

Date of Meeting	05/09/17	
Agenda Item	Detail	Decision & Action
Attendees	<ul style="list-style-type: none"> Caroline, Becky, Rebecca, Iris, Daisy, Suzie, Nina, Charlotte, Emily 	
1. Apologies	<ul style="list-style-type: none"> Juliet, Lorraine, Donna, Catriona, Kathryn, 	
2. Minutes of last meeting	Everything approved	Approved & no matters arising
3a. Circus Starz Evaluation	All agreed it was a great success and the children have spoken about how much fun they had. We look forward to the next big adventure.	<p>Huge thank you to all involved. Well done.</p> <ul style="list-style-type: none"> Donna collating evaluations School noticeboard to be finalised
3b. Bag Packing Evaluation	<p>Bag Packing, Saturday 22nd July, Tesco Leith, 10am – 2pm, Community Champions</p> <p>A huge thank you to Tescos, their generous customers and the pupils and parents who gave up their time during the summer holidays. We made an amazing £434 to help towards replacing the train in the quad. It was a great success.</p>	<ul style="list-style-type: none"> Photos to be added to website Quotes for train replacement to be organised
4. Halloween Disco	<p>Thursday 26th October, P1-3 – 6.15-7.15pm, P4-7 – 7.30-8.45pm. £2</p> <p>As this is the biggest disco and most successful we will keep it the same. Teas, cakes, quiet area, activities, face painting, stories in the dining hall for the P1-3 disco will be as before. Prizes for both discos. Work in partnership with Kelly (Oscars After School Club). Sell glow sticks and ice poles.</p> <p>WE ARE LOOKING FOR MORE VOLUNTEERS, PLEASE DROP US AN EMAIL IF YOU CAN HELP.</p> <p>Event list to be completed, volunteers needed for checking toilets, hall and corridors. This will be finalised at next meeting.</p>	<ul style="list-style-type: none"> Action a Halloween swap shop /donate of costumes, this will help towards recycling and cost. Add to flyer. Suzie to purchase 6 prizes Caroline book disco Becky to organise ice poles Kelly invited to next meeting Events List – attached to email
5. Band & A Buttie	<p>Friday 10th November, 7.30pm – Midnight, Duddingston Golf Club, £5 (band & a buttie)</p> <p>This was a huge success last year and we are hoping for it to be a great success again. Willies band will be playing, raffle is now looking for donations, quiz is underway and the butties are being donated by Duddingston Golf Club. Kathryn has it all booked and we all need to start advertising it and encouraging as many people as possible to come/by tickets or buy raffle tickets.</p>	<ul style="list-style-type: none"> Photocopy letters and send out Request raffle prizes Becky – posters and tickets Kathryn & Julie prepare letters <p>ALL DONATIONS FOR THE RAFFLE GREATLY RECEIVED. Please hand in to the school office with a note saying it is for the raffle.</p>

<p>6. Funding</p>	<p>Discussed ideas on what to spend funding on, how to make more money and how to find out from the wider parent forum and children on what they would like to spend funding on. Ideas :-</p> <ul style="list-style-type: none"> • Improve P3 playground area – something more exciting. • Music – ask music teacher? – see carol singing below • Could teachers apply for funding • Meet with the pupil council and ask them if they have ideas on how to survey what the kids in the school would like to spend fundraising on • Hot Chocolate Lunch • Work and include the nursery – have they spent the funding they received? • Professionals come in to school • Kids go out to book festival etc. • Sport, Dance • Whole school event • Carol Singing Evening – link this with fundraising for choir / music <p>Bag Packing went ahead on Saturday 22nd July at Tesco in Leith, 10-2pm. Thank you to all whole came along and helped we raised £434 which will go towards replacing the train in the quad.</p>	<ul style="list-style-type: none"> • Daisy and Caroline to go in and speak to pupil council about asking pupils what they would like. Kids to create survey. • Contact Willie and Mrs Belfour • Source a train or equivalent for the quad
<p>7. New Chair</p>	<p>Andrina Gilhooley will take over chairing the fundraising meetings.</p>	
<p>10. Christmas Fair</p>	<p>Christmas Fair, Saturday 2nd December, 10am-1pm</p> <p>The Christmas Fair was discussed, Nina is keen to set up many stalls for the school and sell crafts. She is going to set up times for parents and volunteers to make items to sell and organise volunteer helpers. Tables sold to outside companies and groups was discussed and it was felt we should try to run the whole fair for the school. Partnership tables will still be offered to Oscars, nursery and year groups/classes. This means all money spent at the Fair will go back in to the school either through the PC, individual classes or after school clubs. It will also allow more space for the choir and fiddle players. This will be discussed further at the next meeting. Donna will purchase chocolate for the tombola.</p>	<ul style="list-style-type: none"> • Christmas Fair date to be advertised • Nina to set up craft get togethers • Becky/Donna contact outside stall owners and offer Autumn Fair table hire at Portobello High School on Sat 4th Nov. Contact is Heather - robtub@gmail.com
<p>13. Any Other Business</p>	<p>Parent & Teacher Evening, Wednesday 20th September</p> <ul style="list-style-type: none"> • PC will support evening and provide wine and nibbles. 	<ul style="list-style-type: none"> • Caroline to check wine, juice crisps in PC cupboard and let Becky know

	<ul style="list-style-type: none"> • Caroline to hand over Agenda & Minutes templates to Nina. • RAG BAG has made over £1000 mark. Total to date £1190, this is fantastic and adds to the school being ECO friendly. • Advertise PC through school newsletter. • Donna looks after the RAG BAG and uniforms this will need a new volunteer to take it over after by May 2018. • Look out for our flyer coming out through the children we are looking for lots of donations for our up and coming events. • We have successfully been awarded over £1700 for a defibrillator and training 	<ul style="list-style-type: none"> • Becky to get glasses • Helpers on night, Becky, Nina, Daisy, Caroline • Caroline upload templates on to drive
8. Date of next meetings	10 th October 7 th November 28 th November	Kelly asked to meeting on 10 th October to discuss disco