

**Minutes of Gorebridge Primary PTA: 25 September 2020**

**Google online meeting: 9.30 – 10.30am**

**Present:**

Seonaid Barker (SB)    Ellen Scott (ES)  
Erin Whyte (EW)       Victoria Storrie (VS)  
Neil Whyte (NW)       Lorraine Cassidy (LC)  
Hilary Bunyan (HB)    Lynne Roy (LR)  
Elaine Gifford (EG)  
Rhona Simpson (RS)  
Mo Gibbs (MG))  
Suzie Provan (SP)  
Brenda Ferguson (BF)  
& Julie Binnie (JB\_ (for  
part only due to  
technical issues

**Apologies:**

Paula Hartley, Claire Dalgleish, Claire Gaffney , Irena Duchnie, Louise Barnet, Suzanne Telford, Dorothy Lithgow and Mhairi Barrett

**1        WELCOME AND INTRODUCTIONS**

- 1.1       Welcome and update on Council members and posts and ensuring all levels of school covered (nursery, infant and upper school).
- 1.2       Initial discussion around technical applications and alternatives such as Zoom/Teams that would allow all parties to participate having noted issues with school members being able to hear/contribute.
- 1.3       SB had helpfully prepared a power point to assist with discussion of the agenda. A copy is included at the end of the minutes.

**2        REVIEW OF PARENT COUNCIL AGM MINUTES AND ACTIONS**

- 2.1       Given technical issues for the school attendees, the formalities of the meeting were dispensed with. Minutes of AGM meeting were circulated prior to meeting and will be reviewed later.

### 3 SCHOOL FUNDING REQUESTS

- 3.1 No specific requests received that SB aware of. Ongoing and for further discussion with the school.

Action: SB to discuss with JB.

### 4 FUNDRAISING

#### 4.1 Halloween Trail

- 4.1.1 SB had been discussing with EW and wooden Halloween shapes had been purchased which EW was painting with a view to hanging at fixed points around the village. Children would be able to participate using a printed map, following the trail, collecting the letters linked to each Halloween marker and submitting the word the letters make. There would be entry to some form of prize draw.

- 4.1.2 SB shared mockups of the poster and plan (see power point) and asked for discussion around various points including:

- (a) Charge: discussion as to whether charge of 50p per child for map or whether map free with charge to enter prize draw. Noted not likely to be huge fundraising event but should cover cost of shapes/paint/printing. Decided that simpler to have an entry fee plus free prize draw for licencing purposes. Money to be collected via parent pay or other suitable means but no child would be excluded on the basis of cost/failure to collect.

- (b) Map distribution: via the school and/or The Beacon to Gorebridge Primary and other schools in the village.

ES suggested the Cubs/Brownies etc are included to make it a true community event. It would be a map reading exercise and may count towards a badge.

ES offered to keep the garage at Gorebridge Community Cares' Hive building (old police station) open and available as a collection point.

- (c) Logistics/Timeline: run the trail over several days

- (d) Prizes: completed entry submitted to prize draw as likely individual sweetie prize may in light of social distancing measures prove too difficult to administer.

Generally considered a good idea. SB noted that Paula Hartley was keen to be included in this activity. HB and EG offered to volunteer.

**Commented [SB1]:** Was this maybe Rhona who suggested?

**Actions:** Sub-committee to be formed to take activity forward.

#### 4.2 Virtual Balloon Race

SB updated group on this activity which is run online by independent organiser. It is a virtual balloon race with entry priced at £3 per balloon with around approx. 80% of money raised given to PTA. The children on purchasing a balloon get to customise it before it goes into the race. All prizes are dealt with by the company – there are national and school prizes. Set up is quick and straightforward.

The next scheduled event is at Halloween so this activity would be something for later in the school year. It would not require a huge time commitment from the PTA.

**Actions:** Monitor upcoming events and keep on the agenda.

#### 4.3 Virtual Christmas Market

SB not aware of the school organising anything similar. School to confirm.

SB shared some screenshots from Patchwork a website that hosts the virtual event and which can be customised to suit the school including links to games, the ability to order items eg gingerbread kits (SB is getting those costed with local baker)/craft kits etc and the ability to host a virtual craft market with local sellers (who would offer a discount on purchase via the virtual market). The virtual site is customisable and can be whatever we want including:

- (a) Games: guess how many sweets/treasure island, dare a teacher, guess a reindeer name
- (b) Raffle tickets: this would require a licence. Prizes would be hampers: items would be donated/collected for hampers to be raffled.
- (c) Virtual marketplace: local crafts people/Made in Midlothian. To find out if purchases would be made via Parent Pay or otherwise.

Views were it was a good idea given that physical markets will be almost impossible with social distancing measures in place unless held outdoors. SB noted Amanda Dodds will help in relation to this.

ES noted that Gorebridge Community will be doing some kind of Santa event possibly with the distribution of craft kits and it may be possible to do some kind of link up with a virtual market place.

**Actions:** Any members willing to assist with this to let SB know following meeting. A sub-committee can be set up to take this forward.

#### 4.4 Christmas Cinema experience

Last year the PTA funded an in school free cinema event instead of a visiting Panto. SB noted approx. cost of £500 including cinema and snacks but did not have details of event provider/booking arrangements etc. The event had been split between infant and upper school with different movies for each group.

MG raised the issue of having this over more days or at more times to facilitate social distancing in place within school and non mixing of bubbles/groups.

Discussion around providing the experience in classes via smartboards within PTA providing resources for each class snacks in popcorn bags/boxes in usherette trays with cinema tickets.

**Actions:** To investigate what options last year's provider has in first instance and how that may work with need to provide via individual groups.

#### 4.5 Virtual Elf

As it will not be possible to hold the usual Santa visit for children SB had investigated alternatives including an virtual Elf visit which includes a pre-recorded message with Christmas background which is personalised for the school. Given the size of the school they have agreed there would be 3 messages for each school group ie nursery, infant and upper. The price is £1.50 per child which a wrapped book provided for each child (in advance of event to allow quarantining).

Discussion around comparable costs with Santa event (£1 a visit plus selection box). General considered a good idea with discussion on the price as follows:

- (a) Keep the cost at £1 each. PTA to cover the difference for those that pay and those that do not.
- (b) Administration of payment via Parent Pay
- (c) Shortfall for school roll of approx. 400 will be in the region of £200-£240.

See power point for further details and website address.

**Actions:** Discuss with school re. Parent Pay and logistics.

#### 4.6 Family Photoshoot

An event run via the Beacon with Event Photography (run by EW's dad). SB updated the meeting on the following aspects of the event:

- (a) Hall hire: at the Beacon. Cost is £12/hour. Availability on Fridays/Saturdays in late October/early November. Risk assessment and covid plan would be required.
- (b) Photo session: Christmas (EW explained backdrops were available similar to those shown on power point although blankets and handheld props would not be available but you could bring your own) or plain for school photos since none would be taken this year.
- (c) Booking: required in advance with a deposit of £10 paid (likely to include one free 6 x 4 photo).
- (d) Costs: TBC

- (e) Funds raised: TBC but possibly part of booking fee plus commission of 10-15% on sales
- (f) Volunteers: to deal with those attending and exiting sessions.

**Actions:** EW to complete "negotiations" on groups behalf and report back.

#### 4.7 Woodland Trust free trees

SB advised that the school can apply for free trees but the location of planting needs to be known in advance and unlikely to be within school grounds unless agreement with Skanska.

**Actions:** Further input from the school required. SB to discuss with JB and also spread the word to other local groups.

#### 4.8 Grants

SB updated the meeting on available grants including the following:

- (a) Asda: may provide useful for example in school breakfast club or over October/Christmas holidays
- (b) Shell: link in power point.
- (c) Other: ES advised the group there are lottery grants available of up to £10K and she has just applied for one for the planters outside Emily Court and if successful would result in the commission of art work to tell a visual story.

**Actions:** To consider if any grants would be suitable and discuss further with the school. Anyone with ideas to contribute post meeting to SB.

SB also mentioned matched funding/volunteer hours and other possibilities that may be available to individuals in terms of raising funds or other contributions. See power point for some other details.

### 5 COMMUNICATION AND ENGAGEMENT

SB noted that a strategy was required on how to deal with this and that a working group was required to deal with this in terms of what is to be communicated and how that is achieved. The power point gives more details of the "What's" and the "How's". A primary aim would be to involve the nursery to a greater degree.

Discussion also included the timing of PTA meetings and having some of those in the evenings to facilitate greater attendance. Agreed that this could be achieved via alternate morning/evening dates going forward.

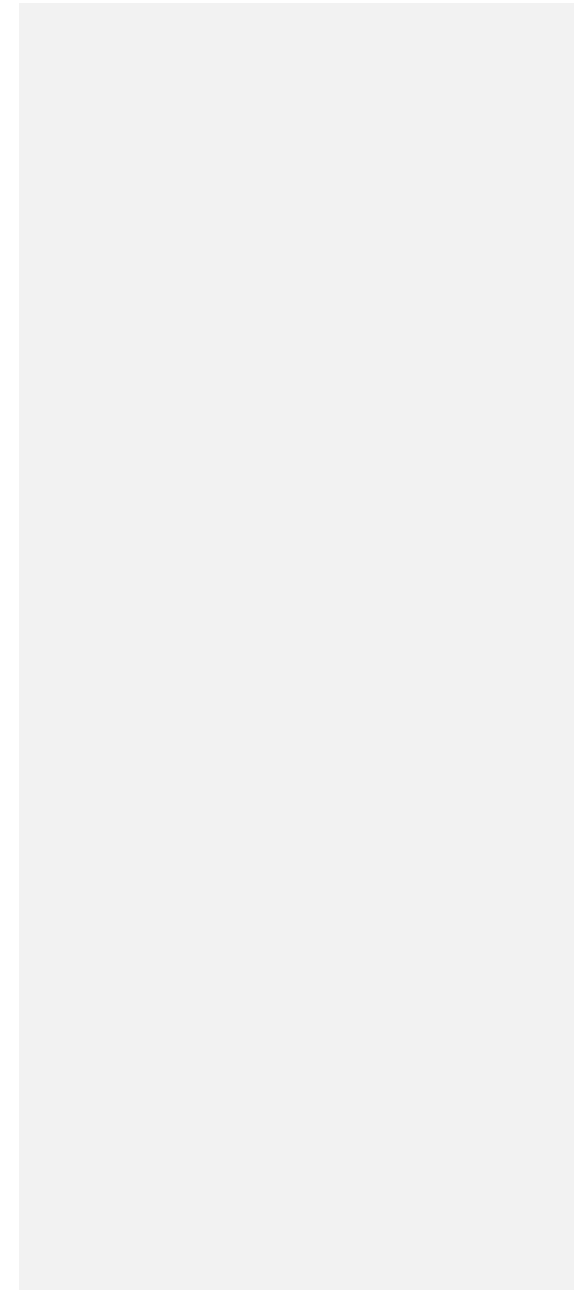
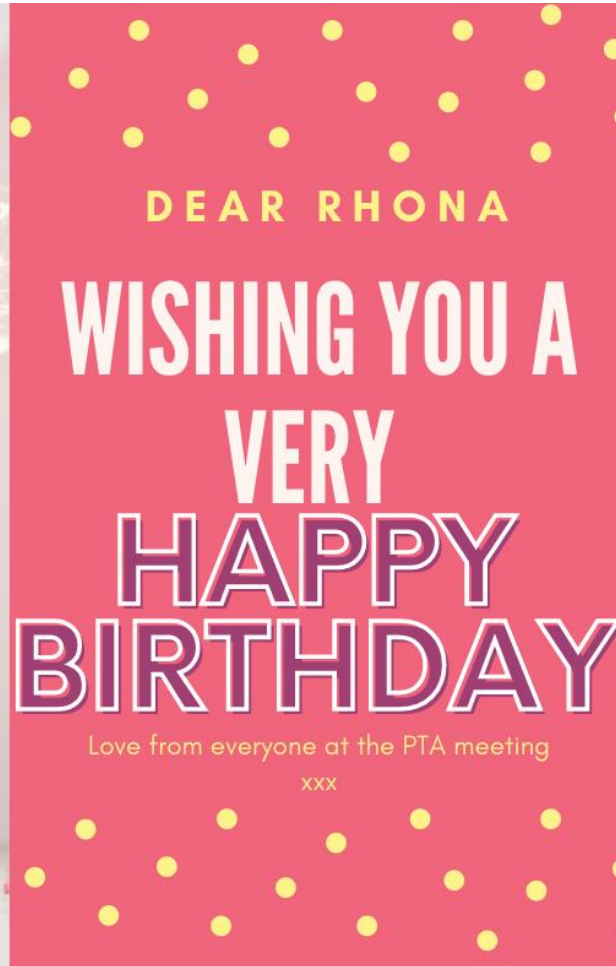
Use of WhatsApp groups for communication among the PTA also useful as well as Facebook. Members can send mobile numbers to EW post meeting for inclusion in group chats and sub-committee chats.

**6 AOB**

- 6.1 Gambling licence: SB noted this was to be applied for
- 6.2 Outgoing committee: SB noted consideration to be given to how to properly thank outgoing committee members for their contribution and hard work since an event would not be possible.
- 6.3 Next meeting: TBA via WhatsApp group chat so members to provide details to EW on [erin@buzzybeesmusic.co.uk](mailto:erin@buzzybeesmusic.co.uk).



**Gorebridge Primary School  
PTA Meeting  
25/09/2020**





## Virtual Meeting Agenda

1. Welcome and introductions
2. Review of Parent Council AGM minutes and actions
3. School funding requests
  - Specific and ongoing
4. Event and fundraising ideas for the next few months
5. Communication and engagement
6. AOB

# Members

## Parent/Carer Attendees

- Seonaid Barker (Chair) [P5 and P2](#)
- Hilary Bunyan (Secretary) [P2](#)
- Neil Whyte (Treasurer) [P2 and nursery](#)
- Erin Whyte (Vice-Chair) [P2 and nursery](#)
- Victoria Storrie [P6 and P4](#)
- Suzie Provan [P5](#)
- Rhona Simpson [P6, P1 and nursery](#)
- Mo Gibbs [P3 and P1](#)
- Lorraine Cassidy [P1](#)
- Elaine Gifford [P2](#)
- Lynne Roy [P5](#)

## Community Attendees

- Ellen Scott

## School Attendees

- Julie Binnie
- Brenda Ferguson

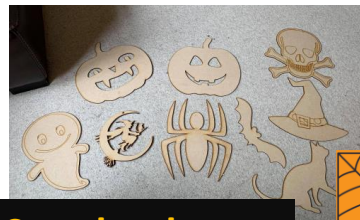
## Apologies

- Claire Dalgleish [P7 and P4](#)
- Paula Hartley [P2 and nursery](#)
- Irena Duchnie [P1](#)
- Claire Gaffney [P2 and nursery](#)
- Louise Barnet (Vice-Chair) [P5](#)
- Suzanne Telford [P5 and P2](#)
- Dorothy Lithgow [P1](#)
- Mhairi Barrett [P7](#)

## Events and Fundraising Ideas

Events	Comments	Organiser(s)	Status
<b>Gorebridge Halloween trail</b>	Hang painted Halloween shapes around town. Children get a printed map for 50p, write down the letter they find on each and submit the word they find.		
<b>Virtual Balloon Race</b>	Virtual race. Risk free for us. £3 per balloon – around 80% to PTA. Prizes centrally managed. Extremely quick to set up. The next race leaves Dracula's Castle at 9am on Halloween. Each balloon costs £3. You can customise your balloon/s and track them live during the race. There is a chance to win an iPad & other prizes if you win the National race, AND there is a cash prize for the 1st, 2nd and 3rd place balloons bought via our Primary School link.		
<b>Virtual Christmas Market</b> <ul style="list-style-type: none"> <li>• Guess how many sweets or treasure island?</li> <li>• Guess reindeer name</li> <li>• Christmas raffle (hampers etc)</li> <li>• Preorder gingerbread decorating kits</li> <li>• Friendship bracelets</li> <li>• Preorder Christmas craft kits</li> <li>• Local sellers – links with 10% discount code</li> </ul>	Check if school organizing something similar?		
<b>Christmas cinema (free event)</b>	Dates? 2 films like last year? Food provision? Overall cost to PTA? Is it Regal Mobile Cinemas? School or PTA to book?		
<b>Virtual Elf (in place of Santa visit)</b>	Pre-recorded and personalised elf video – e.g. cheeky references to teachers. Normally one per school but have agreed one for nursery, one infant and one upper. £1.50 per child. Each child gets a wrapped book. Examples on site. 30 free elf toys if quote Facebook when booking. Charge £1, PTA cover other 50p?		

## Halloween Trail



**Spooky shapes  
to be painted  
and hung  
around  
Gorebridge**

### To discuss

- Cost and payment
- How maps to be handed out
- Audience – GPS or all of Gorebridge
- Timeline
- Prizes – just one for completed entries in prize draw?

### Trail map



## Virtual Elf

As 2020 is a year like no other, treat the children to one of our **FREE virtual elf visits**. We offer a pre-recorded elf visit complete with a full tour of Santa's workshop and the opportunity to meet see where their letters go and where the toys are made followed by a fully personalised elf visit. Guaranteed to enchant and entertain!

Our elves will enchant and entertain the children with stories of The North Pole and spread the joy of Christmas through magic tricks, silly songs and oodles of laughter. At the end of the performance the children will be delighted to hear that their teachers have a special gift direct from Santa's workshop just for them. A wrapped book for every child will be sent to the school well in advance of the visit, ready for the children to excitedly unwrap.

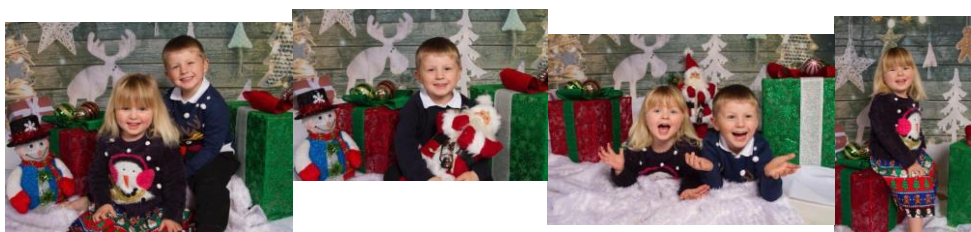
Both visits are completely **FREE**, the only cost to the school is the children's wrapped book for just **£1.50** each. The books are heavily discounted and arrive pre-wrapped meaning that each child gets a book which normally retails at between **£3** and **£9** each. You can see an example of the books the children will receive here.

Make sure you book early, we have very limited slots and our elves get booked up very quickly.

<https://national-elf-service.com/virtual-elf-visits/>

## Other Fundraising Ideas

Events	Comments	Organiser(s)	Status
<b>Family photoshoots</b>	Can book Beacon and use Event Photography Team (Erin's dad's company). Christmas themed or normal. Fridays and Saturdays in late Oct/early Nov available. Risk assessment and covid plan needed. £12/hr booking. Profitable for PTA. GPS kids have priority bookings but if need to fill space could open up. Booking system needed.		
<b>Woodland Trust</b>	Free trees for schools and communities <a href="http://www.woodlandtrust.org.uk/plant-trees/schools-and-communities">www.woodlandtrust.org.uk/plant-trees/schools-and-communities</a>		
<b>Asda Foundation Getting Schools Back on Track grant</b>	Stationery, Breakfast Clubs/After School Clubs, Uniform Bank Basics, PE Kit Basics, PPE Needs, Healthy Holiday Activity - October Half Term & Christmas Holidays but not Salary Costs, iPads/Tablets/PCs/Laptops, Coats, Food Parcels, Electrical Items		
<b>Shell grant</b>	<a href="https://www.shell.co.uk/sustainability/society/working-with-communities/sponsorship-and-donations.html">https://www.shell.co.uk/sustainability/society/working-with-communities/sponsorship-and-donations.html</a>		
<b>Matched Funding</b>			
<b>Employee Volunteer Hours</b>			
<b>100 Club or Your School Lottery</b>	See separate slide		



## 100 Club or Your School Lottery

	100 Club	Your School Lottery
<b>Tickets</b>	£1 per month	£1 per week
<b>Prizes</b>	40-50% of takings	Guaranteed cash winner for our school every week and the chance to win the £25,000 jackpot (match all 6 numbers). The draw takes place every Saturday, winners notified via email.
<b>Profit</b>	£1 ticket 50p or 60p depending on prizes	£1 ticket 40p to school 30p to school prizes 6p to central prizes (£25k jackpot) 24p admin + VAT
<b>Pros</b>	Profit margin Not weekly so cheaper for parents/carers	All manual process, no admin, no money gathering and risk is out of our hands According to PTA forums, seems to be more successful than 100 Club
<b>Cons</b>	Manual and involves us handling and chasing parent payments	Less direct profit and less money straight to parents/carers

## Communication and engagement

### ***What do we communicate?***

- Events and fundraising
- School info?
- Generic Midlothian Council info etc?
- Wider community or educational matters?

### ***How do we engage and communicate?***

- PTA newsletter
- Facebook (and any other social media)
- Email
- Posters in new noticeboards
- School texts
- Letters home in bags?
- Parent/carer feedback – suggestion for generic school survey
- Class/year reps – establish two-way feedback channels?
- More nursery engagement – invite along to meetings?
- Evening PTA meetings for those who can't attend daytime
- Other parent or family events?



## AOB

- Leaving committee thank you
- Gambling licence

## Offer from Made with Love and Sparkle

- Edinburgh-based business that sells really affordable gifts, jewellery, accessories and homeware.
- Nothing on the website is over £25.
- The LB with Love Christmas range will launch on the 1st October with a lovely selection of gifts, decorations, stocking fillers and the winter range of scarves jewellery and other accessories.
- donate 10% of all online sales (full price items only) made by parents and friends of your school between now and 31st December.
- To set this up I would allocate you a code for your school to be entered when placing any orders on the website or directly with me.
- Delivery is usually free for orders over £30, or £3 otherwise but depending on the location of your school I may be able to provide drop-off to avoid postage costs for any orders placed directly with me via the @Heather at LB with Love fb page.
- Can offer info and demos
- [www.lbwithlovegifts.com](http://www.lbwithlovegifts.com) and orders can be placed either directly on the website using the code or by emailing me at [heather.lbwithlove@gmail.com](mailto:heather.lbwithlove@gmail.com)