

Fundraising & Events Meeting Minutes – 25 October 2017

In Attendance: Nina Smith, Michael MacLeod, Jill MacPherson, Calley Thomson, Ali Haines, Lauren Mackay, Kat Girdler, Gill Christie, Richard Imlach

Apologies: Katherine Byrne, Andrew Blaikie, Jenny Moffat, Amanda Roberts

1. Admin

Having formally changed from the PTA to Fundraising & Events, it was agreed to retain our existing email address and bank account name for the time being. It was confirmed that Ali, Lauren and Kat all have admin rights on the OPPC website and Facebook page (the existing PTA page has been rebranded to cover all the parent bodies). **Michael will confirm with the bank who the authorised signatories are on the bank account** (at least Michael, Ali and Gill are able to sign at present).

2. Tuck Shop

Preparations for tuck shop are well underway and the running order was discussed. The sign-up sheet for volunteers was originally created through google forms, but as it proved unreliable, a doodle poll was set up which appeared to work better. **There are still a number of slots available for next week, but it is hoped that these will be filled in time.**

3. Christmas Preparations

- a. *Christmas Cards* – these are back with the company to create the proofs and are expected back in school by next Wednesday. These should then go home in school bags by Friday and we will set a deadline of 10 November to return orders. (Parents who miss the deadline will be able to order online, but will need to cover postage). **A parentmail will need to go out with the proofs highlighting the deadline.**
- b. *Christmas Party for nursery to P3 pupils – 6 December.* **Nina/Lauren will contact potential new DJ to see if available.** If not, we will continue to use Chaplins. Snacks etc. will be organised nearer the time and we will need to arrange Santa. We will sell a selection of glowsticks and other fun items on the night, with nothing costing over a £1 per item, along with the raffle for adults attending with their children. We will advise parents of our intention to do so in advance of the night. Ali will print tickets and we will sell them at some point during the week beginning the 6 November. **A parentmail will be required in advance.**
- c. *Christmas movie night for P4 upwards – 7 December.* Mr Blaikie had reported in advance of the meeting that **we will need to contact the Licensing Section of the Council to confirm our plans comply with the current regulations** and after this, **we need to contact the relevant film company, telling them that the viewing is ‘not for profit’ but for charitable purposes. It was decided that the children should be asked what U/PG-rated DVD they wanted to see, Jill MacPherson to progress.** (Normally, the school can only show u-rated movies, unless they get the express permission of parents. It was decided that the ticket should have the rating and a disclaimer that in buying the ticket, the parent was granting their permission for the film to be shown.) The tickets will be sold at a different point during the week beginning the 6 November.
- d. *Christmas Jumper Day* – Gillian Yates had emailed to suggest holding a Christmas jumper day to raise funds. It was agreed that this was a great idea and we thought it might be used to raise funds for the Playground Development Group. **A provisional date of Friday 8 December was set, subject to the management team’s approval.** We will be careful to emphasise that nobody should go out and buy a jumper specifically for it and so we should

brand it as a Festive Dress Down Day, where children can wear a Christmas top, festive outfit or celebratory items if they want.

4. Big Book Bash

It was agreed not to run the book swap this year that children have enjoyed, but to **look at whether parents could donate books to the school library or for classrooms for use all year round. Jill MacPherson to seek thoughts/confirmation for approval from the school.** Gill also suggested that as a longer-term initiative we look into the feasibility of a little free library project.

5. Tea Towels

In order to have a manageable spread of fundraising activities across the year, **we will aim to produce the tea towels in time for Mother's Day.** Kath is liaising with the school and the house captains are helping to manage the process of gathering the drawings.

6. Agree Dates for 2018 Events

We spent time discussing whether we should change the format of the parent/teacher social evening and **agreed to ask for suggestions for alternatives on the Facebook page,** but will aim to hold the event on the last Friday in February (venue dependent). We will hold the Beetle Drive for families at a suitable date between social evening and the May Fair.

7. Funding Requests

Richard, on behalf of OPPC, asked for funding for the coaches to take P5 pupils to Sky studio visit in November (£330), which was approved. In addition, the school has asked us to fund the Science Festival activities and to make a contribution toward the Christmas pantos, which was agreed **(subject to OPPC approval as both will be above the £500 limit). Michael asked the school for confirmation of the figure outstanding from last year's panto and the figures for this year's pantos and Science Festival, when available.** Mrs Walshe had popped into the staff room to say hello at the start of the meeting and when asked if there was any areas where our funds could be put to good use in the school and she suggested buying additional iPads. **Jill MacGregor is to look into costs and will bring the information back to the next meeting for consideration.** Ali asked for funding to enter two teams representing the school at the Hillend ski competition. This was agreed.

Michael to update 2016/2017 PTA Accounts summary for issue once outstanding amounts known.

8. Date of Next Meeting

It was agreed that the next formal meeting should be in January, at a date to be decided nearer the time.