claire Will proposed Verity Jordan as Treasurer. This was seconded by Alyson Thomson. Verity Jordan agreed to be Treasurer for the 2016-2017 session.</p> <p><u>Secretary</u> Lisa Macaulay (via ballot form) proposed Rachel Frame as Secretary. This was seconded by Julia Morton. Rachel Frame agreed to be Secretary for the 2016-2017 session.</p> | |
| 5. | <p>Fundraising</p> <p>5.1. Go Gold! Fundraiser & Tuck Shop</p> <p>The home bake tuck shop will be held on the afternoon of Friday 23 September as part of the Go Gold! fundraising event.</p> <p>Rachel, Nicola, Hayley, Verity, Mary, Ceryl and Alyson have agreed to man the stall. There are sufficient plastic bags for the event. Will decide on day if Hook-a-Duck is required. Retired stock from the library will be available for donations.</p> <p>Rachel to copy letter for sending on Wednesday 14 September. Reminder newsflash to go out on Monday 19 September.</p> <p>5.2. Art Project Fundraiser</p> <p>Need more information on calendars. Alyson Thomson/committee to look into calendar printing options and report back.</p> <p>5.3. Scare Hunger Halloween Disco</p> <p>The Scare Hunger Halloween Disco will take place on Thursday 27 October. The P1-3 disco will run from 6-7pm and the P4-7 disco will run from 7.30-8.30pm.</p> <p>Volunteers for the night (via Doodle poll): P1-3: Rachel Frame, Sandra Campbell, Verity Jordan, Hayley Cameron, Nicky Brady, Jean Scott P4-7: Rachel Frame, Pam Jones, Hayley Cameron, Lisa Macaulay</p> <p>Krystal Young to contact Barbara McLean at Far and Wide about</p> | <p>RF, NM, HC, VJ, MR, CeW, AT</p> <p>RF</p> <p>AT/ committee</p> <p>RF, SC, VJ, HC, NB, JS, PJ, LM</p> <p>KY, CW</p> |

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| | <p>donating food to their foodbank. Claire Will to ask about donating to South Aberdeenshire foodbank.</p> <p>P7 to act as DJs at the disco. Graeme Dorrance has kindly donated a set of disco lights to the school.</p> <p>Rachel checked stock in PTA cupboard. Claire W to purchase Haribos (4x 50 bags) and Capri Sun for 160. Claire 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 3 October. Scare Hunger details will go out on Monday 24 October.</p> <p>5.4. PTA Photography</p> <p>The PTA Photography session has been confirmed and will take place on Sunday 6 November 2016 at Les Black Photography. Alyson and Nicola to take the lead with organising the booking slots.</p> <p>Rachel to send out first letter (and price list) on Tuesday 4 October – to be returned by Monday 24 October to allow bookings to be made and returned. Reminder letter to go out on Monday 24 October – to be returned by Thursday 27 at the latest.</p> <p>5.5. Christmas Coffee Morning</p> <p>St Bridget's Hall has been contacted for the booking on 26 November – Caroline Duncan still waiting to hear confirmation. Coffee morning to feature usual teas/coffees, music and Santa visit.</p> <ul style="list-style-type: none"> • Sandra to organise the live music. • Amp and CDs required for break times • Choir to perform • Ollie the Otter is available (Neil Brady) • Santa is available • Sarah Stevenson to decorate grotto (via Kirsteen) • Rachel to make 100 bags of reindeer food • House Hampers to be organised: <ul style="list-style-type: none"> ➤ Christmas: Sapphire ➤ Movie: Amber ➤ Bake-off: Ruby ➤ Pamper: Emerald <p>Rachel to do letters for Coffee Morning – first letter to go out Thursday 27 October, second letter on Monday 21 November.</p> <p>Hamper first letter to go out on Tuesday 1 November and second letter on Monday 21 November with a final date for donations on Thursday 24 November to allow for hamper preparation.</p> | <p>CW</p> <p>RF</p> <p>AT, NM</p> <p>RF</p> <p>CD</p> <p>SC LW/CD</p> <p>NB Ernie SSt RF RF</p> <p>RF</p> |
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| <p>6.</p> | <p>AOCB</p> <p>Verity requested receipts for items purchased from the £2000 donation.</p> <p>Potential future fundraising ideas were discussed including:</p> <ul style="list-style-type: none"> Family quiz Movie night Recipe book Daddy Dook in the harbour Soup & Sweet event at St Bridget's | <p>LW</p> |
| <p>7.</p> | <p>Date of Next Meeting</p> <p>Wednesday 2 November 2016 at 7pm at Dunnottar School.</p> | |