



Firrhill HS PTA Meeting Sep 2019- Minutes

	Attending	Chair: Jon Buglass (JB) Treasurer: Sheryl Wallace Minutes Secretary: JB Teacher rep: Rebecca Patterson	Attending Stuart Barlow (SB) Dawn Alsop (DA) Louise Wilson (LW) Mhairi Smith (MS) Christiana Koleola (CK) Farideh Rigi (FR) Ms Rafferty (MR) Apologies: Nick McClellan (NM) Rebecca Patterson
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30/9/18,

Time: 19.00-21.00

Location: Firrhill High School library

Next Meeting Date: Mon 25 November, 7 pm Library

Item	Description	Owner	Notes
1	Apologies	JB	RP.
2	Approval of Minutes	JB	By correspondence
3	Matters Arising and Finance update	SW/JB/All	Balance is £1518.09 This includes accounted money donated to school clubs and holiday headstart last summer. Additional money was given

			form unpaid funds raised from Christmas Concert meaning balance is better than was reported to PC last month.
4	Funding applications 2019/20	RP/ ALL	As agreed by email, RP to send out letters to staff and return requests for funding to JB by October 21 2019. JB to share with group and agree by majority email return.
5	Funding Applications - clarification of process		<p>Process:</p> <ol style="list-style-type: none"> 1.RP requests funding applications by teachers to PTA) 2. Minutes sec to send letters to Teacher rep, to distribute to teachers 3. SW (Treasurer) to send full cheque to David Hall/ Lynsey Crawford in office 4. Teachers to requisition individual money through office 5. SW (Treasurer) to monitor spend before each PTA meeting through school office (David Hall/ Lynsey Crawford)
6	Fundraising- planning for 2019/20	all	<p><u>1.Xmas fair</u></p> <p>Date: 21 November 7:15-9:15</p> <p>Confirmed help: DA/JB/SB/SW/MS</p> <p>LW/DA/SB to arrive early from 4:30, table set up with S6 and janitor help.</p> <p>RP to ask S6s to help with table set up.</p> <p>Peru trip stall expected - RP to ask RD about this</p> <p>Cafe area - DA to email RP</p> <p>PTA stall : 'Water to Wine' and 'Ka\$h Konverter' All to bring wrapped empty bottles to the fair- min 4 each with water with lid and 1 bottle of wine.</p> <p>School stalls: LW to email tracy.graham@firrhill.edin.sch.uk Possible Music performance and Arts/Craft stall LW to email Food Technologies if they wish to sell food to raise funds</p>

		<p>Communications:</p> <p>Message to parents: LW to send 'Hold the date' email to parents via RP. JB to send draft poster to LW 'Nag' communication nearer to and on the date (LW) LW to email admin@cluster primaries</p> <p>Poster/ flyer printing LW to print - message to PTA members for distribution</p> <p>Stalls to contribute raffle prize</p> <p>Receipts to SW</p> <p><u>2. Xmas concert:</u></p> <p>19/12 at The Parish Church of St Cuthbert</p> <p>Raffle: SW to organise licence and ticket order, as well as clearance from church. SW also to check Church facilities for catering facilities. Cold mince pies and fruit punch if no warming options available.</p> <p>JB to request £1.50 from TG for ticket sales as cost of pies/drinks including performers means this will raise little funds</p> <p>Prizes: £100 ca\$h prize Hamper or Voucher requests form Morrisons (SW), Co-op/Tesco (LW) Gravity/Nandos (JB)</p> <p>3. Quiz: Bowling Club Colinton</p> <p>24 April 2020 DA to book venue ; CK and FR to look at catering options £10 ticket suggested. DA to book quizmaster Graham. Importnat to promote to parents as well as staff.</p> <p>4. Car Boot Fair -</p> <p>suggested 18 April in Oxgangs Car Park SB to ask for information/ feasibility. Suggested £20 per car - basic marshalling/security required.</p> <p>5. Jan Ceilidh -</p> <p>JB to source band and costs before next meeting - for decision.</p>
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All previous actions closed

Action	Description	Owner	Status	Progress	Completion Date
1	Teacher Rep - JB to ask RP if another teacher can deputise for short time in case of diary clash. NM has also attended in the past to ensure PTA spending decisions are appropriate for the school.	JB			
2	As agreed by email, RP to send out letters to staff and return requests for funding to JB by October 21 2019. JB to share with group and agree by majority email return.	RP/JB			
3.	Fundraising- see notes and actions above	All			
4	SB to be countersignatory for PTA accounts	SB/SW to follow up			