



Milngavie Primary PTA

Minute of Meeting held on Wednesday 4th November 2025

Present:	
Giselle Avenier (chair)	Caroline McElney
Becca Martin	Amy Clark
Cara Begley	Kate Faith
Rachel Goldie	Karina Skovgaard Wyburn
Apologies:	
Lizzie Gray	Julie McDonald
Adele L'Étang	Coleen Davidson
Wendy Odedina	Jen Harvie-Miller

1. Chair's introduction

- a. Focus for this meeting is to gather ideas for the Christmas Event on Fri 12th Dec 18.30 to 20.30.
 - i. Given the decant the event will need a different format to previous years as some of the usual activities and fundraising options will not be possible.

2. Funds Raised and Allocated

- a. No further funding requests from the school since last meeting. Any new funding requests will be discussed at the next meeting.
- b. Halloween Disco raised £2106.96

3. Debrief re Halloween Disco

- a. Overall great success and seemed equally attended to previous years.
- b. Mrs McElney attended as before. This year also Mrs Stillwell and Mrs McLennan attended which was helpful.
- c. Some technical issues for DJ, Jen, on the evening. Action: identify and solve issues prior to next year's disco.
- d. Issues:
 - i. It was noted that there were minor injuries on the night which were well handled by the nominated first aider.

1. Action: ensure sufficient ice packs for future events (Becca).
- ii. Toy weapons (part of costumes) which could potentially hurt other children. Not to be brought.

4. Christmas Event

- a. Given the decant, this will be held in the town hall. Different space/lay out requires a different set up than when event is at school.
- b. Less PTA members are able to attend and less parents have offered to help. Need to do stalls/food/games/etc to match capacity of members/helpers.
 - i. It was suggested that the current members ask individuals/friends (still parents of pupils) to help.
- c. Santa and Mrs Clause. People have been asked for these roles, still to be confirmed and get PVG processed. (Becca for Mrs C, Rachel for Santa).
 - i. Source selection boxes. (Amy to attempt).
- d. Food/drinks:
 - i. Food: hot dogs (no chef required). Check if allowed to serve this (Becca to check at upcoming visit to hall).
 - ii. Each ticket comes with a mince pie and a hot drink. (Cara already has donation of some mince pies and will ask local supermarket for further contributions).
 - iii. Mulled wine & alcohol-free mulled wine
 - iv. Tea/coffee/hot chocolate
- e. Options for use of stage
 - i. all members to have a think about options for use of stage
 - ii. Nursery children to sing (who?)
 - iii. Band (Mrs McElney)
 - iv. Choir (Mrs McElney)
 - v. Bingo (who?)
 - vi. Local Choir (Cara)
 - vii. Sing-along (who?)
- f. Lucky dip tombola. Parents asked to bring in biscuits/chocolates/bottle/other. Still to finalise details of how this would work. No raffle this year as no space in schools to store items brought in by children.
- g. Stalls options, still to be confirmed and more added.
 - i. Santa and Mrs Claus' Grotto. Possibly rent inflatable.
 - ii. Inflatable photo stand
 - iii. Elf story telling tent/space
 - iv. Chocolate stand/tuck shop with Christmas chocolates

- v. Class Crafts (or possibly games)
- vi. Games
- vii. "Guess the" number of sweets in jar, name of Christmas pudding, etc
- viii. Christmas tattoos. No face painting.
- ix. Christmas Crafts e.g. Christmas decorations.
- x. Small Christmas themed fun items for kids to buy like deer antler headbands, possibly part of tuck shop.
- xi. Candyfloss & Popcorn
- xii. Cash for kids/Angel tree/Christmas gift for disadvantaged children. Various options were discussed and to be taken forward either this year or next year. (Cara to obtain further info re gift collection/drop off logistics.
 - 1. Dress down day at school is usually combined with day for donation to raffle. It was discussed if this giving option could be combined with dress down day.
- h. Allocation of tasks/stalls for the event
 - i. Tbc
- i. Decoration of hall
 - i. Projectors with Christmas themes
 - ii. Fairy lights
 - iii. No ballons, previously asked to avoid for Christmas Event.
 - iv. PAT testing required for all electrical items. (Karina to ask parent who is an electrician).
- j. A visit has been arranged to see/asses the hall on Tue 11th Nov at 12.45. Any member who is able is welcome to come along.