

Date of Meeting	10/10/17		
Agenda Item	Detail		Decision & Action
<b>Attendees</b>	<ul style="list-style-type: none"> <li>Caroline, Becky, Rebecca, Iris, Daisy, Emily, Kathryn, Catriona, Ruth, Lindsey Wright, Juliet</li> </ul>		
<b>1. Apologies</b>	<ul style="list-style-type: none"> <li>Lorraine, Donna, Nina, Suzie, Charlotte, Jenny</li> </ul>		
<b>2. Minutes of last meeting</b>	<p>School notice board – ongoing</p> <p>Quotes for the train for the quad – still waiting on these, emails have gone out</p> <p>Photos from the bag packing and bark day have been added to the website</p>		Approved
<b>3. Halloween Disco</b>	<p><b>Thursday 26<sup>th</sup> October, P1-3 – 6.15-7.15pm, P4-7 – 7.30-8.45pm. £2</b></p> <p>Unfortunately, Kelly could not make the meeting however Oscars are happy with all the arrangements to sell tickets and organising the tuck shop.</p> <p>There have been more volunteers to help on the night since the last meeting. Caroline to hand out tasks to those helping to make sure there is someone assigned to all areas. Ideally those helping at first disco to be there by 5.45pm.</p> <p>Halloween swap shop is looking great, would like to encourage more children to use this. The school gate will be shut once the disco is in.</p> <p>Idea of a class pumpkin carving competition – could happen after the holidays. We would need 14 pumpkins.</p> <p>If the teachers are not keen, can ask the children to bring theirs from home and use them at the disco. Could light up with battery lights.</p> <p>More info will be given if pumpkin carving with classes goes ahead.</p>		<ul style="list-style-type: none"> <li>Suzie to purchase 6 prizes</li> <li>Caroline to laminate posters and hand out</li> <li>Becky to organise ice poles</li> <li>Caroline to put facepaints and glow sticks in the PC cupboard</li> <li>Fiona to buy milk, <b>don't</b> need tea/coffee/sugar</li> <li>Events List – attached to email</li> <li>Caroline to discuss pumpkin carving competition with Willie and the teachers to see if they are keen and will have time.</li> </ul>
<b>4. Band &amp; A Buttie</b>	<p><b>Friday 10<sup>th</sup> November, 7.30pm – Midnight, Duddingston Golf Club, £5 (band &amp; a buttie)</b></p> <p>Tickets are selling slowly (sold 33 so far), hopefully after the October holidays the sales will increase.</p> <p>75 people came last year and hoping to have more people attending this year, it can hold 140 people max.</p> <p>Becky is going to invite people to the event on Facebook.</p> <p>After the holidays – Caroline and Kathryn will put something into Parsons Green to try and sell more tickets, we are hoping to have a teachers table.</p>		<ul style="list-style-type: none"> <li>Request raffle prizes</li> <li>Becky – posters and tickets</li> <li>Kathryn &amp; Julie prepare letters</li> <li>Becky to make event on Facebook and share it</li> </ul>

	<p>Poster are yet to go out but will go out alongside the Halloween Disco posters. There will be raffle tickets at the next EGM and also at the Halloween disco for people to buy. Update at next meeting of ticket sales progress.</p>	<ul style="list-style-type: none"> <li>• Caroline to put together a spiel for Willie to put in the next Newsletter and Christmas flyer</li> </ul> <p>ALL DONATIONS FOR THE RAFFLE GREATLY RECEIVED. Please hand in to the school office or Kathryn with a note saying it is for the raffle.</p>
<p><b>5. Dress down day – cash for lucky dip at Christmas fair</b></p>	<ul style="list-style-type: none"> <li>• Dress down day is a good idea to raise money and lucky dip prizes.</li> <li>• Kids pay £1 or what they feel is appropriate for dressing down</li> <li>• Thought the kids could dress up on Halloween in their costumes but think it will be too much and teachers often find they don't have full focus</li> <li>• Suggested date of 3<sup>rd</sup> November or 10<sup>th</sup> November – Caroline will discuss with Willie.</li> </ul>	<ul style="list-style-type: none"> <li>• Caroline to discuss the date with Willie and put out announcement on Christmas flyer</li> <li>• Ideally would like to have the flyer out by 27<sup>th</sup> October.</li> </ul>
<p><b>6. Christmas Fair</b></p>	<p><b>Christmas Fair, Saturday 2<sup>nd</sup> December, 10am-1pm</b> Caroline will put together an events sheet with all the stalls once she knows who will be assigned to which stall.</p> <ul style="list-style-type: none"> <li>• We will need roughly 23 volunteers to help on the day and we often get a few of the children from the High school to come and help too.</li> <li>• Not selling tables this year – there should be a lot more room in the hall and all profits will go to the school.</li> <li>• Anything not sold at the fair will be taken to charity shops.</li> <li>• Lindsey and Emily have volunteered to have a stall.</li> <li>• Ideally, we want to have more food and drink stalls as this is where we make the most money.</li> <li>• Ticket price will get you a cup of tea/coffee and a mince pie.</li> <li>• Some suggestions of new stalls – guess how much Lego is in the jar, hook a Christmas bauble, circus starz stall with DVDs/photos to sell</li> <li>• Rebecca is doing the Santa stall this year</li> <li>• Popcorn machine could sell flavoured popcorn</li> </ul>	<ul style="list-style-type: none"> <li>• Christmas Fair date to be advertised</li> <li>• Confirm with Nina how many stalls she will have</li> <li>• Caroline to email teachers to see if any would like a stall.</li> <li>• Daisy is looking for full bottles (plastic and glass) for her stall – can any donations be handed into the office.</li> <li>• Becky to organise the lego stall</li> <li>• Becky and Caroline to organise the circus starz stall</li> <li>• Rebecca to buy small gifts as Santa</li> <li>• Caroline to put together a list with all the volunteers assigned to each stall.</li> <li>•</li> </ul>

<b>13. Any Other Business</b>	<ul style="list-style-type: none"> <li>• Burns ceilidh and funding application to be discussed at next meeting as was not enough time to go through these points.</li> <li>• Kids have been suggesting a smoothie making day – this could be incorporated into health week. Great learning exercise for the kids and we could ask parents to donate the fruit rather than the PC funding it. The pupil council would like to sell the smoothies to make money for their qually.</li> <li>• Becky had an idea for each class to raise as many 5ps as they can. Very simple form of raising money and the kids could decorate their jars. There could be an award for the class with the most money raised.</li> <li>• Suzie would like to organise a pub quiz to raise money for brain tumour research</li> <li>• Caroline has a contact the school can use for training to use the defibrillator – this will be free</li> </ul>	<ul style="list-style-type: none"> <li>• Caroline to check if the school has a smoothie maker, if not source one.</li> <li>• Discuss with Willie about incorporating a smoothie making day into health week and plan a date.</li> <li>• Becky to look at getting jars for each class to raise 5ps.</li> <li>• Caroline to get date for training on the defibrillator – ideally an in-service day</li> </ul>
<b>8. Date of next meetings</b>	7 <sup>th</sup> November 28 <sup>th</sup> November	Discuss Burns ceilidh and funding