

**Minutes of PTC Meeting held on Tuesday 16 April 2023**

**Chaired by Olivia Hanley / Jill Wilson**

**Present**

Stephen Nicol Deputy Head Teacher (P4-7)

Nikki McCormick Deputy Head Teacher (P1-3)

Olivia Hanley PTC Member

Jill Wilson PTC Member

Patricia DeVries PTC Member

Ruth McIntosh PTC Member

Elaine McLaren Clerk

Mervyn Adams Parent

Oona Tanner Parent

Melanie McCarry Parent

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|  |  |  | **Action** |
| 1. | **APOLOGIES & INTRODUCTION** |  |  |
|  | Apologies received from Paul Meehan, Stuart Strachan, Elisa Alvarez-Curto and Nancy Lombard.  Olivia opened the meeting and brief introductions were made for the benefit of new attendees. |  |  |
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| 2. | **TREASURERS REPORT** |  |  |
|  | Stuart unfortunately could not make tonight’s meeting and had been unable to provide an updated report. This will follow in due course. |  | Stuart |
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| 3. | **RECRUITMENT / RESTRUCTURE** |  |  |
|  | Olivia and Jill gave a brief background around the proposed restructure of the PTC. What would be a better structure? Would a parent co-ordinating group be better? A lot of discussion around this and it was agreed that a date for a separate meeting would be arranged with Jill arranging for her friend to attend and she will also get in touch with the Glasgow Citywide Parents Group to see how other schools work this. |  | Jill |
|  | Melanie agreed with Jill and thinks its great for more inclusivity but still need to think about how PTCs run historically – primarily fundraising. |  |  |
|  | Ruth thought that the co-ordinating group was a good idea as there seems to be a lot of people willing to help out on activities. We need to decide what the function is and do it in consultation with the school. |  |  |
|  | Oona and Mervyn were asked, as P1 parents, how they saw things. They agreed with the points being made and have certainly found it harder to meet new parents and can understand the lack of P3, P2 and P1 parents interacting with the PTC due to the covid restrictions in place when their child joined the school. It may be helpful if the PTC could provide a letter that the kids take home, as not all parents interact with social media. Jill agreed that this was worthwhile doing.  Melanie suggested a possible buddy set up for new parent eg, someone interested but unsure could shadow someone already involved, to see if it’s something they could do. Generally thought this would be a good idea. |  |  |
|  | Olivia proposed introducing a one-off information sheet/newsletter. (it’s been around 4 or 5 years since one was last produced). Currently 56 people have signed-up on the website for helping out but we need to attach these to a role, so they know what they are helping out on. A big push needs to be done to get funding applications done. Melanie, Mervyn and Oona agreed to work on this.  Stephen agreed the school can print out a hard copy of a newsletter and thereafter this will be online/emailed. |  |  |
|  | Mervyn suggested that a doodle poll was set up and people could choose the times and pick the activities – he will look at setting this up. |  | Mervyn |
|  | Elaine advised that no one had come forward to take up the role of Clerk. *Since the meeting Kirsty Peacock has come forward and will attend the next meeting for a handover and will take up the role in the new school year.* |  |  |
|  | **ACTIONS**  **Jill - talk to Citywide Parent Group and her friend re PTC structure and set a meeting up for the start of the new academic year.**  **Melanie, Mervyn and Oona – newsletter.**  **Mervyn – doodle poll once task lists set up.** |  |  |
|  | Oona and Mervyn both advised that they were willing to take a more proactive role in the PTC.  Oona was nominated by Elaine and seconded by Patricia.  Mervyn was nominated by Ruth and seconded by Jill.  Welcome to the PTC. |  |  |
| 4. | **EVENTS - QUIZ NIGHT / P7 LEAVERS /ASSEMBLIES** |  |  |
|  | **Quiz Night**  Elaine confirmed that the quiz master is confirmed for Friday 9th June. After discussion it was agreed that the Central Hall rather than the gym hall was the best place to hold it. Elaine will confirm booking in due course.  Ruth agreed to take a co-ordinating role and will seek volunteers for booze run, raffle prize sourcing and selling tickets, set up, running of 2 bars (either side of the hall), promotion of the night and selling tickets. It was agreed that tickets would be £5 per head. Prizes to be got for first and last team. Emphasis on advertising that this is an Adult only event.  Stuart had agreed at an earlier meeting to organise a present for the quiz master who is doing it for free. |  | Elaine  Ruth  Stuart |
|  | Oona volunteered to apply for the alcohol licence. |  | Oona |
|  | Stephen will confirm the capacity of the hall. |  | Stephen |
|  | **P7 Leavers** |  |  |
|  | Stephen advised that the P7s had been consulted on what type of event to hold and around 85% had voted not to have a disco/party, with the most favoured activity being a trampoline session with pizza. The kids will try and fundraise for the majority of this but asked if the PTC could help with funding. |  | PTC |
|  | Elaine will set up a P7 Parents Whatsapp group with a view to initially arranging for the stars to get made and hung up by June. |  | Elaine |
|  | **Assemblies**  Most, if not all, of the remaining class assembly’s tea/coffee stall are covered by volunteers. Olivia will check. |  | Olivia |
|  | Nikki asked whether a PTC member could attend the P1 transition meetings on 24 May to talk about the PTC – meeting times are 9.30 to 10.15am and 11-11.45am.  Olivia asked whether the uniform stall could come out – yes. A tidy up is required and a call out for additional uniforms will be made, especially the smaller sizes. Olivia will arrange for volunteers. |  | PTC  Olivia |
| 5. | **HEAD TEACHERS REPORT** |  |  |
|  | Stephen advised that there was not much to update on since last meeting apart from Carolyn Miller indicating that she wants to retire at the end of the school year. |  |  |
|  | No questions were forthcoming. |  |  |
| 10. | **DATE OF NEXT MEETING** |  |  |
|  | The date of the next meeting is Tuesday 30th May at 7pm and will be held in the school. This is also the last meeting before the summer holidays. |  |  |
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