

**Dunnottar School PTA AGM
Monday 30 November 2020
6pm, Teams Meeting**

Present: Nicola Martin (NM), Chair; Lisa Williams (LW), Head Teacher; Caroline Duncan (CD), Deputy Head Teacher; Hayley Cameron (HC), Vice Chair; Laura Skelly (LS), Joint Secretary; Louise Doherty (LD), Joint Secretary); Nicola Jones (NJ), Aimee Trimbee (AT)

Apologies: Lucy Smith (LS), Treasurer

Point		Action
1.	<p>Welcome and Apologies</p> <p>NM welcomed everyone to the meeting and apologies were noted as above. NM also stated that Mandy Nicholson would be attending future meetings too but unfortunately was unable to attend tonight.</p>	
2.	<p>Minutes of Last Meeting / Matters Arising</p> <p>No matters arising.</p>	
3.	<p>Treasurer's Report</p> <p>The bank balance stands at £899.39 on 30/11/2020. NM explained that the money from the Neon Disco last year had been banked and this accounted for some of the monies.</p> <p>NM stated that she had paid for the Christmas Calendars and so a total of £535.90 was to be deducted which would leave £363.49.</p> <p>NM stated that the person who won the November 100 Club had given the money back but that the December amount would need to be deducted leaving £344.49.</p> <p>Outgoings: £535.90</p> <p>Outstanding: £19.00 (December 100 Club)</p> <p>New balance will be £344.49.</p>	NM
4.	<p>Appointment of Roles</p> <p>NM stated that at this meeting it was expected that each role would be confirmed. NM stated that she was happy to continue as Chair but also would be willing to step aside if the other members felt that was appropriate too. All agreed NM should remain in role. LW confirmed and HC seconded.</p> <p>NM stated that Rachel Frame had stepped down from her role but that LS and LD had agreed to carry out the role as Secretary jointly. All agreed.</p>	

	<p>NM stated that LJ was happy to continue in her role as Treasurer. NM agreed and HC seconded the decision.</p> <p>HC's role as a Vice Chair was confirmed by NM and seconded by NJ.</p> <p>NM thanked everyone for their participation and also the additional parents for attending too.</p>	
<p>4.</p>	<p>Fundraising</p> <p>4.1 Christmas Calendar</p> <p>NM explained that the Christmas calendar was now ready to be sold and that she intended the cost would be £5 for 1 calendar and £9 for 2 calendars.</p> <p>LD agreed to work on a letter to be issued by the school to notify parents of the availability of the calendar.</p> <p>Some discussion was had regarding issuing the calendars and gathering monies. It was confirmed that the school would issue the calendars to pupils and that parents should pay cash or by cheque in a clearly marked envelope to the school. POST MINUTE NOTE – NM CONFIRMED PAYMENT CAN BE MADE BY BANK TRANSFER – DETAILS OF WHICH WILL BE INCLUDED IN THE LETTER.</p> <p>LW also confirmed that she would post a picture on Twitter and Facebook so that parents could look out for the calendars too.</p> <p>4.2 Rag Bag</p> <p>HC confirmed that the Rag Bags would be available from 15th December 2020. Some discussion was had as to the location of the delivery point and it was agreed that it was most sensible, given Covid restrictions, to place the delivery point at the front of the school.</p> <p>CD referenced former Dunnottar pupils and their desire to contribute. CD agreed to post some information on Facebook for those people.</p> <p>4.3 Christmas Hampers</p> <p>Discussion was had regarding Christmas Hampers and how this could work given Covid restrictions and also the limited timeline now until Christmas. It was agreed that there would not be any Christmas Hampers but that later in to 2021 we could perhaps create Spring / Summer Hampers instead.</p> <p>4.4 100 Club</p>	<p>LD</p> <p>NM</p> <p>LW</p> <p>HC</p> <p>CD</p>

	<p>It was agreed that of all the fundraising activities that usually take place at the Christmas Coffee Morning, the 100 Club was the one to continue under current Covid Restrictions. NM/HC agreed to consider a Just Giving Page dedicated to this as a way to raise awareness and collect funds.</p> <p>4.5 Stonehaven Lions Club / Rotary</p> <p>LW explained that a John Brown from the Stonehaven Lions / Rotary Club has offered to support the school with fundraising activities. LW agreed to send the details to NM</p> <p>4.5 Quiz</p> <p>LW/CD explained that they were holding a Quiz for all families next week (Friday 11th December) but that this would not be to raise funds.</p> <p>4.6 Other Fundraising Ideas</p> <p>Discussion was had about other Fundraising ideas considerate of Covid Restrictions and ideas were as follows;</p> <ul style="list-style-type: none"> • Virtual exercise • Treasure Hunt – using Olly the Otter as a theme. The idea would be that families would pay to enter and all entrants would be entered in to a draw. <p>It was agreed that each attendee would give the ideas and any others some thought in preparation for the next meeting in January 2021.</p>	<p>NM / HC</p> <p>LW</p> <p>LW/CD</p> <p>ALL</p>
5.	<p>AOCB</p> <p>No further business.</p>	
7.	<p>Date of Next Meeting</p> <p>The next meeting will take place on Monday 18th January 2020 at 6pm via Teams Meeting.</p> <p>NM thanked all for attending and their input.</p>	

