



## Firrhill HS PTA Meeting Feb 2020 - Minutes

	<b>Attending</b>	Chair: Jon Buglass (JB)  Treasurer: Sheryl Wallace (SW) Minutes Secretary: JB Teacher rep: Rebecca Patterson (RP)	Attending  Stuart Barlow (SB) Dawn Alsop (DA) Louise Wilson (LW) Mhairi Smith (MS) Christiana Koleola (CK)  Apologies: Rebecca Patterson
--	------------------	---	---

17/2/20,

Time: 19.30 -21.00

Location: Spylaw Tavern

**Next Meeting Date: TBC**

Item	Description	Owner	Notes
1	<b>Apologies</b>	JB	RP.
2	<b>Approval of Minutes</b>	JB	By correspondence
3	<b>Matters Arising and Finance update</b>	SW/JB/All	Balance is <b>£2784.92</b>  includes: Xmas concert: raised £654 ticket sales, £385 raffle, £166 other sales = total <b>£ 872 profit</b>

4	<b>Funding applications 2019/20</b>	RP/ ALL	<p>All 3 requests received were approved.  Digimaps = £159 = Neil Boyd  Projector = £250 = Kenny Leitch  Linguascope = £300 = Katie Howells</p> <p>Peru = £30 also owed from refreshments  Total= £739</p>
5	<b>Funding Applications - clarification of process</b>		<p><b>Process:</b>  <b>Sheryl to contact Lorna (School Business contact) and pay cheque for total</b></p> <p><b>JB to contact RP</b>  <b>Staff to claim from office</b></p>
6	<b>Fundraising- review of Xmas concert</b>	all	<p><b><u>Xmas concert:</u></b></p> <p>19/12 at The Parish Church of St Cuthbert</p> <p>Very successful, helpful staff.</p> <p>Raffle: sell at Xmas Fair, parent evening and at the concert. School sales are too complicated. Longer interval would assist sales.  More to help at the interval with raffle tickets.</p> <p>Refreshments: suggest water/biscuits/some mince pies/ some fruit punch/ tea and coffee urns would be suitable</p> <p>Prizes: Good to make up/ make a kids 'choc' hamper/ sell at Xmas fair</p> <p>Transport - can use car and deliver to venue - easier</p>
	<b>Future fundraising</b>		<p><b>Quiz: Bowling Club Colinton</b></p> <p>24 April 2020  DA booked venue; £75  DA has booked quizmaster Graham; £50?  DA to buy catering at Costco - cold buffet- detail via Whatsapp nearer time  £10 ticket agreed.  Each table to be hosted by PTA member, catering on the table concept</p> <p>Important to promote to parents as well as staff- suggest we use parentpay tp promote and buy tickets: action SW. Save the date email next week</p> <p>JB to ask RP for teacher promo</p>

			<p><b>Car Boot Fair -</b></p> <p>SB to suggest 12/9 or 26/9</p> <p><b>Xmas Fair-</b></p> <p>26/11 suggested - SW to contact Lorna</p> <p>Discussion about promoting Facebook and Twitter- action (MS)</p>
--	--	--	---

All previous actions closed

Action	Description	Owner	Status	Progress	Completion Date
1	Pay in funds for requests	SW			29/2
2	Letters to teachers	JB			29/2
3.	Bowling club - buy refreshment	DA			29/2
4	Bowling club- whisky	MS			29/2
5	Bowling club - promote / pay via Parentpay. JB contact RP	SW JB			29/2
6	Car Boot Fair - Oxfangs hold/agree the date?	SB			15/6
7	Facebook and Twitter - admin access/ /promote PTA Fair	MS			30/3
8	Xmas Fair date 26/11- email Lorna	SW			30/3