

PTA FUNdraising

MILE END PTA

Meeting on Wednesday 6 March 2013

Staff Room, Mile End School

Minute of Meeting

Attendees:

Mile End School Eleanor Sheppard, Valerie Kidd, Elaine Sykes, Liam Strachan

PTA

Present: Irene Gray (Chair), Margaret Ogilvie, Patty Irvine, Audrey Nicoll, Jen Scott, Louise Bonner, Freddie Stephens

Apologies: There were no apologies noted.

1.	Welcome	Action
	<p>Irene opened the meeting and welcomed all those attending for the first time. They were Lynn Nesbit, Fiona Daniel, Susan Allan, Jackie McMillan and Dawn Cromar.</p> <p>Luke Halliday, MEPC was also in attendance.</p>	
2	Treasurers Report	
	<p>No Treasurers Report was presented and no update provided.</p> <p>Margaret Ogilvie expressed some concern about the status of the PTA bank account and access to funds. This matter will be progressed as soon as possible by Irene Gray, Audrey Nicoll and Margaret Ogilvie.</p> <p>Freddie Stephens updated she has made enquiries regarding opening a new PTA bank account, and possibly a second account. Discussion took place and it was agreed that a new bank account be opened with a view to transferring £4,000 to the new account as soon as possible in order to facilitate payment of outstanding invoices.</p>	
3	Nomination of Resignation of Chair and nominations for Office Bearers	
	<p>Patty Irvine confirmed she had stepped down as Chair. Irene Gray stated she was happy to act as Chair and this was agreed.</p> <p>The Treasurer position remains vacant however Freddie Stephens updated she would be willing to act as Treasurer. This was agreed.</p>	

	<p>Due to the Secretary post being vacant, Audrey Nicoll updated she was willing to act as Secretary if no other volunteer was identified. This was agreed.</p> <p>The position of vice Treasurer was discussed. Irene Gray updated Lorraine Jappy (parent) was willing to act as Vice Treasurer. This was agreed.</p>	
4.	Signatories	
	Clarity was requested regarding the signatories for the PTA bank account. A proposal was made that new signatories be identified as Irene Gray, Freddie Stephens and Audrey Nicoll who agreed to act as third signatory.	
5.	Forthcoming Events	
	<p>Freddie Stephens updated a small group of parents had recently met to discuss an Early Years Fundraiser event scheduled to take place on 27 April 2013. There are plenty volunteers however time is pressing. Freddie proposed a member of the group could be identified as a point of contact for further planning of the event. Older siblings and pupils could assist at the event and Irene Gray volunteered to prepare a risk assessment. Patty Irvine volunteered to assist with, and suggested timescales for a bag drop, advertising the event via the website and posters. Freddie will liaise with Patty.</p> <p>Some concern was expressed that the PTA was not fully prepared for this event due to limited membership and other challenges. This event continued to be the subject of discussion in terms of timing. A final decision was taken to defer this event to 21 September 2013.</p> <p>School Picnic (30 May 2013) Scheduled for 30 May 2013 it was proposed a small group of volunteers meet on Tuesday 19 March to get planning underway.</p> <p>Quiz Night (original date in March 2013) Patty proposed that due to recent events imposing on the proposed Quiz Night, this event be postponed. Audrey suggested this event be deferred for discussion at the next meeting. This was agreed.</p> <p>Family - Welcome Ceilidh (6 Sept 2013) The last event was not so well attended last year however it was agreed it is a popular family welcome event and required a better marketing strategy. Provisional date is 6 September 2013.</p> <p>There was no discussion about the disco booking on 1 November 2013 or the family portrait booking on 8 & 9 November 2013.</p>	
6.	Recruitment of new PTA members	
	<p>Parents Evening – 24 & 25 April Eleanor Sheppard suggested the PTA have a stall at the forthcoming parents evenings on 24 & 25 April to raise awareness and recruit new members. An information sheet was suggested to distribute to parents - this was agreed as a positive recruitment option.</p>	

7.	AOCB	
	There was no AOCB.	
8.	Close of meeting	
	Irene thanked those present for attending and the meeting was closed.	

Next meeting date: Wed 17 April 2013