MEETING MINUTES

Rothienorman Primary School PPG

Date | time 26/09/2016 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 | Kirstin Gauld | Clair Burbridge |Nicola Foister |Karen Johnston | Sarah Jarvis| 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 | Elizabeth McKinnon | Louise Guyan |

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|  | ITEM | ACTION | DEADLINE |
| 1 | Welcome - Hazel welcomed all old and new members and confirmed the committee office bearers as Hazel Macpherson (Chairperson) | Nicola Davidson (Vice Chair) | Sandra Ralph (secretary) | Cuca Elias (Treasurers Assistant) | Vanessa Ross (Treasurer) |  |  |
| 2 | Apologies  Nicola Foister | Kay Reid | Maureen Young | Dawn Smith |  |  |
| 3 | Approval of Previous Minutes  The minutes were read from 23.5.16 reviewed and accepted. Proposed as correct by Hazel Macpherson by Seconded by Laura Raffan. |  |  |
| 4 | Treasurer’s Report  Vanessa provided report at meeting (available on request) which included spring fair breakdown.  Bank Balance currently stands at £5491.18.  Fun day profit was £1312.50  The football club donated £45 to the PPG from stall held on the day of the spring fair. |  |  |
| 5 | Feedback from September Fair  It was difficult to make a comparison with other events that have been held however when broken down it was clear that each activity e.g. teas, face painting, raffle made a similar monetary intake.  Very good feedback from community groups of which most made a profit. It was commented as “being a mini gala”  Inflatable’s made a small loss on the day but it was felt this was a necessary loss to bring people into the event.  Suggested Improvements for next year:-   * Inflatable on for longer * Better signs around event (Julie suggested whiteboards on wheels, Hazel suggested small map) * High visibility tabards for those helping/organizing at event   Thank you Letters etc  Hazel has done a thank you car and £20 hobby craft voucher for Larraine for all the hard work she did for this event with the BBQ.  Football Club – Lent us the BBQ and gave us a £45 donation. We will donate a raffle prize for next football fund raiser as a thank you for delivering, collecting and use of hot plate and gas. Committee decided on a voucher for steading valued at £30. Vanessa agreed to purchase.  Shop- Donated Milk and Coffee.  It was agreed that the pupils should be asked to provide/make thank you cards for Larraine, Football club and Shop. | Hazel  Vanessa  Julie | ASAP  ASAP  ASAP |
| 6 | Halloween Disco Arrangements  Thursday 27th October 2016  6-7pm Nursery-P3  7-8pm P4-P7  Hazel to contact Rodney to provide disco.  Tuck shop - Faye has agreed to do Macro shop for sweets and drinks Hazel will provide her with a shopping list.  We still have 35 bottles of water and 60 bottles/cartons of Juice in PPG cage but require another 30 of each. It was agreed to only do 50p sweetie mixed bags (no 20p bags).  Tattoos/ Glow sticks– Hazel to contact Maureen Young to order and organize on day.  Pumpkin Competition – It was agreed that there would be a winner and runner up for each disco only. Laura Raffan agreed to get prizes costing £5 each (Total £20).  Teachers will judge the competition on night. Julie asked if we could please ensure pupils have a name tag on pumpkins.  Volunteers – Hazel will put out e-mail, notice in bulletin with return slip to all parents.  Rota – Hazel and Sandra will provide and issue Rota’s once we have returns from parents. Duties to include Toilets/corridor, Hall, Tattoos, Tuck-shop.  Tickets/Posters- It was unanimously voted that the price be increased to £2. Offer for sale next week. Sandra agreed to produce 200 tickets and 6 posters (School Office, Nursery entrance, Pupil entrance and PPG face book page).  It was agrees that this event would be for school pupils, nursery pupils and Pre-school children from school families only.  Floats- Floats required for tuck-shop and tattoos. Prices to be round numbers and no 5p’s. Vanessa to organize.  It was brought up from last disco that it is very dark at the collection door (Pupil entrance) Julie to see if more lighting is possible. | Hazel  Hazel/  Faye  Hazel/  Maureen  Laura  Hazel  Hazel/  Sandra  Sandra  Vanessa  Julie | ASAP  ASAP  26/10/16  26/10/16  26/10/16  3/10/16  24/10/16  3/10/16  26/10/16  26/10/16 |
| 7 | Head Teachers Report  Staffing – Nursery School Early Years Practitioner, Gail McWalters has now left and there has been some illness among staff this has mostly been covered internally. Pat Fowlis has extended her hours and Sarah Manson has been appointed on P.T fixed contract in nursery.  Linda Raffan (office) has resigned she has been with us in excess of 16 years and a collection will be organized.  Robertons- Julie has been having problems with excessive costing for items within school (e.g. new blackboards, installing projectors). She has brought this up at her next H.T meeting and with Robertson’s.  Panto – Booked for 25th October 2016 for school children. Beauty and the beast. Staff are investigating a puppet show or similar for nursery children, perhaps a joint event will pre-school.  Julie informed committee about other activities ongoing e.g. Outdoor learning within school, Jazz Programme and BSL ambassador scheme.  School Photos – Elizabeth to price commission and packages for both catchlight and shoot bamboo with view to booking later in the year.  Standards and quality report/Improvement plan – These have been completed and will be available on school web site very soon.  Glow Pages-Pupils have been working hard on their glow pages which will be launched soon. Parents to be encouraged to ask their children to log on and show their parents the pages. | Elizabeth | 7/11/16 |
| 8 | Reporting  Julie highlighted leaflet and timetable sent out to all parent via E-mail. Julie requested that she have a table of information/question session next to scholastic book fair on parents evening. It was agreed that this would be a good alternative to a separate information evening.  Government Review- Julie will keep us informed. Consultation should take place between now and January  Julie urged parents to listen to reports (read between the lines and be aware) in media etc and to put our views across during the consultation period. | Julie  ALL | 3-4/9/16 |
| 9 | Dates and Planning for 2016-2017 years fundraising   |  |  |  | | --- | --- | --- | | Fundraising Activity | Agreed Date | Notes | | Halloween Disco | 27/10/16 |  | | Christmas Cards | 30/10/16 |  | | Christmas Show | 13-15/10/16 | Julie/Faye to invite both nursing homes.  Require raffle from PPG – Looking to simplify with hampers. | | Christmas pop up shop | NOT 2016/17 | It was decided not to run this event 2016 | | Valentines disco | 16/2/17 |  | | Tea Towels | March | Hazel will look into companies and prices. (Bags and Mugs etc) | | Soup & Sweet | 11/3/16 (TBC) | It was decided to hold this event at village hall not school.  Hazel/Faye will check with hall for date and book. | | Spring Fair | NOT 2016/17 | It was decided not to run this event 2017 | | Easter Egg Hunt | 23/4/17 (TBC) | Sunday 10-12am | | Football Tournament | May (TBC) | Nicola will liaise with Brian re-date and book pitch | | Julie/  Faye  Hazel  Hazel/  Faye  Nicola | 10/10/16  10/1/17  ASAP  ASAP |
| 10 | PPG Fundraising – allocation of funds   |  |  | | --- | --- | | Item | Agreed value of funding/Notes | | I pads |  | | Outdoor Learning resources |  | | Pantomime | £320 | | Christmas gift books |  | | Christmas crafts | £20 per Class | | Planters at front door |  | | Video Camera | Vanessa To price | | New audio presenter system | Vanessa to price | | THIS ITEM TO BE COMPLETED AT NEXT MEETING 7/11/16 |  | | Vanessa  Vanessa | 7/11/16  7/11/16 |
| 11 | A.O.B  Next coffee morning 29/10/16 |  |  |
| 12 | Date of Next Meeting  7/11/16, 7.00pm at School Staff Room |  |  |