



LASSWADE PRIMARY SCHOOL - PARENT COUNCIL MEETING - MON 28 OCT 13

MINUTES

Present:

Ian Armstrong, Jill Doyle, Julie Fox, Gwen Lewis, Pauline McGrath, Ann Morrison, Andy Oag, Barry Phillips, Elspeth Reid, Lesley Scott, Jacqueline Small, Stevie Small, Lynsey Stevenson, Lisa Watt.

Apologies:

Elaine Bannerman, Ingrid Buchanan, Jeanette Clark, Julie MacBeath, Lorraine Maguire, Gilly Marshall, Leigh Miller, Jane Owens, Karen Smith.

MINUTES OF PREVIOUS MEETING

Accepted.

FUNDRAISING

Autumn Disco

Current status is 90 tickets sold for first disco & 57 for second.

Action: Lisa to prepare ticket list to support registration of pupils on arrival.

Calendars

Calendars are now on sale, c70 orders generated at Parent Evenings. Order forms are available on the school website.

It was confirmed that the samples are proof quality.

Raffle

Pauline has obtained the application form required to hold a raffle. The licence will cost £40 per year. She has requested that this is reviewed from a legal perspective. It was agreed that Steven, Lisa & Pauline would complete the paperwork.

Action: Ann to ask her husband to review.

Afternote: Paperwork completed and sent

Due to lead times the paperwork will need to be submitted this week to ensure licence is in place for Christmas Fair.

It was confirmed that the main prize will be an iPad mini (16gb). Pauline will purchase.

Prices for 1000 or 2000 tickets were provided & it was agreed that we should arrange for 2000 tickets.

It was agreed that tickets will each be priced £1 (£5 per book).

Guidance must ensure that Parent Name is provided on returned ticket.

Other prizes are urgently required. Guide of prizes will be included on ticket. One additional prize has already been sourced:

- Four ball from Broomieknowe.

Other ideas include:

- Dinner options to be considered e.g. Papermill, Itihaas, Gigi.
- Donations from parents e.g. Bottles and toiletries.

Actions:

- **Andy to contact Dakota re: Dinner**
- **Jacqueline to contact Karen Smith regarding prize ideas**
- **Flyer to be prepared highlighting need for raffle prizes, Lesley to contact Gilly for previous flyer templates**

Jamie Oliver Hamper

This is made-up & ready for collection. Agreed that this would be raffled separately from above at the Christmas Fair. This will allow supporting information to be shared.

Christmas Fair

Following a lengthy debate it was agreed that we would hold the Christmas Fair on Saturday 30th November 11am – 1pm. This avoids a direct clash with the Bonnyrigg Light Switch On event.

Santa will be required & an area suitable for grotto decoration is to be identified. Santa visit will cost £2 & to avoid queuing we will allocate timeslots on arrival.

Actions:

- **Lynsey to confirm Santa availability**
- **Ann to speak to Janet Hanley re: grotto decoration**

It was agreed that we would serve simple refreshments & food i.e. pre-prepared.

We will allow local businesses to hire a stall for £20.

Actions:

- **Lisa is to discuss possibility of use of kitchen plus confirm table availability & size so we can confirm no. of tables & prepare table plan.**
- **Lesley to organise flyer & ticket request form**
- **Lesley to organise stall flyer & upload to website etc.**
- **Ann to source alcohol free mulled wine**
- **Food will be purchased once tickets sold**
- **Ann to arrange face painting**

Ceilidh

Date confirmed as 5th February. Tommy Lawson contacted regarding band. Suggested time is 6.30pm – 8.30pm.

Action: **Lisa to arrange High School let**

Afternote: **Date is not available for Lasswade High School - alternative venue or date will need to be discussed**

Summer Event

14th June. Morning fair at school.

Spree books

No contact this year. Agreed we would not progress this year.

Tea towels/mugs

Agreed to prepare tea towels for this year, ideally available for sale at Christmas Fair with additional orders taken.

Jacqueline has identified a company that will arrange pictures if submitted on A5.

Sale of these items will be instead of classes preparing their own individual items to sell at Fair.

Agreed black & white was most appropriate colour on offer by company.

Cost quoted is £1.35 so agreed we would charge £3 each or 2 for £5.

Actions:

- **Jacqueline to confirm ability to order further items post Christmas Fair**
- **Jacqueline to provide instructions to Lynsey to co-ordinate with teachers**

Spending Funds

Pauline is interested on the times of items the school would like the Parent Council to fund for inclusion in the newsletter. Consultations have been held & generally items for outdoors are preferred.

Action: Julie to confirm to Pauline by 1st November.

SCHOOL BUSINESS

Iain Baxter Funding

Yet to confirm position on securing this funding.

Action: Julie to email Iain Baxter confirming intended use of spend.

Uniforms

Borders have confirmed they would prefer a single point of contact. Agreed this would be Andy.

Past confusion where an order has been despatched to school without notification will be removed with the commitment that Andy will be emailed. He will then attend school (or arrange for another to attend) to check order & issue.

Outstanding staff items should arrive this week.

Final pupil outstanding orders should be sent by 30th October.

Borders now feel they are in a clean position with all items sent. The school is asked to arrange a final check to confirm they agree with this position.

Actions:

- **School Office to check they are comfortable all expected items have been received with no outstanding queries. Confirm to Andy**
- **Andy to update Lisa on outstanding invoices so payment can be made**

Buildings

Ian is preparing a draft letter to send to the council, agreed this will be sent on behalf of parents raising concerns regarding support & interaction to date. Lisa Beattie will be copied.

Stevie advised that he had registered interest in the SPTC "Flushed with Success" programme.

Wildlife Garden

Jacqueline advised that a gardening club to be launched. Parents have indicated willingness to support this & the creation of the Greenhouse. The Greenhouse will be sited in the corner of the Wildlife Garden.

Julie confirmed that they are keen to explore different surfaces etc in the garden.

Traffic

Meeting at 1.30pm tomorrow (Tue 29 Oct 13) with police and council. Alternative solutions to be discussed. Aim to leaflet neighbours with solutions.

Insurance

Confirm insurance is in place. Peter Morrison to be co-opted for Wednesday night to cover disco.

Treasurers Update

Accounts signed off. No recent movement.

Parent Reps

Rachel Kemp is P4.

Action: Stevie to contact Jane Owen to ensure she is OK to be P6.

AOB

Questionnaire to parents re skills & support. Ann has prepared and sent to Julie. Suggested that returned items will enter prize draw. Will also survey monkey.

Parent Council Information sessions have been rescheduled for next week should people like to attend:

The Role of Office Bearers and Committee Members –

Monday 4th November 2013, 7pm – 9pm, Strathesk Primary School, Penicuik
Wednesday 6th November 2013, 7pm – 9pm, Loanhead and St Margaret's RC Primary Schools campus

There is a change to the date of the next meeting which will now be held on **Wednesday 20th November.**