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HOLY FAMILY PTA MEETING MINUTES

3rd October 2022

Venue - Larkfield Road, Lenzie

**Attendees**: KM, FM, LD, AN, AL, MP, SM, BC, AM, LF, NJ, JQ, KJ

**Apologies:** PW, PC, AM, AG

**1. Apologies:** The teachers were unable to attend due to short notice. Suggestions also for other venues if we cannot use HF, consider church hall/St Ninian's School.

**2. Previous Minutes:** All Agreed.

**3. Treasurer’s Report**

* £2436.56 currently sitting in bank account and we presented the school with a cheque for £8000. This money will be used for outings, panto and to help support children in school who may need it.
* Personal Liability insurance is also due to be paid which is £162 and covers us for any events taking place.
* Having issues with current Bank account when trying to change names on account. Chair and PLA member now named on account.

**Discussed**:

* Check with Bank regarding obtaining a card and maybe move to another Bank if we can't obtain a Bank card from RBS
* Various problems with the current Bank / needing to add more signatories / Chair will organise

**Outcome:** It was proposed we look into moving to Barclays Bank and all agreed. **Chair** **will speak to Barclays and see what we need to do.**

**4. Charity update:** Chaircannot confirm whether we are or are not a charity. Our accountant has 2 years of accounts. Nothing on website to say we are not so Accountant will keep us updated.

**5. Bootsale – Feedback**

* Bootsale went really well. Kitchen went great.
* It was mentioned that everyone should possibly be PVG checked as we may need this. Some added that they asked at the time of helping/being on the PTA for school and were advised they did not if they were not going to be 121 with a child and also were told we didn’t need it as long as a teacher there with us

**6. Halloween P1 Party: Monday 31st October 2022:** This will be in school time so we do not need to support – we will supply juice and crisps for the kids.

**7. Halloween Disco (P2-P7s): 27 October 2022**

**Lead and Seconder organised.** (anyone can also offer their help to assist)

**Discussed:**

* We need to send a form out, get names and then do rota, need door monitors / tuck shop? / DJ booked / check decorations (VC) / balloon arch and then maybe for Christmas aswell? PTA Member looking into (and a parent has agreed to do at cost for both Halloween and Christmas - run by school if okay?) / volunteers for night / decorate hall / tear off slips (school organise) / arrange on FB / Twitter.
* parents should be able to buy tickets before the event / on the door on the night
* Timings: P2-3 – 6:15-7:15 / P4-7 – 7:30-8:30
* Discussion re where allowed in School etc for event. All usual access should be available. Will be followed up.
* Letter will go out with all information / maybe ask if anyone has old costumes to hand in and then people could get use of them save people having to buy new ones. Find out if we can do that?

**Outcome**: All agreed access esp re the front door / Secretary/VS will check with Lets re this/ Chair/Vice Chair to discuss re costumes / £2 or £3 ticket (since agreed £3 and glowstick agreed alongwith crisps/juice)

**8. November: Assault course going ahead:** This will not go ahead this year, but potentially next year – Maybe May 2023.

**9. Christmas Fayre – 3rd December (12-3pm)**

**Lead, Seconder & Third volunteered** (anyone can also offer their help to assist)

**Agreed: Costs £2 per adult £1 per child**

* We will work from previous list from last Christmas Fayre / Subgroups worked last time
* Suggestions:
* bottle donations as Christmas Jumper day is 9th December this year
* Halloween disco could cover costs and ask for donation then?
* Maybe something for St Andrews day – wear something tartan and donate something for tombola, but not much storage space in School; PTA Member offered some related items which she could donate to the school for teachers to hand out / to be discussed with school
* Banner for Christmas Fayre is being done and will be ready soon.
* Queries re Let Request as need all areas for fayre. Chair to look into with Secretary/Vice-Secretary helping/taking forward.
* Also mentioned was Class Crafts – and yes we are doing them with the school using money we gave to buy everything for these.

**10. Christmas Disco: Thursday 15 December:** All agreed we will see how the Halloween disco goes and take learnings from that but plan is to run the same way**: Lead and Seconder volunteered**

11. **AOCB:**

* **100 Club Draw - Are we going ahead and doing? If so, who would like to take this forward?:** All agreed to leave this until next year as feel too late to start this now.
* **Rolls after mass:** We usually do this in January – need to speak to Priest. Secretary will speak to them and update.
* **Chair-elect (elect who will be the next Chairperson (from August 2023) so they can work closely with current Chair, who is sadly leaving us at the end of the school year)**: No one put themselves forward at the meeting. One potential candidate.
* **Inspection support (how we can support the School on this?)**: As we work along with the School we have been asked to complete form sent by email.

* **Santa Letters**
* Will be happening on 5th December / Box will be emptied every day / Need volunteers from PTA
* **Christmas Cards**
* These are all done and now with the School and need to be back by Friday 07/10.
* New company we now use are really good / Secretary / V-Secretary happy to take over for next year (will work with current PTA organiser)
* **Social Media**
* We need to get better at promoting everything we do on Facebook and Twitter / V-Secretary and PT Member will look into this and update
* **Mother’s Day Shop**
* Need to think of gifts.
* Have a parent who will sell us candles at good rate / PTA Member offered to donate for free some gifts for this as well / high school also said can donate key rings
* **PTA/PC meeting with Canon Tartaglia**

Canon Tartaglia is keen to meet with everyone and will do this with us and St Ninian's PTA/PC as well.

**12. Arrange date for next PTA meeting in November, maybe 7/8 Nov (with Halloween + Guy Fawkes the week before)**

No date confirmed – Secretary/Vice-Secretary will send poll again with dates and will go with majority and book venue. We have agreed that 7pm-8pm suits most people.