

**Gatehouse primary school
Minutes of PTA meeting**

2nd November 2009, 3.15pm

Location: school

Present: Margaret Burgess, Fiona Hannay, Susan Hinds Ms Collins, Beth Pringle, Wendy Ferguson, Suzanne Breckell, Mandi Houfe

Apologies: Helen Innes, Ruth Leach

Welcome: Margaret opened the meeting and thanked all for attendance. Ms Collins was welcomed as a new member of staff and all parents introduced.

Minutes from previous meeting accepted

Matters arising

1. Fund raising activities.

- Yellow Moon Catalogue. M.Burgess informed the meeting that the PTA has received cash back from the catalogue of £3.75. The cash back is credited to school when customers spend more than £5.

Action: M.Burgess will leave catalogues at schools if any parents would like to place orders independently using the school code.

- Susan suggested registering for 'Easy funding raising'. This scheme requires the school to be registered online, following this donations will be credited to school when parents shop on line at a range of on line high street stores.

Action: S.Hinds will register Gatehouse School and M.Burgess will write to parents to explain the scheme

2. Teachers wish list, F.Hannay, treasurer, informed the group that the PTA has approx £2000 in the bank account. W. Ferguson and B. Pringle suggested CD players for each class,

Action: Staff will discuss further needs.

Christmas fund raising

1. M.Houfe discussed Christmas cards designed by children in school and nursery, all thought this was a good idea but it needs to be organised soon. S.Hinds suggested trying the 'countryside art' company as they do tea towels and possibly calendars.

Action: M.Houfe and M.Burgess to look at pricing

2. Coffee morning/cake stalls/raffle etc at school on the morning of Gatehouse Christmas market, 5th December, 10-11.20am. ? to sell tickets at parents evening.

Action: Further meeting to plan, TBA

Fruit stall

- M.Burgess discussed issues related to the stall; under used, stock wastage, operating at a loss. She showed the group a questionnaire to canvas opinion of parents and children. All agreed it should be sent out.
- In the interim it was felt appropriate to give H.Innes a cheque from PTA funds to pay for fruit stocks until Christmas. Funds will then be reimbursed as fruit is sold.
- Other suggestions made include; parent rota to police stall, issues of parent disclosure status, fridge to be relocated and used elsewhere, fruit to be stored in kitchen

Action: M.Burgess to send out questionnaires, F.Hannay to give H.Innes a cheque for £50 from PTA funds

AOB

- M.Houfe reports that some parents do not like how the willow is looking outside school. M.Houfe informed the meeting that the willow will be cut when the leaves have fallen

Next meeting Tuesday, 24th November 2009, 3pm at school

M. Burgess thanked all for attending. Meeting closed approx 16.00hrs