



# Ladywell Primary PTA

## Meeting (virtual): Thursday 3<sup>rd</sup> November 2022

### Minutes

Agenda No.	Agenda Item	Action
1.	<b>Welcome</b>  Hilary Kidd welcomed PTA members to the meeting, noting that the change to a virtual meeting was due to an issue with the let at the school.  Minutes of previous meeting were proposed by Andrea Galloway and seconded by Amanda MacDonald.	
2.	<b>PTA Attendance</b>  <b>Attendees (parents):</b> Joanne Hamilton, Natalie Stevenson, Hilary Kidd, Gillian Taylor, Hazel Shepherd, Lorna Rytel, Nikki Lewis, Andrea Galloway, Andrea Lavelle; Amanda MacDonald  <b>Attendees (staff):</b> Mrs Winning, Mrs Fraser  <b>Apologies:</b> Dominique Houston Susan Crombie, Joanne Tulips, Diane Connor, Grier Hamilton, Kirsty Simpson, Joanne Blackwood, Margaret Munro, Shona Martin, Alison Miller, Laura Watson, Karyn Davies, Colette Gough, Alayo Daniels	
3.	<b>Treasurer's update</b>  On behalf of the Treasurer, Hilary noted £321 income from Halloween discos and asked that any remaining expenses receipts are given to Susan. PTA members will receive a second copy of the AGM minutes, alongside the Accounts.	PTA to give any remaining expenses receipts from the Halloween disco to the Treasurer.  Secretary to share the AGM minutes, together with the accounts to the PTA.
4.	<b>Halloween Disco – Debrief</b>	PTA to email comments/feedback to

	<p>The success of the discos was noted, with initial thoughts on how we can improve elements of the events next year. PTA members were asked to share feedback/comments via email to the Secretary, so these can be summarised and shared.</p>	<p>the PTA mailbox (ladywellpta@gmail.com).</p> <p>Summary points to be pulled together by PTA Secretary are shared in due course.</p>
5.	<p><b>Christmas Fayre Planning</b></p> <p>The remainder of the meeting was primarily focussed on the Christmas Fayre Matrix which can be found attached to the minutes, including all relevant actions for PTA members.</p>	<p>Christmas Fayre Matrix to be updated and shared by the Secretary as soon as possible via email.</p> <p>PTA members to check which stalls they have been allocated and confirm availability.</p>
6.	<p><b>PTA Communications - Social Media &amp; Leaflets</b></p> <p>Discussion took place around PTA communications moving forward, noting the style of communications now being used by the Parent Council to engage with parents. The PTA agreed that Gillian and Andrea would work on a leaflet and Gillian will prepare a social media plan to promote the Christmas Fayre.</p>	<p>Draft leaflet to be developed and social media plan to be created and delivered by Social Media Coordinator.</p>
7.	<p><b>AOB</b></p> <p>The PTA pass on their congratulations to Mrs Hunter on the birth of her daughter.</p> <p>Mrs Winning thanked the PTA for providing funding for signage of the school's values. She provided an update on progress, noting that they will be placed in the foyer.</p> <p>Mrs Winning put forward the following funding requests to the PTA:</p> <ul style="list-style-type: none"> <li>- £86 for p1/p2 selection boxes</li> <li>- £200 for Christmas parties</li> <li>- £200 for the p6 Enterprise Christmas Fayre</li> </ul> <p>Mrs Winning noted that p6 pupils had written letters to the PTA requesting the funding and explaining how it would support their fayre and their intention to return the original investment.</p> <p>The PTA agreed to these funds, providing we have the required amount, with an appropriate float for the PTA Christmas Fayre.</p>	<p>Secretary to update the Treasurer on the funding requests and update Mrs Winning to confirm the PTA's ability to cover the costs.</p>



## Ladywell Christmas Fayre 2022

### Stall Holders

<b>Cake Stall</b>	Gillian Taylor and Amanda MacDonald
<b>Money Tree</b>	Karyn Davies and Natalie Stevenson
<b>Waffles</b>	Collette Gough + 1 needed
<b>Hotdogs</b>	Andrea Galloway and Nikki Lewis
<b>Tea/Coffee</b>	Joanne Hamilton and Andrea Lavelle
<b>Raffle Tickets and costumes/Christmas jumpers</b>	Hilary Kidd and Joanne Blackwood
<b>Christmas Crackers</b>	Margaret Munro + 1 needed
<b>Tombola</b>	Hazel Shepherd, Alison Miller and Diane Connor
<b>Santa's Grotto</b>	Lorna Rytel, Kirsty Simpson, Grier Hamilton (TBC) + two teachers
<b>Face Painting</b>	Laura Nelson
<b>Tattoos</b>	Rebecca Shepherd + P7s (TBC)



Christmas Fayre		Updated Notes – 17/11/22	Actions Required
Date	1 December 2022		
Times	6.30pm – 8.30pm		
General			
Sub Committee	Sub-committee to continue to lead on organisation of the fayre.	<del>Dominique to add Andrea Lavelle and Hazel Shepherd to the WhatsApp group.</del> Action completed	
MC	<p>Agreed that an MC would be very beneficial, even if only in the hall. The megaphone could be useful in the canteen.</p> <p>Suggested that Mr Colquhoun would be excellent as MC, if possible!</p>	<p><del>Mrs Winning will ask Mr Colquhoun if this something he'd be willing to do.</del> Action completed – unfortunately Mr Colquhoun is unable to attend.</p> <p>PTA to consider any other potential MCs.</p>	
Decorations	Morgan Stanley can get a team into decorate. Proposed date is afternoon of 1 <sup>st</sup> December [from 2pm?]	<p>Joanne has asked volunteering committee. Agreed that they would be able to visit the school in the afternoon of 1<sup>st</sup> December.</p> <p>Dominique, Gillian and Hilary to check garage for quality of decorations. Action completed – Gillian has checked, but we're going to look again next week</p>	
Choir	Mr Colquhoun has confirmed that the choir will sing at the fayre.	<p><del>Hilary to ensure we have crisps/juice for the choir.</del> Unfortunately the choir are no longer able to participate due to Mr Colquhoun's absence.</p> <p><del>Sub-committee to consider where the choir will sing.</del></p>	

<b>PTA Volunteers</b>	PTA volunteers to confirm attendance at the Summer Fayre.	<p><b>Hilary</b> to send an email asking for confirmation of attendance (or not) and availability to help setting up from 2pm on 1<sup>st</sup> December. <b>Further email will be sent.</b></p> <p><b>Gillian</b> to send out a social media request for other parent volunteers.</p>
<b>School staff</b>	A query on number of staff (if any) likely to attend.	<p><del>Mrs Winning will check numbers of staff who plan to attend, noting no expectation for attendance.</del> <b>Action completed – there will likely be three members of staff, including Mrs Winning</b></p>
<b>P6 Enterprise Christmas Fayre</b>	Letters have been prepared from p6 pupils, asking for £200 to support their Christmas Fayre.	<p><b>School</b> to contact Motherwell town centre</p> <p><del>Hilary to check with Susan on contribution for P6 Christmas Fayre.</del> <b>Action completed.</b></p>
<b>Catering</b>		
<b>Waffles</b>	Agreed to do waffles in the canteen.	<p><b>Colette</b> has confirmed that she has a hygiene certificate.</p> <p><b>Collette</b> to lead on this stall – including checking current Waffle Maker and purchasing required supplies. To be supported by <b>another PTA member/volunteer.</b></p> <p><b>Collette now has two waffle makers for this stall.</b></p>
<b>Hot Dogs</b>	Hot dogs will be available in the foyer.	<p><b>Andrea G</b> to lead on this stall (with support from Nikki Lewis) and we have to check if the current two urns are working.</p> <p><b>PTA</b> to let <b>Hilary</b> know if you have a slow cooker. PAT testing of slow cookers is then essential – we will provide more info ASAP.</p> <p><b>Andrea -how many slow cookers will we need?</b></p>

		<b>Susan</b> to purchase 150 Farmfoods hotdogs, rolls, tomato sauce and mustard.
<b>Teas and coffees</b>	Teas and coffees will be outside the janitor's office. Agreed that we will require cups with lids. Also to be purchased: hot chocolate, tub of heroes and shortbread biscuits.	<b>Joanne H</b> will lead on this (inc purchase of supplies needed). To be supported by <b>Andrea L</b> .
<b>Santa's Grotto</b>		
<b>Santa</b>	Hoping to have Andrea's dad as Santa. Discussion re: PVG requirements, no further action required but noted that there should always be other people around.	<p><del>Andrea is going to check if her Dad is available (he has a PVG for South Lanarkshire).</del> <b>Action completed – we have a santa!</b></p> <p><b>Lorna</b> will be leading on the Grotto and will be with Santa/Elves.</p> <p>Elves – <b>Grier (TBC), Kirsty, Lorna</b></p> <p><b>Request for two teachers to be present at Santa's Grotto.</b></p>
<b>Tickets and Gifts</b>	<p>£1.50 per child.</p> <p>150 selection boxes need, and if no success with an appeal to local businesses, these will be purchased.</p> <p>Agreed to include p1-p2 selection boxes in the appeal.</p>	<p><b>Lorna</b> will purchase raffle tickets and stickers (to be used when paid). Agreed to purchase 150 selection boxes (any left over can go to Ladywell Larder or be passed to Mrs Winning to share as appropriate).</p> <p><b>Natalie</b> to lead on appeal for selection boxes from local businesses (inc for p1-p2 pupils. <b>Mrs Winning</b> will confirm numbers required. <b>PTA sub-committee have agreed to purchase 150 selection boxes as a matter of urgency. Treasurer will provide the required funding for p1/p2 selection boxes.</b></p>
<b>Grotto Decorations</b>	Current decorations to be checked.	<b>Hilary</b> to check fireplace from St Mary's.

		<p><b>Dominique, Gillian &amp; Hilary</b> to look at what's in garage for the grotto.</p> <p><b>Joanne T</b> to provide back drop - confirmed</p>
<b>Activities for children/ Queue Management</b>	<p>Agreed to have the opportunity for children to colour in whilst their parents are waiting in the queue.</p> <p>Agreed to have diluting juice there too.</p>	<p><del>Gillian</del> has arranged colouring in materials and <del>Hilary</del> will ask school for pencils/pens etc – Action completed</p>
<b>Stalls/Prizes</b>		
<b>External Vendors</b>	13 external venders confirmed.	<p><del>Hilary</del> to check when stall holders can have access to the hall and <del>Dominique</del> to inform them. Action completed – in discussion with Mrs Winning, external venders will have access from 5pm (PTA will have access from 3.15pm)</p>
<b>Hampers/raffle</b>	Agreed that PTA are willing to donate to Christmas hamper and staff are willing to donate items for children's hamper.	<p><del>Joanne H</del> to allocate a list for donations. Action completed – all PTA members should have received a list of hampers to be donated.</p> <p><b>Mrs Fraser</b> to speak to staff re donating toys for kids hamper.</p> <p><b>Karyn</b> will make hampers. Natalie will shadow.</p> <p><b>Hilary K and Joanne B</b> to lead on raffle tickets. Hilary to double check with Joanne.</p>
<b>Christmas Crackers</b>	Prizes will be required for Christmas Crackers, which Mrs Winning/Mrs Fraser confirmed that children will be doing this year.	<p><b>Margaret Munro</b> to lead this stall, with support from a new PTA member.</p> <p>Potential prizes:</p>

		<p><b>Diane</b> – carnival tickets?</p> <p><b>Joanne T</b> – New Lanark or Motherwell panto tickets?</p> <p><del>Gillian to send out social media request for kitchen roll tubes and prizes.</del> Action completed (leaflet shared on social media).</p>
<b>Money tree</b>		<p><b>Karyn and Natalie</b> to lead this stall.</p> <p><del>Andrea G to get envelopes for money tree. To be included with flyer.</del> Task completed.</p>
<b>Sustainable Christmas area</b>	<p>Stall for Halloween Costumes and Christmas Jumpers.</p> <p>Ladywell Larder will also be available.</p>	<p>Christmas jumpers and Halloween Costume stall, led by <b>Hilary K</b> (will be next to raffle tickets and HK will keep an eye on it), with donations rather than prices.</p> <p><b>Gillian and Hilary</b> will look at pre-loved uniform separately from the Christmas Fayre as part of the eco-committee.</p>
<b>Baking stall</b>	Only purchased cakes allowed. Can we get donations from local vendors?	<p><b>Gillian</b> to lead this stall, with support from <b>Amanda</b>. <b>Gillian</b> to lead on potential donations from local vendors.</p> <p><del>Gillian to do a social media appeal for donations/in leaflet.</del> Task completed – leaflet shared on social media.</p>
<b>Tombola</b>	Tombola for adults and children.	<p><b>Diane</b> to lead these stalls, with support from <b>Hazel and Alison M</b>.</p> <p><del>Gillian to do a social media appeal for donations/in leaflet.</del> Task completed – leaflet shared on social media.</p>
<b>Face Painting</b>		Laura Nelson
<b>Tattoos</b>		Rebecca Shepherd (together with other P7 girls) TBC