

**Minutes from Kelvindale Primary PTA Meeting
Wednesday 24th August 2022
Held via Microsoft Teams**

Attendees - David Nicholls (Treasurer and Chair), Sanita Vetra, Clare Henry, Sheila Thompson (DHT) Sorcha Dallas, Joanna Pilarczyk, Francesco Baldini, Nabendu Datta, Kunal Patade, Priyanka, Mari Tunby, Ritesh Mathur, Roghaieh Parvizi

Apologies – Sarah Watret (DHT), Joanna Pilarczyk, Angela Lynch, Nada Beha, Margaryta Chos, Jodie Irvine, Vicki Cockburn (PT)

| Minutes | Action |
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| <p>1. Welcome – David welcomed everyone to the meeting and delivered overview of PTA fundraising and activities.</p> <p>2. Previous minutes – the minutes from the previous meeting on 16th June 2022 were approved. Sorcha to send to Sarah for uploading on to the school website.</p> <p>3. Treasurer’s report – £26 spent on coffee morning since last meeting. £1,770 ring fenced from current monies on outdoor space, £6,714 left over in account, appx £3-£4K on requests/annual events per year</p> <p>4. Agree on secretary and chair role David offered to continue as Chair and Treasurer but keen to share this if there is any interest to assist with these roles. Suggested rotating Chair and Secretary/Minute taking which all agreed would be good. Sanita offered to share secretarial role, Sorcha/Francesco to rotate minute taking with Sanita to share load and assist where needed with other duties?</p> <p>5. PTA Meeting format Sheila thinks we can restart meeting in person – action point: Sheila will check with Mrs Cockburn on how this can be done. Sanita suggested external microphone to allow good communication with people online. Sanita should secure ‘lets’ for the rooms for the PTA meeting booked in until December 2022 (Sanita will coordinate with Sarah)</p> <p>6. PTA annual calendar</p> | <p>Sorcha</p> <p>Francesco & Sorcha discuss & agree with Sanita?</p> <p>Sanita & Sarah</p> |

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| <p>Sanita presented google calendar. Halloween school disco and winter market on 3rd December possibly. Bowling club beginning of February possibly. Sanita suggested movie night at school. Calendar can be found in the website kelvindaleprimarypta.co.uk ; Action points: School to approve the dates; Identifying group of people organising the different events.</p> <p>'Meet the teacher' (cheese and wine): Sheila proposed to invite parents to 'meet the teacher' on 7th September possibly 7-9pm, and possibly PTA could offer refreshments– David volunteered to serve and source cheese/wine, Sanita could assist after 8pm. Looking for an additional volunteer.</p> <p>7. Winter Market, school involvement Sorcha volunteered (with help from Sanita) and suggested to include classes to produce products to sale (sustainably) and classes involved will get £40 from PTA as a reward. Sorcha has created a guide for teachers that she will share with Sheila to circulate to school staff.</p> <p>8. Playground tidy up/gardening club Monthly playground clean suggested, to be decided on frequency, Sheila will discuss with school. Sheila will check with the school if 10th September is fine for the playground tidy up and other calendar dates. 10th Sept could focus on dunny (exterior school store room) tidy up</p> <p>9. Halloween Disco/Spring Movie Night Clare has volunteered to manage the Halloween Disco and dates suggested are 26-27th Oct. Claire to check with school and confirm dates and to share at next meeting what she requires purchased to deliver and volunteer helpers to assist with event. All agreed to discuss Spring Movie Night at a future date</p> <p>10. Winter Cards Fundraising card company now much easier to deal with, David registered on the online system (probably less profit but much easier). General consensus for individual parents to order and less (if nothing) profit for PTA. Sheila mentioned some items to buy some stationary for the cards. Still a volunteer needed to organise the cards. Francesco volunteered on following up on this.</p> <p>11. GlasGlow David to follow up if here are free tickets available for 2022 and to offer to parents via a bidding system</p> <p>12. Website social media</p> | <p>Sanita send to Sarah for school to approve dates</p> <p>David</p> <p>Sorcha/Sheila</p> <p>Sheila</p> <p>Claire</p> <p>David & Francesco</p> |
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| <p>Sanita created new PTA site last year, not selling anything so plan is to go back to basic (from Business plan). All agreed. No further action required.</p> | <p>David</p> |
| <p>13. School requests Steve Morrison from 'Learning Through Landscapes' report after visit last term. Sheila mentioned about outdoor learning working party, looking for parents' representatives. Sorcha and Mari volunteered to help with this. Sheila discussed why mud kitchen had been moved away from infant building for fire risks, now hoping to move back.</p> | |
| <p>14. AOB: PTA meetings agree term and add to calendar All agreed dates of meetings: 28th September 26th October, 23rd November.</p> | <p>Sheila to connect with Sorcha and Mari</p> |
| <p>Mosaic quote Sorcha to circulate once David has updated the email address chain with new members/removed old members</p> | |
| <p>Noticeboards Sorcha to chase Craig re payment and also securing noticeboards with new lock</p> | |
| <p>Update email lists to reflect new members and remove old members David will update the email address chain with new members/removed old members and has also asked new members to share their mobile details for KPTA What's App group</p> | <p>David then Sorcha</p> |
| | <p>Sorcha</p> |
| | <p>David</p> |