

## Milngavie Primary PTA

### Minute of Meeting held on Wednesday 11 May 2026



<b>Present</b>	
Giselle Avenier (Chair)	Becca Martin
Kate Faith	Caroline McElney
Adele L'Étang	Wendy Odedina
	Karina Skovgaard Wyburn
<b>Apologies</b>	
Amy Clark	Lizzie Gray
Cara Begley	Rachel Goldie
Colleen Davidson	Julie McDonald

## 1. Chair's Introduction

### 1.1 Discussion

The Chair welcomed members and attendees to meeting. She noted that Jen Harvie-Miller has stepped down from the PTA and wished to recognise her commitment and contribution. She noted that Jen will still DJ at the summer disco.

The Chair noted that the current Committee post holders for the positions of Chair, Treasurer and Secretary will step down at the end of term following completion of their three years in post, as per the constitution.

She noted that in practice the Secretary has also acted as Vice-Chair as this may be a helpful approach for new committee members to adopt.

She suggested that those interested in taking on these posts may wish to shadow current members during the final event of the summer disco by way of a transition event. She confirmed that a full hand over would also be provided.

She encouraged members to put themselves forward as these three posts will be required in order for the PTA to remain functional in accordance with the constitution, in order that events can run for our pupils and to support the school. She confirmed that the current committee post holders will remain on the PTA as members and so would be available for support at any time.

## 2. Funds Raised and Allocated (post meeting note)

### 2.1 Discussion

The Chair noted that an estimated total for the funds raised from the ceilidh is approximately £1000 however a final invoice is awaited before this can be confirmed and announced. She thanked members for their efforts in a very successful event which has received positive feedback from many families.

**Action:** The Chair will follow up this invoice and confirm the final amount as soon as possible. This will also be shared with parents via facebook and through the newsletter.

The Chair confirmed that funds had been transferred to the school or been agreed to be funded and are due for transfer:

- P1 school ties: £350
- P1 teddy bears: £280
- P1 Zoolab: £499
- P1 induction teas and coffees: £10
- Ice-cream van P1-3: amount tbc
- Bouncy castle P4-7: amount tbc
- Grand Plus toys: £1080
- P7 leavers party contribution: £350
- Nursery fund: £200
- Sunshine fund requests: total tbc

It was noted that the previously agreed £1000 to playground equipment has still to be actioned by the school.

The Chair noted that she has been in contact with the school to advise them of funds available and to enquire re a contribution to an end of year trip for every child.

It was agreed that the Chair would liaise with the school and Mr Graham to discuss potential further requests and bring these back to the next meeting for agreement.

### **3. Summer Disco**

#### **3.1 Discussion**

It was agreed that the summer disco on Friday 5 June would be a festival theme. Timings and logistics will follow the same format as previous discos.

#### **3.2 Actions**

##### **Giselle:**

- confirm Duncan PA equipment
- confirm roles for PTA members available to attend
- confirm parent helpers
- liaise Douglas Academy for any set up requirements

##### **Wendy:**

- Arrange flyer and ticket order form to go to school w/c 18 May
- Arrange MS Forms
- Organise sign in lists

##### **Rachel:**

- order photo stand and hall decorations
- order 'fun items' for selling at stall
- purchase glitter transfers (agreed to do this as opposed to tattoos)
- arrange floats

##### **Becca:**

- Lead on arranging three games (discussed spinner, dice, board) and delegate tasks as required
- Arrange game prizes

##### **Becca and Amy:**

- Arrange tuck shop supplies including ice-poles (need to check for availability of chest freezer from someone)

##### **Amy:**

- Check if watermelons can be donated from Tesco or other shop for watermelon stall which was agreed to be run by P6 pupils. If not available to donate then arrange to be purchased.

## **4. AOB**

### **4.1 Actions**

- Adele to follow up enquiry on PVG for school on cost of volunteer applications and feed information back to school office.
- Newsletter to be sent out in due course and Chair to liaise with CB on appropriate timing.