

Comely Park PTA meeting

5th October 2022

Microsoft Teams meeting

Attendees: Sarah Kiersgaard (chair); Lynsey Rennie; Emma Lindsay; Catherine Bradbrook; Jo Wilson; Jaimie Thomson; Debbie Anderson; Fiona Traill; Christina Ashford

Apologies: Melanie Honeyman; Lorna Scott

Item	Notes	Action
1	Previous Minutes No actions	
2	Halloween Discos 27th October 6.15-9pm Poster/leaflet to be sent out on email before and after the holidays. Including form for parents to fill in. £3 entry includes juice, crisps, sweets and there will be prizes within the classes. (This will also be provided for the in class P1&2 parties) Every child needs to bring a form which contains their name, parent/guardian, phone no, how they are getting home. Getting this information can cause backlog on the night. We will look at better and easier ways of doing this for future events, making it electronic using google forms or Microsoft forms or even QR codes.	Everyone has said they can help out. Teachers are usually there and some parents stay. Emma to send leaflet to Jaimie. Prizes- Christina Chocolates and Haribo- Catherine Juice, crisps and vegan sweeties- Sarah
3	Christmas Fair 3rd December 10am-12 £2 entry includes tea/coffee/juice We have 10 external stall holders already confirmed, Sarah will offer to 2 more. Our stalls • Adopt an animal • School uniform sale (Jo and Donna) • Cake/sweeties/juice • Water and wine • Christmas decoration (Sarah/Douglas) • Maltesers in a jar/guess the birthday	Emma to contact Heather about flyer

	• Raffle hampers Will put a message on Facebook group for additional helpers Debbie has offered to set up a Christmas scene upstairs for photo ops. We have a Santa (Sarah's FIL)	
4	Adult Events Ceilidh/burns night for after Christmas. Sarah has spoken to (Iris???)	
5	Sum up Sarah has proposed getting a sumup machine so people can pay with card at the fair and future events. May help people spend more money, since Covid people are using cash a lot less so need to evolve with it. We will try it out on the door for entrance fee and potentially move it to the cake stall.	
6	Next Meeting Wednesday 9th November 7pm. Will stay on teams for this meeting, may move to in person for the next or after the New Year.	