

# **Fundraising and Events Minutes**

Wednesday 22<sup>nd</sup> November 2018

**In Attendance:** Lauren McKay(chair), Calley Thomson(vice chair), Kat Girdler (Secretary), Michael McLeod (treasurer), Gillian Christie, Laura McGurk, Jo Stewart, Jennifer Turnbull, Shona Horne (Teaching Rep)

**Apologies:** Sarah Crole ( Deputy Head)

## **Welcome**

Lauren welcomed everyone to the meeting . Minutes from the previous meeting were verified by Kat Girdler and seconded by Michael McLeod.

## **Recent Events**

Tuck Shop – takings were £415.58

It was proposed to increase the cost of cakes next year to 30 pence each or 2 for 50 pence. We did fall short of cakes in the first week and had to buy some. Tesco donated some donuts free of charge for the second week.

Halloween Party – takings were £359

Proved to be more popular than thought, tickets sold out in 20 minutes. Look at doing two parties next year, similar to Xmas parties. Nursery- P3 3.30-4.30pm and P4-P7 5.30-6.30 pm

## **Christmas card and mugs**

Profit this year £502

## **Upcoming events - Christmas Shopping Fair**

To confirm table numbers to borrow from Colinton Mains Parish church

Advertising – FB, posters, local shops. Kat to organize banner for front fence.

Refreshments – Gary, community champion from Asda confirmed to help. Will be doing hot drinks, pink my hot chocolate, water, cans, fruit shoots and candy floss.

Raffle – All stalls donate a prize, extra prizes donated by Asda, M&S and Ross had donated a harry potter style scarf.

Most stalls now confirmed – final email with arrangements to go out to stalls 1 week before.

## **Christmas Parties**

Dates Wed 12<sup>th</sup> (Nursery – P3) and Thurs 13<sup>th</sup> (P4-P7) Dec 5.30-7.00 pm

Tickets £3 for adult and £3 for child. Tickets to be sold Friday 29<sup>th</sup> Nov at drop off and pick up.

Santa with selection boxes. 200 selection boxes already purchased from Tesco, to be wrapped.

Snack bags to contain fruit, crisps, juice, cracker. Tesco are providing crisps, Asda are hopefully providing fruit shoots TBC. Tesco Craiglockhart providing fruit. Chase Asda re fruit shoots and Morrisons re crackers.

DJ to be confirmed

Raffle prizes – tower of treats from Costco – Calley will purchase.

To purchase more glow wands from Home Bargains when they get Xmas stock in.

Kat to purchase brown paper bags from Makro.

### **Forth 1 Xmas appeal**

Drop off point confirmed as Miss Crole's office, box and signage displayed. Pick up 13<sup>th</sup> December.

### **Sweets in a jar**

20p a guess, will go round school week of 10<sup>th</sup> December

### **Festive dress down day**

Last day of term. Money raised will be donated to The Sick Kids Foundation in memory of Yiannis Hadjipieris formerly of P2B

### **Lets**

The letting hours rules have changed from Aug 2018. The head teacher has 32 hours of free access in the school after 6pm for things like parent consultations. The PTA and parent council can ask for some of these hours to use for meetings and events, but it must be authorized by the head teacher. A let application must be sent to the school lets team with at least two weeks notice for every meeting or event so that they know who is in the school for insurance purposes. So that we can utilize the hours most efficiently we can tap on to existing paying lets in the school and receive our let for free.

Currently the following paying lets are in the school :

Mondays 7-9 pm Currie star ( TBC)

Tuesdays 6-8pm Tynecastle FC

Wednesdays 5.45-7.45pm AC Oxfangs

Kat has calculated that the school/PC/PTA have used 17.5 hours so far including the xmas fair and xmas parties but not including parent consultations.

### **Funding Requests**

Nurture group request £199.43 to purchase toys and play equipment. We are to find out whether they can accept donations of used items for play such as dolls prams/high chair etc

Coach for cinema trip £700.00 ( Already agreed by PC as over £500 )

Cinema trip for P4-P7 £1100 ( Already agreed by PC as over £500 )

Panto in school for Nursery – P3 £999 ( Already agreed by PC as over £500 )

Christmas parties - £450 Mr Ewing has said that they would rejig school budget so that the PTA would only need to fund £1 per child for Christmas parties meaning parents would not have to pay anything towards them this year. – This request was granted.

Support fund - £1000 ( Already agreed by PC as over £500 )

Total - £4448.43

### **AOB**

Parent enquiry – communication on spending and up to date details on takings and outgoings – account sheet attached.

Date for May Fair confirmed as Saturday 25<sup>th</sup> May 2019

Tea towels/tote bags discussed for around Easter/mothers day

Easter bingo – vote on day or night

Miss Crole asked if the PTA would look into Panto for next year and it sells out very quickly and they haven't managed to get tickets for the last 2 years. Lauren has checked some prices so far, Brunton theatre £9 per child ( higher coach costs ), Kings theatre £13 per child, Churchill theatre £9.50-£12 per child. It was felt that Churchill was the best option. Lauren to check when tickets go on sale in Jan for next year.

### **Date of next meeting**

TBC

PTA ACCOUNT 2018/2019

OPENING BALANCE AUGUST 2018

£13,039.41

<u>REQUEST</u>	<u>AMOUNT OUT</u>	<u>MONEY IN FROM EVENTS</u>	<u>CLOSING BALANCE</u>
SCHOOL SPORTS BIBS	£287.60		
SCHOOL SPORTS HOODIES	£459.60		
NURSERY	£470.00		
2S GROUP	£130.00		
SCHOOL FOOTBALL RAIN JACKETS	£539.00		
PETTY CASH	£500.00		
DJ FOR X3 EVENTS	£195.00		<b><u>£10,448.21</u></b> DATE 25/09/18
HALLOWEEN PARTY 2018		£359.00	<b><u>£10,807.21</u></b> DATE 30/10/18
CHRISTMAS FAIR 2018		<u>JUST STALL SALE</u> £235.00	
TUCK SHOP 2018		£415.58	
RAG BAG		FROM AUGUST-PRESENT £258.80	<b><u>£11,716.49</u></b> DATE 12/11/18
XMAS CARDS/MUGS		£502.00	<b><u>£12,218.49</u></b> DATE 14/11/18
STAMPTASTIC		£30.17	
EASY FUNDRAISING		£23.45	<b><u>£12,272.11</u></b> DATE 14/11/18