MEETING MINUTES

Rothienorman Primary School PPG

Date | time 07/11/2016 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) | Vanessa Ross (Treasurer) | Laura Raffan | Faye Morren |Nicola Foister | Louise Guyan | Joanne Kinghorn

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|  | ITEM | ACTION | DEADLINE |
| 1 | Apologies  Cuca Elias Santamaria | Kay Reid | Kirsten Gauld| Elizabeth Mc Kinnon | Ann Roberson (Cllr) | Gayle Halliday |  |  |
| 2 | Approval of Previous Minutes  Proposed as correct by Hazel Macpherson by Seconded by Laura Raffan. |  |  |
| 3 | Treasurer’s Report  Vanessa provided report at meeting (available on request)  £5521.81 in bank.  £410.70 Profit from Christmas cards.  £19.50 cheque to come in.  £333.46 profit from school disco with 139 children attending.  £181.93 of books will be given out at the Christmas parties.  The pantomime cost £320 and the Christmas craft supplies £140.  £30 contribution to gas and electricity etc for Sept fair given to Football club has been returned as donation. Thank you letter to be sent. |  |  |
| 4 | Feedback from Halloween Disco  At 139 children attending it was deemed a success.  £333.46 profit broken down into £141.35 from tuckshop and £65.40 from tattoos and £277.90 from the door.  If future it was decided that pre-bought tickets only is the route to go as there was no definitive list of names in case of fire drill.  A new supplier has been found to supply mixed sweetie bags so it has been suggested that the goody bags are included in ticket price and handed out on the door when the tickets are taken in. |  |  |
| 5 | Christmas Gifts/Cards  Books are to be bought and distributed at the Christmas parties.(19th , 20th and 21st) All the books are bought with the exception of P1 and Nursery.  Wrapping of books to take place on the 28th November with assistance provided by Vanessa, Laura, Mark Morren, Joanne, Nicola F, Nicola D and Hazel.  Helpers at the Christmas Party are to be Gail Halliday’s Dad and a friend of Alison in the first instance.  Crackers also to be funded by PPG for Christmas lunches.  Very little feedback was received from the Christmas cards which is thought to be a good sign. It was decided that we will go with the same company next year (Rudolph Cards) and that they should be contacted in Sept 2017. |  |  |
| 6 | Christmas Show Raffle  It has been decided to do Hampers with gifts to cut down on the time it takes to announce winners. The themes for the hampers are:  Kids Christmas  Family night in  Pamper Night  Christmas theme  It is proposed that the PPG members send out a letter with a list of items required and try to get people to sign up for items to bring in. Raffles are also going to be sold at pickup times in the main reception.  It has been agreed that the PPG will not participate in the Christmas pop up shop this year.  The next date for the diary is the soup and sweet 11th March in the Hall. |  |  |
| 7 | Head Teachers Report  Staffing –Interviews for the admin assistant job will take place this week. There have been a huge amount of responses with a lot of highly qualified applicants so we are confident of finding someone to fit the bill very soon.  Fyvie- Fyvie trip this week postponed until the 23rd Nov for P2/3 due to staffing shortages.  Panto – Booked for Nov 2017.  High backed booster seats – Julie has asked for two high backed booster seats for use in cars for nursery trips to Fyvie. PPG to buy two before 1st Dec when legislation changes.  Planters – No response from Sandy or Alistair. Laura and Nicola to follow up.  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.  Playground scales - Scales are off to get fixed (children weighing themselves) should be back by wed.  Dyslexia training- to be held on the in service day.  Awards – Rothienorman Primary School have been given two awards- the green butterfly award for outdoor learning and the Sport Scotland Gold award for the wide range of sporting activities in Rothienorman. The Sport Scotland award will have an official ceremony of award in Jan 2017. |  |  |
| 8 | Children’s Fun Day  It has been proposed that the PPG fund a fun day for all children in the form of a Zoolab day for N to P3 and a K’Nes day for P4-7. Hazel to look into costs for this. |  |  |
| 9 | Dates and Planning for 2016-2017 years fundraising   |  |  |  | | --- | --- | --- | | Fundraising Activity | Agreed Date | Notes | | Christmas Show | 13-15/12/16 | Julie/Faye to invite both nursing homes.  Require raffle from PPG – Looking to simplify with hampers. | | Christmas Jumper Day | 16/16/12 (TBC) | Pupil Council to be consulted | | 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 | |  |  |
| 10 | PPG Fundraising – allocation of funds   |  |  | | --- | --- | | Item | Agreed value of funding/Notes | | I pads | 6 @ £302.99 | | Coomber stereo | (TBC) | | 2 high back booster seats | (TBC) | | Outdoor Learning resources | Bus (TBC) | | Pantomime | £320 | | Christmas gift books | £181.93 | | Christmas crafts | £140 | | Planters at front door | (TBC) | | Video Camera | >£1000 to be postponed till 2017 | | New audio presenter system | £2000 (apply for grant for this) | |  |  |
| 11 | A.O.B  Next Coffee morning is Thursday 8th December at 09:15 am. |  |  |
| 12 | Date of Next Meeting  05/12/16, 7.00pm at School Staff Room |  |  |