**Aberdeen Grammar PTA Meeting 30.11.16**

**Present:** Jill Dutch, Margaret Waddell, Sandra O’Rouke, Erik Asterud, Diego Mejias-Morffee, Maureen Marton, Pam Hoy, Fiona Dunnet, Catherine Morgan, Tania Davidson, Angela Conroy

**Apologies:** Sharon O’Donnell, Arlene Sharpe.

**Next Meeting:** The next meeting will be 22nd February, at 7pm, in Room 114 at the Grammar School.

**Communication:** There was concern voiced regarding a Groupcall advising parents of the Race Night Fundraiser not being sent out, following several requests from the Pta. The office is one person down at the moment. Sandra said that Pta news items for the School Newsletter which will be on the school web page, can be given to herself or Alan Martin.

* Sandra will make another request that this Groupcall be sent.

**School Homework Diaries:**  Sandra understood that the Pta would be funding the purchase of the diaries. However, various members explained that in a previous Pta meeting it had been agreed that the school would take over the cost of these diaries, and the Pta would concentrate on providing funding for a variety of other requests from the school, such as the plan to develop and improve the social areas. The previous homework diary invoice was paid by the school.

**The Constitution:** The following points were unanimously agreed:

1. The Pta will continue to be a sub group of the Parent Council.
2. The Pta will operate without its own constitution, but with its own Mission Statement. The Mission Statement will be drafted for comments from the Pta committee at a later date.
3. The Pta will elect its own Office Bearers at the start of each academic year.
4. The Pta will continue to operate its own bank account, have accounts annually and externally audited and presented to the Parent Council, and have a Treasurer in post.

* Maureen will distribute a new draft of the Mission Statement for comments.

**Race Night:**  There have been at least 20 tickets sold *[06.12.16 this stands at 43 tickets]* Jill thought she may now arrange to get tickets printed, owing to the already goodlevel of interest. There was some discussion around asking people to sponsor a race, and additional fundraising on the night, such as roulette, heads and tails, coin/bottle game. A meeting to focus on the Race Night will take place on Wednesday 11.01.17 at 7pm, in the FP Club on Queens Street.

**Treasurer’s report:** Jill reported that the present bank balance is **£2,587.59** Expenditures since the last meeting were: £4,000 to the school for Social Areas Development, £500 to the school Literacy Group, £47.88 to purchase Raffle Prizes and Raffle Books, and £187.50 for Tea Supplies. Incomes since the last meeting were: Parent Donations £290.00, Raffles £375.10, Teas £274.45,Easyfundraising £25.34. At the meeting a further £22.50 from House Badge sales and £16.31 from Parent Night Teas, were handed over to Jill. This brought the balance to **£2,626.4**

So far we have received a total of £1,065 from 25 donations.

Jill commented that in light of Sharon stepping down in the near future and Jill handing over the post of Treasurer to Erik, new signatories were required for the Pta bank account. Bank regulations stipulate that one of the current signatories must remain, therefore Maureen will remain. Erik and Catherine volunteered to be the new signatories. All at the meeting were in agreement.

* Erik will ask the bank what needs to be done in order to make this happen. He will liaise with Jill, Catherine, and if necessary Maureen too.

**Teas:** Margaret commented that there is a shortage helpers for teas. The following rota was agreed. Margaret will come in to both events to supply the milk:

* **02.01.17 [S3 Parent Night] 4.00-5.30 -- Pam Kane & Tania, 5.30 -end – Diego & Tania.**
* **16.03.17 [S1 Parent Night] 4.00-5.30 –Margaret & Pam Hoy, 5.30-end--Angela Conroy & Margaret.**
* **22.03.17 [Spring Concert] teas covered by Margaret, Sharon, and Sarah.**

**Raffles:** There were 5 prizes not collected after the school show. There was discussion regarding what could be done to ensure that prizes get to the winners. It is not possible for a member of staff to make an announcement reminding people to checkthe prize table in the dining hall. Therefore raffle sellers must endeavour to inform people of the prize table, at the point of sale.

**Survey monkey:** Maureen reported that the Survey Monkey had been further tweaked, tested, and a distribution issue resolved. Last week, the school issued a Groupcall informing parents of the Pta request to complete the short survey, with a link to the Survey Monkey. There has not yet been any feedback regarding results.

**Gifts:** It was agreed that as is normally the case at this time of year, we will give small Christmas gifts to the people at the school with whom we work

* Maureen will take care of the gifts.

**No Other Business**