



**Gleniffer High School
PTA**

Subject: PTA Meeting

Date: 30th October 2023 6.30-7.30pm

Minutes taken by: Susan Gray

Venue: Gleniffer High School, Library

Date Issued: 5th November 2023

Present:

PRESENT		APOLOGIES	
Julie Connell (JC)		Lisa Chalmers (LC)	Head Teacher
David Morrison (DM)			
Susan Gray (SG)			
Vicky Colquhoun (VC)			
Nicola West (NW)			
Jenna Bird	Student Leader		
Morven Gibson	Student Leader	ABSENT	

VC welcomed all to the meeting and thanked those present for giving up their time to join the PTA and assist with their fundraising activities. VC and SB explained what we require by way of Office Bearers and members and the following appointments were confirmed mirroring those office bearers of the Parent Council:

- Julie Connell – Chairperson
- David Morrison – Vice Chairperson
- Susan Gray – Secretary
- Vicky Colquhoun – Treasurer

VC/SB explained the requirements indicated by RBS for amending the signatories on the PTA Account and VC confirmed that LC had looked out as much info as she could locate and VC had also been in contact with the prior office bearers to explain what they would require to do in relation to RBS’ protocols. It was agreed that VC and SG would apply to be the

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signatories on the PTA Account but with another signatory on the understanding that the Bank's mandate for the account required 'two to sign' and that this might be an issue if one of the signatories was indisposed or on holiday etc.

VC confirming that we have a let booked for Wed 29th November 2023 to hold our Christmas Fayre. VC recapped on the set up for the Fayre including Tombolas/Raffle/Grotto to be run nby the PTA and advised the state of play with regards to responses received from prospective stallholders so far and highlighted that we need a good number of stalls to ensure a good atmosphere on the night. Local businesses have been lettered/messaged (VC advising the businesses and areas targeted to date) asking for raffle prize donations and it was discussed who else members could contact to request donations. DM advised he will reach out to some larger business contacts he has in relation to more valuable prizes and hopefully a star prize. Discussing the mechanics of running the raffle and the prospect of perhaps selling tickets for a higher value prize via Parentpay.

All members agreed to scout for more stallholders and it was discussed whether Leopard Lovers' who intend to take a stall can bring their van on the night accessed beside the social area/assembly hall so they can carry more stock. It was also suggested we could try and secure a food van of some kind. VC confirmed her sister will organise face painting as well; we will have a home-baking stall, name the teddy and similar as well as the raffle.

VC asking for PTA members to pull together any bottles of any kind they can to use as 'fillers' for the bottle stall which is always a big earner. VC advising of the rough layout and that it will be 4pm before we can access the social area for the event set up although she will ask LC if we can use a classroom to store donations securely and ticket them up ready for the tombola earlier in the afternoon. Noting that the janitorial staff are excellent at setting up the tables and should know exactly where to place them. VC advising too that the janitorial staff also usually have the Christmas trees up in time for the Fayre.

The Student Leaders present advised:

- They will approach GHS Enterprise class students with a view to them running the Grotto taking that out of the PTA's members to do list.
- They will be on hand to deal with ticket admissions on the night and will rope in as many senior student helpers as they can.
- They will speak to the music department about entertainment for the evening.
- They will find out about us using the school credit card/cash and carry card to buy the tea/coffee/juice/biscuits for parents attending. SG advising that she can outlay these items if needed instead and noting that we can also potentially purchase selection boxes from the cash and carry but will need to price these.

It was suggested that the Student Leaders could run a second hand Christmas Jumper stall with them asking for donations of jumpers to sell for a donation – this will promote sustainability as well.

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VC advising she will email out details of raffle prizes obtained so far and business contacted and also the current stallholders confirmed and those that have been contacted as well so that there is as little duplication as possible.

Noting we have plenty of raffle tickets but will of course need to buy refreshments and clear out the PTA cupboard.

5. AOCB

None arising.

6. Next Meeting

The next meeting will be at 6.30pm on 13th November 2023 prior to the Parent Council meeting.

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