

## East Craigs Primary School PTA Annual General Meeting 12<sup>th</sup> January 2026 18:00 – 19:00

### Attendees

- PTA: Clair, Laura, Lynsey, Steph, Louise, Yasemeen + 1
- School Staff: Pamela Briggs, Lisa Bradley

Apologies: Vicky, Shona, Sarah-Jane

### AGM for Academic Year 2024-2025

- The meeting opened with a welcome from **Laura Rafferty**, who thanked attendees for their attendance. Apologies were noted.
- The **minutes of the previous meeting** were shared.
- The **Chairperson's Report** for the academic year 2024–2025 was presented by **Laura Rafferty** (see Appendix A).
- The **Treasurer's Report** for the academic year 2024–2025 was presented by **Lynsey Miller**, on behalf of **Amanda Murray**, Treasurer for the previous academic year. The accounts will be signed off by the independent examiner and uploaded to the Charity Commission website.
- **Appointment of Independent Examiner:**
  - o **Yvonne Henderson** for academic year 2024–2025
  - o **Amanda Murray** for academic year 2025–2026
- **Appointment of Committee Members:**
  - o **Laura Rafferty** and **Clair Mochan** reappointed as Co-Chairs
  - o **Lynsey Miller** reappointed as Treasurer
  - o **Laura Rafferty**, **Clair Mochan**, **Lynsey Miller**, and **Steph Ruthven** to continue as Charity Trustees
- No **AOB** was raised.

### Ordinary Meeting

#### Fundraising summary (academic year 2025-2026 to date)

- We had a very busy start to the academic year, with a wide range of events and fundraising initiatives taking place between the return to school in August and the end of December. During this period, we raised an excellent **£5,276.75**. A summary of our activities is outlined below.
- A huge thank you to everyone involved in making this possible: **children, parents and carers, teachers, PTA volunteers**, and the **local businesses** who generously donated to our Winter Fair.
- Special thanks go to:
  - o **Louise** for managing the Christmas card project
  - o **Steph** for setting up and overseeing the new Rag Bag bin in the car park, which has proven very popular with parents
  - o **Sarah-Jane** for her fantastic idea and organisation of the *Book Week Scotland* book swap, which was both well attended and easy to run. This will now be added to our annual fundraising calendar.
- A further special mention goes to **Niamh and Polly (P6)**, who raised more than expected during their sponsored swimathon for their enterprise project and kindly donated **£100** to the PTA. To recognise their

generosity, they will be involved in selecting upcoming book purchases for the upper school and contributing ideas on how the funds are spent in this area.

August – December 2025 Fundraising Roundup		
Activity	Month	Amount Raised
easyfundraising	August	£72.32
Family bingo night	September	£458.41
Halloween disco	October	£635.68
P1-3 movie	October	£202.62
easyfundraising	November	£32.45
Book Week Scotland sale	November	£144.84
Stickins	November	£45.90
Rag Bag Collection	November	£6.20
Nursery / P1 Flash book sale	December	£26.67
Winter fair	December	£2,600.00 (TBC)
Donation from Niamh and Polly's swimathon (P6)	December	£100.00
Christmas cards	December	£751.86 (TBC)
Leftover book trade ins	December	£58.70
Rag Bag Collection	December	£17.20
Recipe Book sales	Ongoing	£123.90
<b>TOTAL</b>		<b>£5,276.75</b>

### Spend summary (academic year 2025-2026 to date)

- We were also pleased to fund several initiatives during this period. There was particularly positive feedback from across the school regarding the **Drum Fun** sessions. We also discussed ideas for future activities that would complement the curriculum. As a reminder, previous whole-school events have included **school ceilidhs (2023–24)**, a **Planetarium visit (2024–25)**, and **Drum Fun (2025–26)**.
- Potential future ideas discussed included:
  - o An outdoor learning experience (e.g. *Earth Calling*) for all pupils
  - o A whole-school art-based project

Aug 2024 – July 2025 Spend Roundup	
Item	Cost
School trip subsidy for every class + volunteers	£1,700.00
Upper school novels	£23.96
Bulbs for all children and staff (Nursery - P7)	£79.80
Lagganlia Coaches	£1,990.00
Drum Fun	£1,800.00
<b>TOTAL</b>	<b>£5,593.76</b>

We would always welcome feedback on our events and initiatives, with support very much appreciated.

## Upcoming events

- **Family Ceilidh** - 27th January, 6:00–7:00pm: A reminder ticket message will be included in the HT update. Volunteers will be required to support the event.
- **Easter Raffle** - *Launching March*
- **Parents' Evening Refreshments** - 25th & 31st March. We discussed potentially splitting this responsibility with the P7 quali organisers, with each group running one evening.
- **Easter Disco** - 1st April. Separate discos will run for P1-3 and P4-7. The P1-3 disco will be limited to 45 minutes, as previous events have shown this age group can find longer sessions overwhelming.
- **Krispy Kreme Day** – 2nd April. This will mark the end of the school term. Exact timings will be confirmed once the school's finish time is confirmed by Edinburgh Council.
- **Additional events** are listed in our calendar at the end of this document and are kept up to date on the school calendar and on our webpage.
  
- **Movie Afternoon Note:** We discussed the P1–3 movie afternoon held on 31st October. While the children enjoyed the first short film, the event became overly exciting for them after 30 minutes. For next year, we will replace this with a short in-school party during the school day, not on Halloween itself. We will also consider alternative uses for the movie licence, potentially offering sessions for older year groups. Further details will be confirmed in due course.

### Actions:

- **Pam** to feature ceilidh in this weeks HT update (Laura to send blurb).
- **All:** Volunteers needed for above events. PTA members to confirm if they are available to help via WhatsApp group. Pam will arrange staff volunteers as required.
- **Laura** to continue to send any event or fundraising updates for HT Friday news throughout the year.

## Other fundraising initiatives

- **Rag Bag Clothing Bin:** We are delighted to confirm that the school clothing bin is now on site and proving popular with parents. It is located in the front car park and accepts wearable clothing, paired shoes, handbags, and belts. Items are reused or recycled, and East Craigs earns money for every kilogram collected. Please spread the word to friends and family.
  - o **Important:** Donations must be bagged. If the bin is full, please do not leave bags beside it. Hold onto them until the bin has been emptied. If you notice the bin is full before we do, please email: [eastcraigspta@gmail.com](mailto:eastcraigspta@gmail.com)
- **Playground and grants:** Our playground group has been meeting with the Council regarding playground upgrades. We have identified Phase One priorities, including:
  - o Nursery shelter
  - o Storage sheds
  - o Community planting areas (potential for this year)

We will also arrange additional volunteer days this year and will share dates as soon as possible. We were pleased to note that Sharon Sime secured a £3,000 grant for work on the sensory courtyard, which will contribute towards developing it into a more effective outdoor classroom.
- As a reminder our other always-on fundraising initiatives are listed on our web page: [East Craigs Parent Teacher Association \(PTA\) – East Craigs Primary School:](#)
  - o Easyfundraising
  - o Lost property

- MyNameTags
- Stampastic
- TigerTags.co.uk
- Stickins

### Actions

- **Steph** to continue managing the clothing bin project, liaising with Rag Bag and arranging collections as required.
- **Lisa** and **Laura** to keep the group updated on playground developments and volunteer day dates.
- **Pam** to include an easyfundraising update in the Fridays HT news (**Laura** to provide a blurb).

### Any Other Business (AOB)

- **Waterstones Partnership:** We're thrilled that our partnership with Waterstones Gyle is underway. Following our support for early years' books last year, we'll now be funding novels for our older readers throughout 2025–2026 in partnership with them. Additional highlights include:
  - o P6–7 Meet the Author session with Justin Davies last term. Further author visits will be planned for other year groups.
  - o East Craigs Book Review Shelf will launch in-store this February. Watch this space!
- **Funding Requests**
  - o As noted above, we will focus on **upper school novels** throughout the year. This will involve an initial investment followed by a **rolling monthly library refresh**. Waterstones will support the process by recommending diverse and relevant books that will resonate with our learners.
  - o The school requested funding for **prizes for the Easter egg design competition** (15 eggs plus dairy-free alternatives). The estimated cost is £100, and the PTA confirmed it is happy to fund this.
  - o A **refresh of cooking equipment** is required following an audit (thanks to Shona for completing this). A small funding request will be submitted via Helen Cormack.
  - o We also discussed potential funding for **STEM equipment in 2026–2027**, following the positive response to the equipment borrowed from the lending library this term (including Micro:bits, Sphero Indi, and Sphero balls).

### Thank-you

Our next meeting will take place on **27<sup>th</sup> April 2026**, via Teams. An agenda will be shared in advance.

In the meantime, if anyone would like to join the PTA, please get in touch. We welcome involvement on an ad-hoc or regular basis and would love to welcome new members at any time. Even if you cannot attend meetings, there are many ways to contribute, such as:

- Helping at events
- Offering your time or skills
- Donating home baking
- Supporting fundraising efforts through your workplace
- Assisting with grant applications
- Sharing ideas or suggestions
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Contact us at [eastcraigspta@gmail.com](mailto:eastcraigspta@gmail.com) or learn more at <https://eastcraigsprimary.co.uk/pta>

# EAST CRAIGS PTA 2025-2026 SCHOOL YEAR AT A GLANCE



(Fundraising events, meetings and other events we'll be supporting as of August 2025)

AUG	SEP	OCT
	1st - PTA Meeting  23rd - Family Bingo	24th - Wear Something Bright (Festival of Light) 28th - P4-7 Halloween Disco 31st - P1-3 Movie Afternoon

NOV	DEC	JAN
Winter Raffle  Christmas Card Orders  24th - 26th - Drum Fun	6th - Winter Fair  12th - Festive Friday	12th - PTA Meeting + AGM  27th - Family Ceilidh

FEB	MAR	APR
	Easter Raffle  25th - Parents Evening Refreshments	1st - Easter Disco (P1-P3 and P4-P7) 2nd - Krispy Kreme Day 27th - PTA Meeting

MAY	JUN	JUL
P7 Hoody Orders  15th - Crazy Hair Day  30th - Summer Fair	Sports Day Refreshments  17th - P1 Meet the Teacher  22nd - P7 Qually	

ONGOING		
<ul style="list-style-type: none"> <li>• easyfundraising</li> <li>• Labelling schemes</li> </ul>	<ul style="list-style-type: none"> <li>• Clothes recycling</li> <li>• Fund matching</li> </ul>	<ul style="list-style-type: none"> <li>• Charity grant applications</li> <li>• Community initiatives</li> </ul>
+ ongoing funding of school resources, initiatives and playground upgrades to enhance our childrens school experience		

## Appendix A

### Chairpersons Report: PTA Annual Overview for Academic Year 2024/2025

During the 2024/2025 academic year, East Craigs Primary School PTA had another positive and impactful year, raising a total of **£10,664.92** through a combination of well-supported school events and ongoing fundraising initiatives. Income was generated primarily through our popular social events - discos, fairs, bingo nights and more, alongside initiatives such as fab bricks, recipe books, raffles and simple “shop and support” schemes such as easyfundraising and labelling to allow families to contribute effortlessly throughout the year. These collective efforts reflect the strength of our school community and the generosity of everyone involved.

Thanks to this support, we were able to reinvest **£12,198.28** directly back into the school, enhancing learning and enrichment opportunities for all pupils. Funds supported a wide range of experiences and resources, including transport for the P7 residential trip, books, creative and musical supplies, playground equipment, whole school experiences such as the planetarium visit, and contributions to class trips to ensure they remained accessible to every child. The PTA funding helped turn “nice to-have” ideas into memorable experiences for pupils across the school.

Last year also marked an important milestone as the PTA became a **registered charity**, opening new opportunities for future funding, grants and matched-giving schemes that will help us build on this success in the years ahead.

The PTA continues to be run entirely by volunteers, meeting each term to plan events and fundraising activities with the shared aim of enriching school life. None of this would be possible without the time, energy and enthusiasm freely given by our community. We would like to formally thank all our supportive parents, carers and children, the incredible school staff, and our phenomenal volunteers for their contributions throughout the year.

East Craigs Primary School PTA is a Scottish Charity, SC054283, regulated by the Scottish Charity Regulator (OSCR)

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