

Milngavie Primary PTA

Minute of Meeting held on Wednesday 18 September 2024



Present	
Giselle Avenier (Chair)	Hilary Kay
Cara Begley	Becca Martin
Jen Harvie-Miller	Caroline McElney
Rachel Goldie	Wendy Odedina
Apologies	
Leigh Bruce	Michelle Thompson
Ana Cruzalegui Polson	Elif Urgun

1. Chair's Introduction

1.1 Discussion

The Chair welcomed members to the first meeting of the new academic session for 2024-25. She thanked members for their contributions and efforts throughout 2023-24.

The Chair noted that Ana Cruzalegui-Polson has stepped down as communications lead due to work commitments, confirming that she will remain a member of PTA and help at events. The Chair proposed that Cara Begley take on the communications role given her experience in this area.

1.2 Decision

It was **agreed** that Cara Begley would become communications lead and join the PTA committee, comprised of the Chair, Secretary, Treasurer and Comms Lead.

2. PTA Funds

2.1 Discussion

It was noted that a full summary of funds raised and spent throughout 2023-24 has been published in final newsletter of last session as follows:

- Funds raised £7,690.13
- Funds allocated: £6,583.81

It was confirmed that no further funds had been raised since.

The Chair noted that the school have advised that a different supplier is required for the approved bookcases for the school library. This revised costing will be advised in due course.

The Chair advised that West End Adventure had approached her regarding collaborating on a grant for outdoor equipment for the school.

Members discussed remaining funds and the possibility of allocating these towards the school playground and the area that is currently out of use.

2.2 Actions/Decisions

It was **agreed** that GA and WO would meet with West End Adventure to discuss the proposal for grant funding further and report back to a future PTA meeting.

It was **agreed** that Mrs McElney would discuss with the school the suggestion regarding the school playground and report back to a future PTA meeting.

3. AGM and Constitution

3.1 Discussion

The Chair noted that the PTA will hold their AGM on the same date as the Parent Council AGM and that she would liaise with the Chair of the Parent Council to agree a date.

3.2 Actions/Decisions

It was **agreed** that the Chair and Secretary should draft a revised PTA constitution which will be shared with PTA members in the first instance and then presented to the AGM for approval.

4. Newsletter

4.1 Discussion

It was discussed that a newsletter should be drafted to cover the following items:

- Introduction of PTA for new parents who have joined the school;
- Open call for new members and event helpers;
- Open call for those who can supply equipment/services/contacts;
- Calendar of events 2024-25;
- Halloween disco promotion and booking link;
- Orchard promotion and call for helpers;
- Song requests for Halloween Disco.

4.2 Actions/Decisions

WO to draft newsletter and share for approval.

5. Halloween Disco

5.1 Discussion

It was noted that the Halloween Disco will take place on Friday 25 October at Douglas Academy.

Jen Harvie-Miller kindly agreed to be the DJ for the disco.

5.2 Actions/Decisions

The following actions were agreed:

Giselle:

- Arrange DJ equipment
- Allocate roles to PTA members available
- Organise parent helpers

Wendy

- Confirm early access with Douglas Academy
- Set up MS Form for ticket order including email address and parent helpers
- Draft ticket order form and send to school

Becca:

- Advise remaining tuck supplies
- Liaise with Hilary on additional stock required

Hilary:

- Liaise with Becca on additional stock supplies
- Approach Tesco and M&S for possible donations

Rachel:

- Order decorations, key rings, glow sticks, tattoos

Cara:

- Send confirmations once ticket orders received

Mrs McElney

- Ask for song requests from children through school assembly

All:

- Ask for song requests through class what's app groups

The following games were **agreed**:

- Pumpkin bowling – **Cara** to arrange bottles and pumpkins
- Pumpkin toss – buckets and pumpkins in dunny
- Trick or treat board – **Rachel** to arrange
- Pumpkin competition – three prizes for each disco

Moving forward, it was **agreed** to:

- Simplify tuck offering;
- Try to limit plastic waste;
- No tattoos on the face.

6. Christmas Fayre

6.1 Decision

It was noted that further planning will take place with regard to the Christmas Fayre, however some initial actions were agreed as follows:

- No external stalls;
- **Mrs McElney** to request for school musicians to be available;
- Request if office raffle can be drawn on the night.

7. Date of Next Meeting

7.1 Decision

The date of the next PTA meeting was confirmed as **Wednesday 9 October**.