



Baljaffray Primary PTA Meeting Minutes

**Date**

1st September 2025

**Time**

6:30 pm – 7:30 pm

**Location**

Bearsden Academy Conference Room

1. Welcome and Introductions

- The Chair opened the first PTA meeting of the school year.
- Introductions were made by all attendees, including new and returning members.
- The Secretary confirmed that meeting notes would be recorded.
- The Chair outlined the PTA's purpose: to raise funds and support school activities.
- Clarified that policy issues are handled by the Parent Council.

2. Administrative Updates

- No previous minutes were available.
- A Parent Council sign-up has been added to the school website.
- Website updates must be processed through the PTA web team.

3. PVG Scheme and Volunteer Requirements

- The Chair explained new requirements under the Disclosure (Scotland) Act 2020:
 - All volunteers working directly with children must hold a PVG certificate.
 - The PTA must register as its own organisation, separate from the school.
- Registration with Volunteer Scotland is in progress.
- A Microsoft Form has been circulated to gather member details.
- Once registered, members will receive PVG application links.
- All members should complete the form; current membership stands at twelve.
- A training session on the new system will take place later this month.
- Reduce risk: volunteers should apply for school-based PVG to allow autumn events to proceed.

4. Upcoming Events

Chippy Hike – Saturday 7th September

- Family event organised by members.
- £2.50 per ticket includes chips and a cookie.
- Not a major fundraiser.





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Halloween Disco – Friday 24 October

- Dependent on PVG-cleared volunteers.
- DJ already booked.
- Option discussed to run under the school if PTA registration delays persist.
- Adult-to-child ratio recommended at 1:10.
- Tasks include tickets, decorations, prizes, and tombola.
- Event lead still to be confirmed.

Christmas Fayre – Friday 28 November

- Major fundraising event.
- Printed flyers to be distributed locally.
- Sub-committee to be formed for planning, setup, and stalls.
- Includes PTA stall, external vendors, Santa's Grotto, and games.
- Proposal for a PTA Christmas Magazine featuring:
 - Stalls, puzzles, children's artwork, and local business adverts.
 - Businesses invited to sponsor pages or donate raffle prizes.
 - School printing options to be explored.

Burns Night – Friday 24 January

- To be held at the local church hall.
- To confirm attendance and volunteers at the next meeting.

Valentine's Disco – Thursday 13 February

- DJ booking to be confirmed.
- PVG volunteers required.

Movie Night – Friday 13 March

- Family event; no PVG required if parents attend.



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www.baljaffray-pta.com



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Talent Show – Friday 24 April

- Joint event with the school.
- Low PVG impact as teachers will supervise.

Spring Fair – Saturday 16 May

- Check hall booking due to existing community let.
- Coordinate setup access with after-school club.

5. Communication and Engagement

- PTA email automation now routes volunteer forms to the correct officers.
- Website and calendar integration complete; tutorial video to follow.
- Proposal for NFC keyrings linking directly to the PTA website or volunteer form (£60 for 200 units).
- Discussion about reinstating a PTA noticeboard.
- Agreement to delete the inactive PTA Facebook page and direct communication via the PTA website and WhatsApp groups.

6. Finance Report

- Balance: £6,265.22
- Available funds after commitments: £6,175.41
- Recent expenses: Christmas pantomime, planters, fencing, volunteer lunch, gambling licence, PTA domain renewal.
- Hoodie money and book fair income pending.
- School Lottery participation has declined; promotion to be renewed with QR codes.
- EasyFundraising campaign to be relaunched before Christmas shopping season.
- Members encouraged to explore new grants and funding sources (e.g. local retailers, council).
- Ongoing application to fund outdoor and environmental projects.





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7. Fundraising and Grants

- Each member to research one potential funding source before the next meeting.
- Proposal for a sponsorship booklet for the Christmas Fair.
- School Lottery, EasyFundraising, and Donations page to be promoted through flyers, website, and magazine.

8. School Collaboration and Equipment

- Request approved to purchase new car park safety signs (approx. £55 each).
- Proposal to buy a 3D printer for pupil use (approx. £160) to support STEM activities.

9. Parents' Night

- Scheduled for first week of October.
- PTA to provide small stationery gift bags (£1.50 each) instead of sweets.
- Two members to coordinate purchasing and preparation.

10. Additional Notes

- McMillan Coffee Morning on Thursday 25 September.
- PTA to coordinate safe storage of PVG records and event materials within the school.

11. Next Meeting

Date: Monday 6 October 2025

Focus: Halloween Disco planning, PVG progress, and Christmas Fair preparations.



Baljaffray Primary PTA Action Summary

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Action**Responsible****Deadline**

Complete Microsoft Form for PVG registration

All members

Immediate

Attend Volunteer Scotland training

Designated reps.

September

Confirm DJ and event bookings

Committee

September

Form Christmas Fair sub-committee

Committee

Next meeting

Draft PTA Christmas Magazine layout

Design team

October

Promote School Lottery & EasyFundraising

Committee

November

Order car park signs

School/Treasurer

Next meeting

Prepare stationery gift bags for Parents' Night

Committee members

October

Review hall lets for Spring Fair

School liaison

December

Delete inactive Facebook page

Admin

Immediate



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