

Milngavie Primary PTA

Minute of Meeting held on Wednesday 24 September 2025



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

1. Chair's Introduction

1.1 Discussion

The Chair welcomed members to the meeting noting that this meeting will focus on planning for the Halloween disco.

2. Funds Raised and Allocated

2.1 Discussion

It was confirmed that no funds had been raised since the last meeting.

The Chair presented a funding request for consideration from the school to contribute funding towards a Christmas panto in conjunction with Torrance and St Nicolas' primaries.

2.2 Decision

It was agreed to approve the panto funding request.

3. Halloween Disco

3.1 Discussion

Becca confirmed game prizes and first aid organised, and arrangements in place for tuck.

Rachel confirmed décor and fun items organised.

Roles on day:

DJ: Jen

Door: Giselle and Karina plus helpers

Tuck: Becca plus helpers

Tattoos: Amy plus helpers

Science activity: Adele plus helper for money/queue management

Game: Cara

Game: Rachel

Game: Helper

Fun Items: Helper

Room supervision: Helpers

3.2 Actions/Decisions**Giselle:**

Follow up with other PTA members on role for disco

Allocate helpers

Confirm arrangements for set up including photo stand etc

Confirm DJ equipment

Confirm requests with Dougals Academy (music stands, early access confirmation etc

Wendy:

Ticket order form including reminder for pumpkin competition

Send to what app groups

Karina:

Door registration lists from Wendy when form complete