

East Craigs Primary School PTA Meeting 6th September 2023 19:00 – 20:30

Attendees

- PTA Committee: Clair Mochan, Amanda Murray, Laura Rafferty
- PTA Members: Julie, Carolyn, Lindsay, Michelle, Lisa, Louise, Dhana, Aina, Steph
- School Staff: Pamela Briggs, Lisa Bradley, Helen Cormack

Welcome and PTA business

- Welcome from Clair Mochan to all and a thank you to all parents and staff for coming along to support the PTA.
- Laura Rafferty appointed as co-chair. *(This follows retirement of Alison Gordon from her role at the end of the last session after many years of hard work and dedication to the school – thank-you Alison.)*
- There is an opening for a secretary. Please get in touch if you are interested.

Treasurers Update

- There is currently £10,225 available to the school across the bank account, Parent Pay and due back from Borders Embroidery. Thanks to everyone for a great effort over the last academic year.

Upcoming events

- **Family bingo night** - 20th September 2023 (18:30 – 20:00): Traditional bingo; Irish bingo and a break for juice, tea and coffee, home baking, sweets. Advanced ticked sales will be available on Parent Pay.
- **Halloween disco (P1-P3 and P4-P7)** - 25th October 2023: Two discos for the younger and older age groups, with DJ, dancing and juice. Advanced ticked sales will be available on Parent Pay.
- **Christmas fair** - 2nd December 2023 (11:00 – 13:00) with set up on Friday 1st from 14:00-16:00: Stalls, raffles and festive activities. We will open this up to external stall holders.
- **Spirit of Christmas dress up day** - 15th December 2023: A day of festive dress up and fun. Suggested £1 donation to P7 pupils / PTA members at the school gates.
- PTA also to support **Meet the Teacher event** on 13th September 2023 with coffee / tea and biscuits. Set up at 18:00 for 18:30 start.
- It was noted that we need to ensure we have a named First Aider on site for all events. Can be a parent, PTA member or from the school.

Actions:

- Volunteers needed for all events. PTA members to confirm if they are available to help via WhatsApp.
- Pamela Briggs to put up staff sign-up sheet for help with PTA events throughout 2023/24 session (primarily discos and fairs).
- PTA to notify school of on-site first aider ahead of each event.

- PTA committee to send any updates for HT Friday news throughout the year.
- Notification to go out in October for Christmas jumper / outfit / accessory donations to the school to save buying new and support sustainability and family finances.

Other upcoming fundraising initiatives

- **Christmas cards.** The school confirmed they can support with artwork by holding an art lesson (with festive music) in October to supply creations by the children. The designs can then be made available for families to order (options of cards, tags, wrapping paper etc – TBC).
- **Easter tea towel and / or personalised Lego brick** were also discussed as creative options for purchase before the Easter break.
- **Bags for School** to be arranged (there will be two dates across the school year).

Actions

- Carolyn to look at timescales for Christmas card artwork.
- Clair to schedule bags for school soon.

Update from school

- Sensory room has now been ordered via the City of Edinburgh Council with a provisional date of late November. Additional funds from the Tesco fundraising will be used to help with extra costs for the roof and additional facilities on the walls of the room.

Funding requests

- **Learning Space.** There is currently a big focus on the extension area which currently houses classes from P3,5 and 6. We need to do more to dim the noise in this area and things like less clutter, high back sofas, STEM space can all help calm this area and aid learning. Money requested is therefore for a flexible agile working space here. High cost but high impact. Pamela Briggs showed us the space and shared her ambitions. She will get quotes and PTA would welcome the ability to support this.
- **Trip money for every class.** those who did not get their trips last year will have their money rolled over. It was suggested each class get £100 again this year (16 classes in total so a cost of £1600).
- **Lagganlia transport.** Funds requested from PTA for the P7 Lagganlia trip to provide transport for this trip. This will be 1 or 2 coaches - TBC.
- **School football goals.** The current goals that are being used by our school football teams and stored behind the nursery are old and the nets are now disintegrating. The request is for the PTA to provide funds for one goal if the parents of the football team(s) can fundraise for the other. The goal should be able to fold to store at the end of the matches.
- **Violins.** Free instrumental tuition is available in the upper school with assessments underway. There are currently 7 violins in school and one child has their own, but the violin teacher has the capacity to teach 20-24 children, therefore the school could do with more. There is a request out across the community for donations but can the PTA also fund some?
- **Hardship fund float.** Pamela Briggs shared with the meeting the success of the hardship fund in place at Corstorphine Primary School to make activities such as bingo nights, discos etc accessible to all families but also to support families in other times of need. There was

agreement from the PTA that this is a fantastic initiative and willingness to support a cash float (the parent council also have funds to support in conjunction). An additional idea is a Pay if Forward option in Parent Pay.

Actions

- Pamela Briggs to confirm expected transport cost for Lagganlia.
- Pamela Briggs to contact Cat McCready to see if there are any goals across the city that we can bring to East Craigs for our school football teams to use.
- Carolyn to share details of the type of goal that would be useful for us as a school.
- PTA to confirm / provide funds for class trips .
- PTA committee to look into violin purchase options (new / refurbished).
- PTA to confirm funds available for hardship fund cash float.
- Pamela Briggs to look into Pay it Forward option on Parent Pay to support families in need.

AOB

- **Uniform quality.** It was noted that the quality of the school uniform from Borders has been poor this year. This is since Russell stopped supplying school uniform. Clair has samples from other suppliers coming and will feedback on the quality and options available.
- **Lost property.** There is already a significant amount of lost property stacking up. The school will make a regular effort to place this out in the playgrounds for more regular sort out by parents / pupils. PTA will look at additional labelling / stamp options for uniform.
- **Web updates and comms.** The information on the school website is out of date. Updates sent to the school have not been actioned. Management team confirmed Miss Anderson will be able to point us in the right direction.
- **Corstorphine Fair.** A parent has flagged that the Corstorphine Fair will take place on the first weekend in June, which clashes with our proposed date. We agreed that this is a big event in the area with many children and parents likely to be involved, so we will reschedule ours.

Actions:

- Clair to report back on uniform when new samples arrive.
- Amanda to investigate stamps for marking uniform while fundraising for the school.
- Laura to email webpage updates to school (along with the minutes from today's meeting) and look at additional comms channels (Facebook PTA page etc).
- PTA to confirm new date for school fair and Clair to update lets.

Thank-you

Next meeting to take place Wednesday 17th January 2024.