PPG MEETING MINUTES

Rothienorman Primary School PPG

Date | time 10/9/2017 7:30 PM | Location Staffroom

# PPG Committee members

Julie Symington (Head Teacher) | Faye Morren (Chairperson) | Cheryl Henderson (Vice Chair) | Lindsey-Ann Prue (secretary) | Kim Fraser (Treasurers | Laura Raffan | Hazel McPherson | Elizabeth McKinnon | Louise Guyan | Gail Halliday|Nicola Foister |Karen Johnston | Ann Roberson (Cllr) | Alistair.C.Forsyth (Cllr)| Sandra Ralph| Nicola Davidson| Vanessa Ross

# In Attendance

Julie Symington (Head Teacher) | Faye Morren (Chairperson) | Lyndsey –Ann Prue(secretary) | Kim Fraser (Treasurer) | Laura Raffan | | Louise Guyan |Nicola Foister Ann Stirling (Cllr)| | Hazel Macpherson| Sandra Ralph, Danielle Barrow,

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | ACTION | DEADLINE |
| 1 | Welcome  Faye welcomed everyone to meeting and thanked everyone for attending. |  |  |
| 2 | Apologies  Cuca Elias, Elizabeth McKinnon, Cheryl Henderson, Maureen Young, Joanne Kinghorn |  |  |
| 3 | Approval of Previous Minutes  The minutes were read from last meeting reviewed and accepted. Proposed as correct by Nicola Foister by Seconded by Lyndsey-Anne Prue |  |  |
| 4 | Halloween Disco 2/11/18 6-7pm (Nursery –P3) 7-8pm (P4-P7)  School let has been booked  Sweet shop is being organized by Faye, there is still water bottles available to use.  Disco has been booked.  Kim to organize 3 floats  PPG member to take tickets over holidays to sell (no name yet)  Email request for help has been sent, some names have been put forward for the rotas to help on the night L-A will organize rotas.  Posters are up and tickets on sale, no sales on the nights still stands.  Additional Tattoos are being ordered  Wrist bands to be sold 2 for 50p.  Pumpkin competition – Parents to be encourage to ensure pumpkins are child’s own work/creation. Julie will word this in letter or bulletin. (2 weeks in advance)  Lara Raffan has organized prize buckets and they are at the school. (£18 total spent)  Laura Raffan to look for sweets following Halloween that will still be in date for next year.  All committee to take some decorations  Email and facebook reminder about getting tickets before the night  **As many as possible helpers to set up at 5.30** | All committee  L-A  Laura Raffan  L-A |  |
| 6 | **Christmas Fayre**  **Saturday 18/11/17 1-3pm in school hall, corridor and GP Room.**  **Stalls**  **7 School classes**  **Laura has organized 13 mixed stalls with a selection of local craft and local sellers.**  **We have had 8 responses from community groups (4 confirmed stalls)**  **Cubs & Scouts will do combined stall, Indoor bowling declined, Rainbows will do tombola and guess birthday, Brownies will do xmas cakes, SWI will do possibly sweets/jewelry, Music group and Football club declined but has offered raffles. The Dance group did not receive their letter so we are still waiting for a response from them.**  **Set up time from 12 onwards, PPG committee will help set up after school the afternoon before.**  **Helpers are required but will ask a little later after Halloween disco rota completed.**  **Laura to take in moneys from groups**  **PPG will do Home Bakes and second hand book stall**  **Tea and coffee from hatch (for donations) in hall, water bottles left over from Halloween disco to be used for children**  **Elf on the shelf in the GP Room. Cost £2 per gift, they will be pre wrapped with tags for children to complete. Gifts to be gender neutral**  **Jackie Avon for bath, shower gel**  **Committee members to look out for other potential gifts, preferably sale or return.**  **Julie will be able to help with getting new books of raffle tickets, we can donate our used ones to the school.**  **Email to PPG members nearer the time for homebake requests**  **Julie to ask some P7s if they want to help with Elf/Shelf** | Julie  Laura  L-A  L-A  Laura  L-A  L-A |  |
| 7 | Christmas Cards  Pictures are ready to send to company and £360 has been made for the PPG. There is an extra £5, we are unsure why but it may become clear when the cards are returned. | **Cheryl**  **L-A**  **Kim** |  |
| 8 | Funding Applications  COOP and Gregs criteria not appropriate for PPG  Airport still a possible option, Nicola to email them before filling in application. | Nicola F |  |
| 9 | A.O.B  Wrapping paper to be bought, two different sorts some for book presents and some for Elf/Shelf. Stick on Labels from Costco  Pupils xmas presents – teachers to choose books  Julie advised of new development plans for the school, they will be made available on the GLOW site when ready.  She has new leader who is the Quality improvement officer  Julie and Michelle to be trained and will be implementing a group call system of communication to the parents.  Pantomime on the 8th November, PPG to contribute to cost.  Nicola Foister brought up problems with booking into parents evening, lack of after work hours, was advised about first come first serve system which seemed unfair. Lyndsey-Anne suggested that they didn’t give enough notice for people to organize work around these appointments, Sandra advised she had trouble with a generic response email regarding lack of available appointments. Julie will take all comments on board and hopefully improve for next time.  Road safety was discussed by Nicola F and Laura, particularly lack of cycle helmets and poor parking in car park. Julie will remind parents in bulletin. Some Safety training/talks were discussed for possible parents and children. | Julie |  |
| 10 | Date of Next Meeting – Monday 6/11/2017, 7pm School Staffroom |  |  |