

Name of Group \_\_\_\_\_Hill of Banchory PTA

Date of Meeting \_\_26th August 2020\_\_\_\_\_

Agenda item	Detail	Decision	Action
<b>Attendees</b>	Paula Hornsby, Karen Rankin, Trudy Dymock, Shona Patterson, Yvonne Killeen		
<b>Apologies</b>	Apologies were noted from Donna Strachan and Sherry Sandlin-Ball.		
<b>Minutes of the last meeting</b>	Minutes from previous meeting (26th February) were unavailable. It was noted the fundraising plan for Terms 3 & 4 was abandoned due to corona virus lockdown which started on Monday 16th March.	<i>It was noted this was the first virtual zoom meeting and the invitation was only sent to a small number of people. Next Zoom Meeting invitation to be sent to all parents/carers via parent mail/PTA newsletter (proposed)</i>	1. <i>Trudy Dymock ensure all future zoom meeting invitations are sent out via parentmail</i>
<b>School restrictions and what this means for PTA fundraising activities</b>	<p>Prior to this meeting being held the PTA wrote to the school ask for clarity on expectations in terms of fundraising activities during current Phase (Phase 3) of restrictions. Shona Patterson confirmed the following:</p> <p>Large public groupings within the school building/grounds are not possible just now</p> <p>Whilst we are still in Phase 3 a cautious approach in compliance with government guidelines as well as Aberdeenshire Council and Robertson’s expectations. This of course can be evaluated pending how Scotland and Aberdeenshire progress through the route map.</p> <p>Types of fundraising activities currently not allowed (whilst in Phase 3) include:</p> <ul style="list-style-type: none"> <li>• Movie nights</li> <li>• Car boot sales</li> <li>• Christmas Fayre</li> <li>• In school bingo/quiz nights</li> </ul>	<i>The PTA will review fundraising activities once restrictions move into Phase4.</i>	

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	<p>During Phase 3 the School will support all alternative fundraising initiatives e.g. calendars, mugs, t-towels, cookbooks. SP stated other schools had held living room discos, online/virtual quizzes/bingo.</p> <p>The PTA noted due to current circumstances (e.g. furlough period to expire at the end of Oct, job uncertainty) it would not be appropriate to ask parents/carers directly for donations to the PTA.</p>		
<p><b>Ideas for safely distanced fundraising</b></p>	<p><b>Christmas Cards</b></p> <p>PH has organised the Christmas card templates and delivered them to the school. The Christmas card templates have been issued to all pupils in classes and will be completed in class. This is a change to previous years as the templates have normally been sent home to complete. The change has been initiated by the school to reduce the possible virus transmission. The teachers have been advised templates to be returned to the School office by Friday 11th of September so they can be quarantined over the weekend and collected by PH on Monday 14th of September. Submission deadline is 18th of September.</p> <p>It was noted there is likely to be quick turnaround required between receiving the pupil xmas cards and returning order forms/checking payment due quarantine requirements and October holiday (12th to 23rd of October). PH to let PTA know when assistance is needed.</p> <p>The group discussed different electronic payment options e.g. BACS or <i>PayPal</i> for parents to use when ordering Christmas cards etc. Various benefits would include reduced quarantine requirements, reduced potential for orders to go missing as parents will have to rely on pupils (particularly young) to hand in envelopes containing money. It was agreed there was insufficient time to set up <i>PayPal</i> for this year but could be an option for future. YK agreed to investigate <i>PayPal</i>.</p> <p>YK suggested it would be a good idea to write down a simple how-to-guide so future PTAs can organise Christmas cards. This could be incorporated into a 'PTA manual' which would include info like licence renewals, receipts etc.</p>	<p><i>Parents to be informed of Christmas card orders by parentmail</i></p> <p><i>Support required to assist with turnaround/checking xmas card orders/payment</i></p> <p><i>PTA to investigate options to improve means of secure electronic payment</i></p>	<ol style="list-style-type: none"> <li>1. <i>Trudy Dymock to draft parentmail/newsletter for sending out w/c 1st of Sept</i></li> <li>2. <i>Paula Hornsby to let PTA know when assistance is required for xmas card orders.</i></li> <li>3. <i>Yvonne Killeen to investigate alternative means of electronic payments to PTA e.g. PayPal.</i></li> <li>4. <i>Paula Hornsby to write down checklist/instructions so future PTA members can use to organise Christmas cards in future</i></li> </ol>
	<p><b>Deeside Photographics</b></p> <p>Deeside Photographics are booked to hold PTA session on Saturday 31st October. Preferred option would be an outdoor location however this would be difficult to plan for. SP stated the school gym could be used if a risk assessment was in place with strict hygiene protocols. It was agreed Logan Sangster should review and sign off on the risk assessment. It was noted that volunteers would be required to manage appointments. Online booking system to be in place. Suggestion was to use modified volunteer bookings system (used for summer/xmas fayres).</p>		<ol style="list-style-type: none"> <li>5. <i>Trudy Dymock to organise risk assessment for photo session</i></li> <li>6. <i>Let form to be submitted along with</i></li> </ol>

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			<i>signed off risk assessment (Deeside Photographics to review and sign off on risk assessment) - Hold until risk assessment complete.</i>
	<p><b>Ragbag</b></p> <p>It was noted the clothes bin was full again. Rag Bag have been contacted by Karen Rankin to arrange collection. Rag Bag are operating a reduced service hence delay in pick up. The team discussed organising a 'big push' rag bag collection. This would depend on whether Rag Bag could pick up on collection day (or soon after). Donations would have to remain outside the school building i.e. under canopy outside main entrance as this can still be accessed by parents/carers.</p>		7. <i>Karen Rankin to contact Rag Bag to check to see if large collection can be arranged/collected.</i>
	<p><b>Easy Fundraising (from Connect Scotland Website)</b></p> <p>Connect Scotland are advertising an alternative means of fundraising which involves parents and carers downloading a web browser which they use to make purchases from various retailers. Retailers who have signed up to the scheme will donate money to the school. There is no cost to parents/carers who use the scheme and there is no increase in cost on purchases. Video was shared during the meeting.  <a href="https://www.youtube.com/watch?v=Sn2dsQGAe_w&amp;feature=youtu.be">https://www.youtube.com/watch?v=Sn2dsQGAe_w&amp;feature=youtu.be</a></p> <p>Everyone agreed scheme is good on basis it is retailers donating money and not parents. Paula Hornsby stated the school may already be registered for the scheme.</p>	<i>Scheme should be adopted. PTA needs to find out if school is already registered before it can be rolled out.</i>	8. <i>Trudy Dymock to review previous minutes to find out if school is already registered for easy fundraising scheme.</i>
	<p><b>Xmas &amp; Future Fundraising Ideas</b></p> <ul style="list-style-type: none"> <li>• SP stated pupils were likely to make Christmas stuff in their classes but would not be for sale and could not be used for fundraising for the PTA.</li> <li>• Calendars could be tricky due to time pressure.</li> <li>• Class t-towels were discussed. This might be an option next year as pupils are in the process of making Christmas cards.</li> <li>• YK asked if PH if coasters are an option when ordering Christmas cards. PH said she would check with suppliers and share with PTA group</li> <li>• Virtual murder mystery possible idea for fundraising</li> </ul>		<p>9. <i>Paula Hornsby to share order options with PTA (from Class fundraising website.</i></p> <p>10. <i>Paula Hornsby to find out more details on virtual murder mystery.</i></p>

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	<ul style="list-style-type: none"> <li>Recipe book - PTA could have pages sponsored/recipe ideas. P7s could write to local restaurants to ask to sponsor pages/give recipes instead of writing for raffle prizes. SP said she could ask P7 teachers to organise pupil letters. It was noted a couple of local restaurants have been asked not to be contacted in the future. SP stated she could put a request out on twitter to see if we any 'celebrity' chefs might be interested in supporting the cookbook. Cookbooks have been done by P7 teachers in the past and printed in house. SP suggested a local company Imprint - located near Magpie may be able to help.</li> <li>It would be a good to survey or gather ideas from parents/carers on fundraising. To be part of information roll out w/c 1st of September.</li> </ul>		<p>11. <i>Trudy Dymock to draw up list of local restaurants.</i></p> <p>12. <i>Trudy Dymock to develop online survey form to ask parents/carers for fundraising ideas/suggestions</i></p>
<b>Administration (inc constitution review)</b>	<p><b>Connect Membership/Insurance Renewal</b> Connect membership/insurance expired on the 31st July 2020. YK confirmed name on 2019 membership was Lizzie Bird but addressed to school. TD has emailed Connect twice but no response so far. Connect are not answering phone calls. Expectation is renewal letter will be sent to school but may be delayed due to COVID restrictions.</p> <p><b>Policies/Procedures/Risk Assessment e.g. Child Protection Policy, contact info etc</b></p> <p>Good opportunity to review policies and procedures and advertise for new members.</p> <p>Trudy Dymock to organise risk assessment to cover PTA meeting during Phase 3 restrictions. No meetings to be held in school at this time and any meetings held outwith school to follow government guidelines</p>		<p>13. <i>Shona Patterson to check with school reception for any PTA mail.</i></p> <p>14. <i>Trudy Dymock to revise PTA meetings Risk assessment to cover restrictions.</i></p>
	<p><b>Constitution</b> HOB Constitution states AGMs should be held in September. This makes sense as the PTA financial year ends on the 31st of July and fits with the school year. However, timing of AGM makes it difficult for voting in of new members/committee office bearers. TD stated the last time the constitution was reviewed by 2018. PH stated the constitution had been reviewed in 2019.</p> <p>It was noted that Donna Strachan no longer has children attending HOB. There is nothing in the constitution that states she cannot continue in her role as co-Chair</p>	<p><i>Most recent revision of Constitution to be determined for subsequent review by PTA.</i></p>	<p>15. <i>Paul Hornsby to send Trudy Dymock version of Constitution which she has. Trudy Dymock to compare versions and review Connect Scotland</i></p>
<b>Finances</b>	<p><b>General</b> YK reported the PTA bank account in good health. We need to raise approximately £3000 per year to cover general costs e.g. licences, membership, insurance, subscriptions, transport, miscellaneous funding requests.</p>	<p><i>PTA arrangements must comply with Connect Scotland membership/insurance requirements</i></p>	<p>16. <i>Yvonne Killeen to confirm online banking/signatory arrangements comply with Connect</i></p>

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	<p>YK and KR have been reviewing requirements set out by Connect Scotland for the management of PTA accounts. This period would be a good opportunity to improve on processes and procedures e.g. the handling of receipts. It is important that any member purchasing on behalf of the PTA is reimbursed appropriately but also the PTA are protected. It is recommended a receipt policy/procedure be written down and communicated to all members.</p>		<p><i>Scotland membership requirements.</i></p> <p>17. <i>Yvonne Killeen and Karen Rankin to identify and develop written procedures to cover PTA financial transactions/</i></p>
	<p><b>Licences</b></p> <p>YK has received the renewal letters for the PVSL and MPLC licences (movie). The PTA has already approved payment.</p> <p>SP asked if there were any restrictions on licences in terms of how teachers access movie content e.g. via Disney plus, Netflix on their phones etc.</p>	<p><i>PTA to confirm if restrictions are in place for access movie content</i></p>	<p>18. <i>Karen Rankin to review licence agreement and report back to Shona Patterson.</i></p>
<b>AGM</b>	<p>AGM is to be held in September (in accordance with constitution).</p> <p>Accounts need to be independently reviewed/checked prior to AGM. YK suggested Michelle Allan could undertake the review. SP knows someone who could help if Michelle is unavailable.</p>	<p><i>Accounts need to be reviewed prior to AGM</i></p>	<p>19. <i>Yvonne Kileen to contact Michelle Allan about reviewing accounts</i></p>
<b>Requests for Funding</b>	<p>It was noted that a request was made by the school to the PTA on the 4th of June to support the Seesaw subscription during lockdown. The amount was for £1,1760. This requested was approved and paid by the PTA.</p> <p>As previously stated by YK, the PTA financial account is in good health and the PTA want to provide support to the School.</p> <p>SP stated all school plans are on hold. The school budget(s) have had to support implementing COVID measures e.g. hand gels, soaps, additional stationary etc. The school is currently reviewing budgets and resources (e.g. Active learn/maths) available to them now. Reading resources are a key issue due to restrictions in sending materials home. SP will report back to the PTA what financial assistance is required.</p>		<p>20. <i>Shona Patterson to request funding from PTA once School has completed budget/planning review.</i></p>

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<p><b>PTA Communications</b></p>	<p>Communicating with parents/carers more important now than ever as school building is restricted so less visibility of committee members/volunteers in the playground or no access to noticeboard.</p> <p>Need to welcome new parents/carers and advertise support/involvement in PTA.</p> <p>Digital communication such as newsletters and/or parent mail is essential. TD suggested a newsletter which includes photos of members be sent out to inform new/existing parents/carers who the PTA are, how to contact us, what we do and why we do it.</p> <p>Having a link to PTA information on the school website was also discussed. SP stated making improvements to the school website is on her list of things to do and having a page for PTA info (e.g. constitution, policies, procedures, activities, finances) would be a good idea.</p>		<p>21. <i>Trudy Dymock to request photographs from all PTA members and draft newsletter</i></p>
<p><b>AOB</b></p>	<p>Next planned PTA meeting is Wednesday 9th of September. Meeting will be focussed on assessing readiness for AGM.</p> <p>PTA AGM planned to take place Wednesday 23rd of September.</p>		<p><i>See Action 1</i></p> <p><i>Trudy Dymock to ensure Zoom invitation to AGM to be sent out following meeting on 9th of September.</i></p>