

PAWS Meeting 16th May 2024

Attendees: Mandy Pattinson (Chair), Jillian Gardiner, Anna Duncan, Sheila Robertson, Lesley Mundie, Martyn McGlynn, Susan Welsh, Kara Martin, Laura Pickersgill

Agenda Points	Notes	Actions
Welcome New Members	A warm welcome to Laura P who joined us today and a thank you to Anneka for getting in touch to join us.	Mandy to add Laura to WhatsApp group and to check with Anneka if she would like added.
Review previous minutes.	Lotto needs a break away committee to deal with this as soon as the banking is updated. Martyn offered to promote once we were ready.	Lotto will be cfwd.
P1 Tea Towels	A good response this year with 90 orders submitted. £435 in cash orders given to Anna for banking. Invoice to be paid for by school and we will pay school back. Spare kit is in the cupboard for next year and notes etc. all in the drive.	
Quiz Final Planning	All in hand, Jillian, Lesley and Martyn confirmed nothing else needing to be done and Sheila offered to help on the night with ticket sales etc.	
Cauliflower Cards	Are we doing this? Agreement that we will again sign up for cauliflower cards. Post meeting Mandy has signed us up for this and our collection date is 2 nd October. This is tight but gets us the maximum extra donation of 25p per product.	Mandy to sign up - Done
AGM	We held our last AGM in May so technically it has been a year since we voted in our committee. The chair (Mandy) proposed we defer this until the new school year giving us an opportunity to get new members on board. We checked the constitution, and the AGM should be held within 4 weeks of the new school year. It was agreed unanimously that the current commit would serve until the new school year and our AGM will be 22 nd Aug. Mandy to provide updated	Mandy to arrange email notifying of AGM in August for last week of school term and reminder email for first week of school. Sheila to notify new upcoming P1 pupils. Mandy to update constitution and document proposed

	constitution for sign off and agreement at this meeting. Mandy to arrange for email to be sent out the last week of school term notify everyone and reminder the first week school returns. Sheila will notify new nursery-P1 parents	changes for sign off in AGM in August.
P1 Gifts	Needed for 12th June. Cannot get hold of the wallets we had last year. Mandy has ordered a small pack of alternatives from eBay and if similar quality will order more. Lesly to check B&M for alternatives.	Mandy/Lesley to purchase P1 gifts for 12 th June
2 nd Hand Uniform Stall	The parents of the new P1 children will be collecting kids from school on Wed 12/06 set up uniform stall outside if weather allows from 2:30pm to 3:30pm	Jillian, Kara and Laura P should be around to set up and dismantle.
P1 Parents Information Session Mon 27/05	This will be held on Monday 27th May, Mandy to confirm if she can attend. Lesley will set up uniform stall that afternoon for smaller sizes and blazers	Mandy to contact Sheila to confirm if she can attend. Lesley set up uniform rail, Mandy to dismantle
Fundraising Tesco/Asda	Laura C is looking into this for us. The plan is to apply for the blue tokens and will be to fund for the play trail. Jonathan/Sheila to support with wording where needed. Lesley to ask Laura if she could also check if we can do bucket collections at Tesco's and Asda and poss get green tokens in Asda as well.	Lesley to catch up with Larua C Laura C to apply for Tesco blue tokens
Xmas Raffle Planning	Despite wanting to bury our head in the sand we need to start this over the summertime. Mandy to update list ready for using this year. Will split into two tabs one for school and one for committee. We must use the spreadsheet to make sure we are not contacting companies twice. Martyn agreed to support P7's to write letters to local businesses on our behalf	Mandy to clean up and issue list for checking with committee. Martyn to organise P7's in the new school term
Spending Update	We ran through everything we have funded this year and future requests. Confirmed spending so far: • Grounds Day - £500 • Projectors - £1088	Mandy and Anna to arrange payment for Grounds Day and P7 leavers to school.

	• Author - £99 • Generation Science - £2020 • Scottish Opera £950 • Nursery End of Year Activities - £500 Still to be funded: • Second Grounds Day for Den- £500 • Candied for P7 leavers (TBC) Future funding – we would like to try and find alternatives for the projectors and hope to use High-Definition TVs for the senior classes. We would like to purchase one in the next school year as a trial. We often support with the purchase and maintenance of projectors, but these are unreliable, and the bulbs stop working frequently and are expensive to replace. The TV should be a more reliable alternative but cost circa £1000 each. We are also aware that the front play trail needs removed/replaced – Jonathan is getting quotes, but we would love to be able to support the funding of this. This year we have spend around £800 more than we raised however, after the quiz and P1 tea towels we might just about break even.	Martyn to check how we need to pay for Candied
Committee Recruitment & Grant researcher/funding	We discussed advertising roles that we need filled to see if this helps drum up participation. For example, we really need someone who is happy to research and apply for grants on our behalf. Mr Crawford is keen to optimise this and would like to work with us to achieve funding for the play trail. Often the parents' association can apply for grants the school can't. If anyone could support us with this, we really just need them to research and apply for grants and maybe	Mandy/Lesley to explore how the Quarry Park Committee achieved all their funding. Mandy/committee to work out what roles we need filled and do advertising campaign.

	track and log these for us – no commitment to attend meetings. Could we advertise other roles like this so people understand what they are committing to	
2024 events for the remaining calendar year	May 17/05 Adult quiz 27/05 New P1 parents' induction meeting – uniform stall June 12/06 2nd hand uniform stall for P1 parents visit. 12/06 Upcoming P1 pupils gift handed out. 13/06 (Thurs) PAWS monthly meeting July Commence contacting businesses for Raffle prizes over summer hols. August 22/08 (Thurs) PAWS AGM Cauliflower Cards Christmas Project Commences in school. September 19/09 (Thurs) PAWS monthly meeting 27/09 School Disco End Sept Cauliflower Cards Christmas Project closes. P7 Hoodies order process commences. October 24/10 (Thurs) PAWS monthly meeting November 14/11 (Thurs) PAWS monthly meeting 22/11 Dress Down Day for Fayre donations December 07/12 (Sat) - Christmas Fayre 12/12(Thurs) PAWS monthly meeting 16/12 Christmas Raffle MP to put these dates in an annual calendar again similar to 2023 and JC will update in school calendar	
Carried Forward GDPR Discolosure Scotland – PVG Checks	MP would like us to have a GDPR statement and guidelines for the committee. Once more info is available MP will add to a future agenda.	MP to call disclosure Scotland set up process for PVG checks – check if this is held as part of their job do we still need it.

	At present other than Lotto we hold no personal details on pupils or parent/carers, however, with the removal of cheques from banking we will need to hold banking details for lotto. Laura P said her partner may be able to assist with this as he has been involved in GDPR in his previous jobs. Mandy has to phone Disclosure Scotland to get disclosure checks done for committee this will also fall under the GDPR policy as we may have to hold info on our committee members.	Mandy to reach out to Laura P when we are ready to create a policy for this.
--	---	---