

Comely Park PTA meeting

6th October 2021

Zoom meeting

Attendees: Lynsey Rennie (chair); Carole Preston; Emma Lindsay; Sarah Kiersgaard; Catherine Bradbrook; James McGrath; Laura Elderbrant; Laura McLintock; Karen Findlay; Karen Kerr; Jo Wilson; Wendy Juner

Apologies: Melanie Honeyman and Alana Sandground

Tonight's meeting was to plan a couple of upcoming events for Halloween and Christmas and allocate roles.

Item	Notes	Action
1	Lynsey opened the meeting, welcoming everyone, gave a summary of last meeting. Thanked Karen Kerr for invitation to join with PC, don't need it just now but hope that offer is still available if we need it in the future. Lynsey still acting chair and said she would be willing to share the role with someone.	Note
2	Halloween Silent Disco Taking place on Thursday 28th (P4,5,6 & 7) and Friday 29th (N, P1, 2 & 3) £3 for a 45 minute disco, snacks and prizes for fancy dress. Emma Lindsay has organised Silent Knights to run it for no charge Heather doing flyer and poster Flyer to go out to kids to take home PTA to provide snacks and prizes- crisps, sweet and drink	Amanda (EL) providing crisps and drinks Emma Lindsay organising prizes (16) Karen Findlay to buy Haribo from Asda (10 bags at 2 for £3) Catherine to buy chocolate lollies from Aldi (20x10 pack) School will print flyers Laura Elderbrant to help cut up the flyers will collect form office School will organise wipes for headphones. All food to be in school by 25th October
3	Christmas Raffle To ask parents for food donations Trolleys to be put out in the mornings w/c 22nd November Any alcohol to be handed into office and will be collected at the end of the week May ask local businesses or Parent's businesses if any top ups needed. Food to be collected each day and taken to Lynsey Rennie's house. Raffle to be drawn on Friday 10th December (Xmas jumper day) by the school.	Heather to make poster/leaflet Collecting donations from trolleys- Catherine- Monday Emma- Tuesday Jo- Wednesday Lynsey- Thursday Sarah- Friday (take to Lynsey's) Laura Elderbrant to get cuddly toy (£15-20) Wendy offered to help with raffles and hampers

	Leaflet for donations to be sent to parents via email and app. Need raffle tickets, envelopes and message for envelope. 2 strips per child, £1/ticket Envelopes with tickets go home, parents send tickets back with name and number and money. Tickets to be collected by PTA from office daily, sorted and put in a 'hat' Prizes to be given out in school unless big hampers and parents will be messaged to collect.	Sarah to buy envelopes (420) and books of raffle tickets (5/6) Sarah, Catherine and Jo to put envelopes together. Envelopes to go to school w/c 22nd for distribution Ticket Collecting w/c 29th Nov Lynsey- Monday Carol- Tuesday Wendy- Wednesday Karen F- Thursday Laura E- Friday Group ticket folding / name writing / wine drinking to be arranged. (Friday 3rd Dec?)
4	Christmas Party Laura McLintock asked if PTA were providing food, gifts and prizes for Christmas Parties. Crisps, sweet and drink and gift for each child plus prizes for games (28?) May/may not be a Santa	Responsibilities for purchase at next meeting.
5	One planet Forth Valley Shop in the Howgate are organising a Christmas Jumper swap in October/November. Karen Kerr asked if this could be shared on the school App.	Note
6	Dress Down and Donate day School organising this to raise money to by presents for vulnerable people. Suggestions to start up an Amazon/Smyths wishlist as people would be willing to buy gifts for others too.	Emma Lindsay to find out when the 'drive week' is.
7	Scavenger Hunt Will discuss and plan at a future meeting	Note
8	PTA Social Would be good to have a social event for the PTA to finally meet up in person. Hopefully be able to plan for later in the school year.	Note
9	Future Meetings Will be held on Zoom for the foreseeable. Agree it is much easier, especially in terms of childcare, etc.	Note
11	Next Meeting Lynsey has agreed to chair the next meeting, Wednesday 10th November 7pm.	Zoom meeting Mtg ID 508 267 2148 Passcode WwaN67