

Beaconhurst Parent/Teacher Association

Meeting held on 26th August 2008 at 7.15pm in the Dining Room, Beaconhurst School.

Present:	Annie Beckham	Chairperson
	Iain Kilpatrick	Headmaster
	Graham Scott	Treasurer
	Diane MacKenzie	Minute Secretary
	Pamela Knight	Member
	Uli Schlafli	Member
	Suzanne Teed	Member
	Rachel Vevers	Member
	Mike Bray	Teaching Staff
	Dawn Haughton	Teaching Staff
	Lorna Jackson	Teaching Staff
	Mrs Gourlay	In Attendance
	Mrs Gilmore	In Attendance

Apologises:	Kim Clingan	Member
	Karen Fletcher	Member
	Grace Johnston	J1 Class Link Parent

1. Minutes of Previous Meeting held on 27th May 2008

Amendments:	None
Matters Arising:	Letter of thanks received from Mr Kilpatrick Letter of thanks from Dawn Haughton for donation of £1000 Letter of thanks from Sam Kidd for donation of £450 Letter of thanks from Brown House on its way Letter of thanks from Library on its way

Approval of Minutes: Proposed by Annie Beckham;
Seconded by Graham Scott.

2. New Parent's Breakfast & Coffee Morning

New Parent's Breakfast – well attended and appreciated by new parents. Future committee members might want to consider substituting croissants for shortbread or similar as most parents have already had breakfast. Social list was much sought after.

Coffee Morning – Thanks to Pamela and Kim for setting up. Event attended by small group of parents but no-one there from nursery. Thought perhaps because notices weren't displayed in time and different day would be appreciated however next coffee morning date already on calendar.

Pamela has made up a list of dates for nursery coffee morning to be held at Clive Ramsay's.

Diane asked if coffee machine and supplies could be relocated from cupboard next to swap shop to maybe dining hall cupboard. Items are currently on loan until 8th Sept and will ascertain if they can be stored in dining room.

Action Annie/ Diane

Next coffee morning arranged for 11th November as it was felt that a Friday would be more suitable for the majority of parents – Pamela set up
Suzanne tidy up

Perhaps print off PTA page from web-site to promote information source.

3. Headmaster's Report

Headmaster conveyed his thanks to everyone for getting the new term off to a great start with the Welcome Breakfast & Coffee Morning.

Blue Calendar – attention should be drawn to introductory meetings as they are of particular interest to new parents, providing an opportunity to meet other parents, class teachers and go through curriculum and school routines. New senior school parents have a meeting on 10th September and this would also apply to all transition parents as they are 'new' to the senior school.

ACTION Iain will cover this with a note in the register and Annie will relay to transition parents.

Ski trip to Italy – Parents & Young People have a meeting on 7th October and attendance is compulsory.

Hockey Tour to Canada – Parents & Young people have a meeting on 8th September at 7pm in Dining Room.

Open Morning – 4th October with Junior 'potted sports'.

ACTION Annie will email CLP's to be available to help; Rachel will prepare display for PTA, alongside fund-raising role for Library.

4. Teacher's Report

No report from the senior/ junior or nursery school. Lorna advised the Nursery would be hosting an open evening on 28th August to enable parents to see the refurbishments that have taken place.

Val Wilson asked parents to promote the Race Night arranged to help raise funds for the hockey trip to Canada and taking place on 19th September in Dining Room. PR appreciated. Annie advised PTA would be happy to support but have received no details of what would be required and concerned about amount of support from parents.

ACTION Agreed CLP's would promote.

5. Treasurer's Report

Current balance £652.83 with cheque for £88.35 still to be lodged. Sport's day still to be included; Bag-to-school from May still to be included; Buy.at no cheque received.

ACTION Annie will email Janice re sport's day & Kim re Bag-to-school.

6. Sport's Day Review

Annie recapped on the decision to reduce the level of hospitality on offer this year – less preparation = fewer helpers required. Plan was to offer tuck shop for children and parents could visit Clive's nearby.

Iain, Diane and Annie put together shopping list, gazebo etc and additional helpers for the day. Stock purchased from Bookers; gazebo stored in Tom's store cupboard and other items kept in 'sport's day box' held by Iain.

From a PTA point of view, worked really well and University commented 'tidiest ground' following an event!

Thanks to litter monitors from school; Janitors & Senior pupils who helped set up/ clear up equipment, load water etc; Highland Spring for the donation of water; and Clives for donation of oranges.

For next year? – ice from water was used by some pupils for 'fun fighting'- ice packs could be used as an alternative; smaller water bottles would be better; criticism allowed some children too many muffins; school to consider behaviour monitoring for next year. Iain is considering logistics of holding separate events for juniors & seniors next year.

Thanks to everyone from PTA & School for making event great success.

7. Future events

Bag-to-School – next collection 12/13th November 08. AGM on 11th November and therefore will be too late to publicise.

ACTION Annie & Kim will create flyer for coffee morning on 4th November.

Bonfire Night – After lengthy discussion agreed not to proceed in view of health & safety considerations.

Glittery Lunch/supper – concept discussed - wine, lunch/ supper, book author to give talk.

ACTION Agenda for next meeting; Suzanne to contact former parent who is book author & to contact Waterstones/ Book publishers re possible guest speakers.

Northbrook – Christmas Wrapping Paper available for sale & 25% profit goes to school. Rachel advised she has registered school this year and orders would be required for 17th October, with distribution around 2nd/ 3rd week November. Help would be essential for processing orders and will consider house groups/ senior pupils.

ACTION RACHEL

Newsletter – Flyer to be prepared for 4th November detailing PTA Fund-raising this year towards Library Fund involving bag-to-school; Northbrook Wrapping Paper; requesting volunteers to assist with order processing. Rachel offered Library display boards for coffee morning if required.

AGM & PTA Meeting - 11th November 08. All members will stand down and Annie (chairperson) & Diane (Minute Secretary) resigning after 5 & 6 years respectively on committee.

ACTION Annie will email in advance to ascertain who is standing for re-election.

Suzanne requested consideration be given to adjusting the timings of the PTA meetings to after-school. Annie agreed new committee should give consideration to this suggestion but attendance of teaching staff vital and all needs will need to be balanced.

8. AOCB

- Diane asked whether senior girls are allowed to wear the new revere collar shirt without school jumper? Iain replied they were.
- Annie said there had been difficulties getting uniform from McArees – blue jumpers, school ties, sport's socks.

ACTION Iain replied school gives McArees idea of uniform requirements in advance but will raise this matter with them.

- S3 girl's hockey – question about whether they will play with younger ages group or older age group in view of small number. Iain advised PE Department working on this.
- Diane had been asked at the coffee morning if there were plans to split the J5 class and no-one sure why this question had been raised with only 23 in the class.
- Suzanne enquired about the hockey fixture list and informed this is posted mid-week and Thursday practice is only for those teams playing on the Saturday. Transition girls do not have regular fixtures.
- Diane asked if the fixture list could be circulated further in advance to enable families to plan weekends when there are no matches scheduled. Finding out a few days in advance limited options.

ACTION Iain will clarify with PE Department but they will be present at Trans-S6 Parents Evening.

- Girls football commencing on Monday evenings after school.
- Library Fund-raising target – currently have 3000 and aiming for 5000 books.
- Diane asked how the library would prefer to receive any funds raised by the PTA, little and often or one larger payment? Rachel advised little and often is preferred. Have a wish list on Amazon.co.uk and would be good to promote through the newsletter. Diane requested the PTA make an interim payment of funds to the library but Annie declined to make a decision in view of the limited notice.

9. Date of next meeting

The date of the AGM & PTA meeting will be Tuesday 11th November 2008 at 7.15pm in the Dining Room.

Diane MacKenzie