Comely Park PTA Meeting 6 October 2026

Attendees:

Stacy Robb, Mairi Young (chair), Michelle Hislop, , Marie Burns, Ruta Hogg, Mrs. Judith Degnan, Louise Stewart, Marie Burns, Emma Gillespie (visitor), Linzi Deprez

Apologies: Carol McGovern, Iona Hamilton, Stephanie MacFarlane, **Mel Honeyman, Kay Thomson**, **Kat Dickson**, Kirsty Prescott, Laura Jack, Charlotte Uttey, Donna Turnbull, Catherine Bradbrook, Ms Thomson, Mrs Sarah Switzer

Item	Subject	Actions
1.	**Welcomes and previous minutes**	Introductions. New members: Linzi
	Prize Pot	Draw completed at meeting. New system working well. Carol to be trained up for November draw. Action Stacy
	Events	Halloween Disco 1. Volunteers – poll complete enough volunteers 2. Confirm numbers for supplies – Mairi to get the numbers to Michelle, she will source sweets and crisps. 3. CITH Costumes – can we ban CITH? Some children are traumatised and we would like to ask if we can request that they can ban the costume. Mrs Degnan to ask the school if its ok to put this on the posters **2026** Yes Day – Friday 18 Sept Halloween Disco – Monday 2 November Class parties – P1, P2 Friday 30 October Donation Days for Winter Fair – 9 to 13 November Hamper Making – 14 or 15 November Xmas Fair – Saturday 21 November. Proving to be difficult to secure the hall for disco and school fair. Mrs Degnan to check with the school on how to book **2027** Neon Disco – February/March Summer Fair Shorts n Shades Disco - June Dress Down Days Lego Comp Stacy to start a planning calendar for this.
	Comms	Poster to be created for reception board **(Mairi) delayed waiting for bank access so that Mairi can order directly. To be updated next month**

		Flyers with QR codes for Facebook, easy fundraising and rag bin info – ? to be pushed on socials and then to go out in quieter months (January/February) **(Mairi)**
	Fundraising	Parked until after Xmas fair
	Prize Pot	Add Laura to bank account and remove Donna **(Stacy)** **outstanding update next month**
	Legal/Admin Items	PVGs – Emma to email about a PVG. Linzi as well. Donna happy to continue putting through PVG requests. Will put form into WhatsApp chat. **(LInzi, Donna)**
	School Spend Requests	Funding for the nuture spaces – Hive and Ladybird room. Working on wish list, one will be a learning space and one will be more a social and development space. Will be putting a spending request in to the PTA for this yet in this year. Reading books: audit completed and there are gaps that they want to fill, would be a 4 or 5 year project. Looking at £8000. Scope for discount on that. But Jamie will send this over to us as a formal request and the phasing of the costs. PTA will give the school a very very light touch form (Stacy still working on the form). Painting: in the library there is a wardrobe for restricted books, that could use a facelift **(Mairi)** Short on reading scheme texts – oxford reading scheme. Can we help out on that? The school to ask the council to supply this first, before we would take that on **(School ?parent council).** School branding and sense of identity – could we start thinking of some ideas on how we can help make this more of a community feeling **(All ?short life working group)** Equipping Hive for staged intervention - specialist furniture? Targeted fundraising campaign **(School to provide more detail)** PTA flag Winter hardship fund if there are any families that are requiring any supplementary funds school to let us know **(School)**
	Winter Fair	1. Stalls – 12 indoors, and 3 outside in the courtyard (facepainter, arborist, permanent jewelry) 2. PTA Stalls – a. Café – coffee cups, Michelle to source. Bacon to go into list for Costco. Michelle to get rolls. Milk & soy milk. Stacy to get milk. Bacon to be cooked at Stacy's. Catherine to inform how many rolls. To ask Donna if we can use the warmers for bacon. Stacy to ask Seamus for drinks but be

		specific and then donate leftovers this year. Louise, Emma, Catherine, Ruta, Stacy (7 to ask Tanya & Aileen b. Hot drinks (outside) hot chocolate bar and warm apple cider. To include fudge and tablet and other candy at this bar, cakes to be sold at the café. Stacy to source all ingredients. Vegan only. Marie, Linzi, Louise, Mairi to source slow cookers. Marie & Iona on hot drinks. c. Raffle – box for tickets and postbox. Check with Catherin and Donna who has it. Also to push the prize pot here. Mairi to source roller banner for prize pot before parents evening. Carol to work this stall d. Water or wine – gift bags at Catherines and to be packed during the hamper making. Linzi & Pal e. Books – Sarah Stanners and Fiona Morrison. Mairi to follow up with Catherine. Included in 12 stalls f. Pocket money stall – need to order some girl items. Boy items already sorted. Laura g. Squishy trading – to revisit for summer fair h. Elf trail – hide them near PTA stalls. Each has a letter. Chocolate coins for those who hand in completed sheets. Hand in at raffle booth. 3. Pizza Dads - Mairi will message Ian to organise all of their stuff and then submit receipts to them 4. Games – a. pin the beard on santa, michelle to create b. santa sack tombola (lucky dip) we have tons of prizes already and a sack that we can use c. antler ring toss – mairi to check for this on Temu d. paper chain decoration: kids can pay to decorate a chain and then at the next assembly can be cut and the one that is cut gets a voucher for local toy shop or something e. photo booth/ selfie booth – selfie stick/tripod and Linzi will make a backdrop. Can be outside under Mairi's gazebo 5. Volunteers & Wee Helpers 6. Raffle Tickets – Marie will contact Donna to get that handed over. Need to do a bag drop first week of November. 7. Grotto – Aina's father in law happy to be Santa, also for the classroom visits, and Aina. Sign up sheet will be for Ruta to create. Gifts: leftover gifts from last year of socks and chocolates, Mairi will get some more, and then some candy canes (ensuring they are vegan). Do we need more

		decorations? Carol & mum painted some additional signs. If anyone wants to donate or put ideas in the chat. Could we have some P7's be elves, a bit cheeky and funny? Linzi will ask woman who run's AJ dance centre if any of her students would be willing to act as our elves. Linzi can also create some evergreen wreaths to hang in the grotto. 8. Trolly Donations – week of 9th to 13th November. 9. Hamper Making – hamper making 14 or 15 at Mairi's, to be confirmed, with poll to see who can join **10.** Access to Hall – enter at 8 to set up. All hands on deck to help setting up. Pizza dads to come between 10;30 and 11. Stall holders are to arrive from 8:30 **11.** Floats: Charlotte & mairi **12.** Class stalls in P7 area? Mrs Degnan to check
	AOB	Further ideas: - Anniversary bunting: for March 2028. This could be anything, and everyone can send that in. Mairi's mom is willing to sew it all together. - Could get the Herald to post a piece on it, and get it announced so that alumni and the like could submit (would need school permission etc).
	Next meeting	10 November

Meeting Date	Action	Owner	Status	Update
2026 September	email Mr James about school let for discos	Mairi	Ongoing	Received new email for Council from Judith Degnan. Emailed 12th Oct. Will follow up on 17th
2026 September	poster for reception board	Mairi	Paused	Awaiting bank access
2026 September	purchase of paint and anti-graffiti coating	Mairi	Paused	Awaiting bank account access
2026 September	creating PTA event packs	Mairi	Ongoing	Packs will be created throughout the year to keep all events up to date
2026 September	Bank access	Catherine/Mairi	Open	Request now approved by Kirsty, in progress
2026 September	liaise with each other re refresh line painting	Mairi, Michelle, Marie, Charlotte	Paused	Likely in Spring when weather improves.
2026 September	add Laura to bank account and remove Donna	Stacy	Open	
2026 September	PVG submission to Donna	Ruta, Marie, Linzi, Jill	Open	
2026 September	provide school with events date list	Unallocated	Open	Stacy to create
2026 September	ideas for fair activities (esp free),	All	Open	
2026 September	thoughts re uniform swap shop	All	Open	
2026 September	ideas for school branding wishes	All	Open	
2026 September	Suggest use of 5k residual cash from 200 Club	School rep	Open	Proposal to use for branding updates. Will come with funding request/activity idea

2026 September	approach Council re core reading books	School rep	Open	
2026 September	proposal for Hive updates	School rep	Open	
2026 September	consider PTA winter hardship fund	School rep	Open	
2026 October	Train Carol for Nov PrizePot draw	Stacy	Open	
	Get numbers of attendees for discos to arrange sweets	Mairi	Closed	Used an approximate. 30 pupils per class x 2 classes per primary. P3-P5 only. Deduct 25% as not everyone attends = 275 pupils.
	Purchase Sweets for discos	Michelle	Open	Will do after October break
	ask the school if its ok to put this on the posters	School rep	Open	
	check with the school on how to book hall for discos and fairs	School rep	Closed	Information provided.
	Create planning calendar with actions needed per event per month. Share within PTA to amend/add	Stacy	Open	
	Flyers with QR codes for Facebook, easy fundraising and rag bin info to be pushed on socials	Mairi	Paused	Awaiting Jan/Feb
	Create/finalise funding request form	Stacy	Open	Mairi has picked this up
	Painting of restricted books	Mairi	Paused	Delayed till new year

	wardrobe in Library			
	school to ask the council to supply reading books	School rep	Open	
	School branding and sense of identity – could we start thinking of some ideas on how we can help make this more of a community feeling	All	Open	Could we start a short life working group?
	Put together reqest for Equipping Hive for staged intervention	School Rep	Open	
	Let PTA know if any funds for winter hardship allowances are required	School Rep	Open	
	Christmas fair actions: see section		Open	
	End of year Treat	Officers	Paused	Delayed the pupil treat to the new year (quieter months) due to difficulties in organising.
	Halloween Disco Prizes	Carol	Open	Mairi delegated to Carol, using items from PTA Cupboard.
	Class numbers + ELC for raffle tickets bag drop	Mairi	Open	Emailed Nicola McAlpine on 9th Oct. Will Follow up after holidays
	PTA Booker Account	Mairi	Open	Created Booker account for PTA. Still to activate card.
	Christmas Fair Banner	Mairi	Open	Put up both banners around

				the school Friday 6th Nov
	Pocket Money Stall	Mairi	Paused	To order additional pocket money toys for the PTA stall. Awaiting bank access