MEETING MINUTES

Rothienorman Primary School PPG

Date | time 2/27/2017 7:00 PM | Location Staffroom

# PPG Committee members

Julie Symington (Head Teacher) | Hazel Macpherson (Chairperson) | Nicola Davidson (Vice Chair) | Sandra Ralph (secretary) | Cuca Elias (Treasurers Assistant) | Vanessa Ross (Treasurer) | Laura Raffan | Faye Morren | Elizabeth McKinnon | Louise Guyan | Gail Halliday | Maureen Young|Nicola Foister |Karen Johnston | Ann Roberson (Cllr)

# In Attendance

# Julie Symington (Head Teacher) | Hazel Macpherson (Chairperson) | Nicola Davidson (Vice Chair) | Sandra Ralph (secretary) | Cuca Elias (Treasurers Assistant) | Vanessa Ross (Treasurer) | Laura Raffan | Faye Morren| Louise Guyan |Nicola Foister |Karen Johnston | Ann Roberson (Cllr) iona Cormack (Football club)

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|  | ITEM | ACTION | DEADLINE |
| 1 | Welcome  Hazel welcomed everyone to meeting. |  |  |
| 2 | Apologies  Elizabeth McKinnon | Maureen Young |  |  |
| 3 | Approval of Previous Minutes  The minutes were read from last meeting reviewed and accepted. Proposed as correct by Faye Morren by Seconded by Hazel Macpherson |  |  |
| 4 | **Treasurers Report**  Vanessa requested to start the process of getting new signatories with the bank as she will have to give up the treasurer’s post at the next AGM. The process takes approx 6 months to take effect now.  Faye Morren and Nicola Foister agreed to become signatories they will supply Vanessa with following details: - DOB, Full Name, Address and if they bank with Bank of Scotland.  Treasurer’s Report as at 27th February 2017  Bank of Scotland Account: £4,429.23  Fundraising:  Sale of Christmas Show DVD’s  Income -    £161.00  Less Costs -   All Costs for DVD’s covered by KRP Photography  Total Profit - £161.00  Valentine’s Disco  Income -  Door Money - £253.00     Tuck Shop - £124.20     Tattoos - £31.20     Lucky Dips & Bands - £83.60  Total Income - £492.00  Costs –  Tattoos - £11.55    Glow in the Dark Wrist Bands - £34.91    Makro – sweets & Juice etc. - £93.29    Sweets from Turriff - £78.90    DJ - £40.00  Total Cost - £258.65  Total Profit £ 233.35  Expenditure:  Zoo Lab. - £195.00  Christmas Crackers - £6.00 for Christmas 2017  K’nex’s Workshop - £241.00  Postage for Bags return of proofs - £8.55  Cakes for PPG Coffee Morning - £4.60  Easter Eggs £90.00  Mr Iain Brooks - His cheque for Pancakes etc. from the Spring Fair last year has not been cash, as this is over six months the cheque has now expired. I have emailed Cara regarding this and they wish to donate the £57.60 to the PPG Funds, this is included in the above total. | Faye  Nicola | ASAP |
| 6 | Shopping bags/Bags for life – We have orders places by parents for 165 bags and 100 coasters. The order should be with us by 20/3/17. |  |  |
| 7 | Football Tournament – 18th May 2017 4pm – 6pm  Letters approved and ready to go out to schools.  Entry form was checked over and approved with removal of the raffle.  Footballs and goals – Howden’s have given money for a set of goals and smaller size 3 footballs however the football team still requires another set of goals. The PPG voted to pay £133 for a second set of goals. Iona will order and bill the PPG.  Trophies and medals- Winners and runners up - 2 sets for each age group. Julie will order the medals 21 of each. Julie will organize printing and distribution of the certificates.  BBQ –PPG will supply the burgers, sausages, buns etc. Football club will get back to PPG with numbers. Everyone will pay for burgers etc. | Julie |  |
| 8 | Easter Egg Hunt – Sunday 23rd April 2017 10-12pm  Volunteers for day – Fay, Laura, Louise and Hazel  Tables – We need to get two tables for this event. Committee to check what they have at home if we do not have Hazel will ask Kay if we can borrow hers.  Posters and Tickets – Sandra will produce posters and tickets (150) and pass on to Hazel. Ticket price £2.50 per ticket. Posters to go to Shop, Garage, Hall, School, Hairdresser, Florist, Pub and Steading.  Clues – Nicola to ask husband (Elton) to do the clues for the Egg hunt. | Everyone  Hazel  Sandra  Hazel  Nicola | ASAP  10.2.17  ASAP |
| 9 | Head Teachers Report  Zoolab workshops went down well with nursery and early stages classes.  K’Nex workshops also went down well with upper stages classes. Thank you!  P1 are investigating a visit from ‘Owl and the Pussycat’ (bring owls to school) as it would link with their night time project. Staff are thinking about trips and visits in general and were enquiring about support from PPG. Generally our standard charge for trips is normally £3 and PPG add to this if it is necessary – everyone agreed that this seemed a reasonable charge and that the PPG were happy to provide additional money as required.  Classes for next session – as our numbers are only likely to increase for 2017-2018 and then return to similar levels then we will not be turning the ICT suite into a classroom after all. Instead there will be an arrangement where there will be one large class (primary stage still to be decided) team taught by 2 teachers.  Football tournament – confirmed for Thursday 18th May. JS to invite other schools.  School Uniform – We have continued with DFS and Tesco as suppliers for next year. Do we want a questionnaire to decide what to do for following year? £238 raised through Tesco last year.  Decision was to continue with 2 options as provide parents with choices regarding quality, local business, etc.  We had a really useful nursery parents meeting to look at how we provide information to parents. We have started nursery Glow pages and children have scrap books in their trays which are all part of the child’s ongoing profile. The aim is for there to be ongoing notes, photos and pictures about children rather than the end of session report as previously done. Thank you to parents who participated in this either by attending the meeting or by providing their thoughts in advance.  Reporting to Parents in School – new format of the report was viewed and everyone seemed happy with this.  We are continuing to try to improve and increase our use of Glow. Staff and children are contributing more to pages and there are a lot of documents stored there now too as well as a calendar with school events detailed. Julie made an instruction sheet on how to access Glow which was sent to all parents and Hazel is hoping to produce one showing how to get it on your phone. |  |  |
| 10 | Class Photos  Shoot Bamboo - Class photo booked for 26/5/17  -Individual booked for 7/9/17  We receive 20% commission £10 8X6 Traditional, £15 10X8 Traditional, £15 8X6 stretch, £20 10x8 stretch. It was decides we would go for the traditional for school but landscape for nursery.  P7 to be photographed separately in a traditional shot. Julie to confirm with Shoot Bamboo. | Julie | ASAP |
| 11 | Early Year Provisions  Ann Robertson asked about early year’s provision. Julie said school is not directly involved at this period of time.  There are vast changes happening and Ann suggested we think about what is being planned and how it will affect our Nursery provision. Julie suggested the next Early years meeting would be the place to discuss this and get some more information. |  |  |
| 12 | Communication with parents  It appears that E-mail is still suffering some anomalies. Julie will ask IT to check this again. | Julie | ASAP |
| 13 | A.O.B  Grants- Nicola Foister will send to Nicola Davidson the info on the small windfarm grants.  PPG Coffee Mornings  Dates 23/3/17, 27/4/17 and 15/6/17. Maureen will organize the next meeting. |  |  |
| 14 | Date of Next Meeting  27/3/17 9.15am in school staff room. |  |  |