**Broomhill Primary School PTA Meeting – Wednesday 18th January**

**Present:**

Emma Barclay, Karen Baxter, Louise Beaton, Alastair Bews, Jill Christie(Class Rep Coordinator), Ruth Cowie, Fiona Duggan, Beth Gillard, Jo Hutcheon, Glenn Innes(Communications), E Macrae(Infant Depute), Jennifer Maitland, Rachel McCartney(Upper School Depute), Lorraine McCoig, Fionnuala McPhail, Helena Menzies, Heather Pippia, Rachel Price, Dawn Reid(Head Teacher), Martha Richardson, Jacqueline Rinchey(New Chair), Veronica Strachan(Chair), Catriona Wilson, Susan Wood

**Apologies:**

Keith Thomson (Treasurer), Emma Williams

Veronica opened the meeting and everyone introduced themselves.

**Mrs Reid – New Head Teacher / School Information**

Mrs Reid introduced herself, she has been Acting Head at Manor Park and has been a class teacher and depute head teacher in a number of school before this from 1993.

Initial priorities include

* Looking at the school vision and aims, pupils will be involved in the process.
* Looking at the fabric of the building and what are the priorities for upgrade if money is available either through school finance or the PTA fundraising.
* Moving forwards outdoor learning across the school.

Any big spends between now and the end of the financial service have to be agreed with the council.

Staffing – there is a temporary vacancy but a solution has been found. Mrs Reid is in contact with HR and is trying to source a full time teacher to cover this vacancy.

**Balance of Accounts/Projects**

The PTA account is approximately £34 000. £30 000 has been set aside for the new school Library. Quotes have to be submitted by 5th February and a decision will be made by 15th February.

Fundraising this year to go towards wider achievements. Organisers of extra-curricular activities are to complete bid forms which can then be discussed be PTA. Parents are to be made aware of this and bids can be discussed at the next meeting on Tuesday 14th March.

The next project of the PTA has to be decided before the next meeting.

Possible suggestions were:

* The Gymnasium
* The playground – maintaining the equipment and updating it / adding colour.
* Parents to be contacted for any other ideas before the next meeting so a decision can be made.

**Up and Coming Events**

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| --- | --- | --- |
| Date | Event | Action |
| TBC | Family Ceilidh | Date / Venue and Band to be arranged. |
| TBC | Dons Day Out | Martha to identify suitable match. |
| 20th May | Spring Fair | To be discussed at next meeting. |
| 20th June | P7 Prom | Information to go to organisers about claiming for funds. |
| 22nd June | P1 – 6 Discos | 20th June  Martha to contact Quirky Discos (Estimated £190 for 2 hours) |

**PTA Positions –**

Constitution States - Minimum members 7 / Maximum 25.

Chair – Jacqueline Rinchey

Vice Chair - Vacancy

Treasurer – Keith Thomson

Communications Officer – Glen

Secretary – Vacancy

Class Reps Coordinator – Jill Christie

Various other possible titles / roles but these can be decided after Class Reps have been elected. Other roles involve planning events. Small sub-committees can be formed for each event. There was a willingness to be involved from parents attending the meeting.

Councillors to be invited to future meetings.

**Class Reps**

Jill Christie to discuss with Donna Cuthill regarding class reps and organisation of this.

Mrs Reid will contact Donna Cuthill regarding an open Parent Forum meeting before the next PTA meeting.

**Communications**

Parent Council and PTA to look at communications.

* Minutes and Agendas to be circulated to whole Parent Forum.
* PTA has 200 names but Judith in office can distribute to all parents
* Miss Macrae will update PTA section of the School Website with Newsletters / Minutes / Agendas on our behalf.
* Newsletter will be printed and distributed via pupils.
* Information board in the infant playground to be kept up-to-date with information – J Christie Volunteered for this.
* Parents to be made aware of what the PTA raises funds for and past spends (School Discos, Transport(Was £900 p.a.), ICT (£900 p.a. from this session), Wildlife Garden, Reading Books, Science Equipment,

**Fundraising**

Spring Fair and Christmas Fair are main fundraising events.

Ragbag – Gayle Scott arranges emptying of bin

Past Fundraisers have included:

* 200 Club
* Lottery Funding
* Grants from local businesses

**Date of Next Meeting:**

Informal meeting of Parent Forum, Donna Cuthill to be invited - Date to be confirmed   
(Donna Cuthill, Curriculum Development Officer – Parental Engagement)

Parent Council / PTA Meeting – Tuesday 14th March