



Baljaffray Primary PTA Meeting Minutes

**Date**

6th October 2025

**Time**

6:30 pm – 7:30 pm

**Location**

Bearsden Academy Conference Room

1. Previous Meeting Actions

- Car Park Signs: Cheque written by Treasurer and sent to school.
- Gift/Party Bags:
 - 262 bags prepared, with 5 extras. Contents: rainbow pencils, novelty pencil toppers, fruit chew, fidget keyring, and notebook.
 - Total cost £1.50 per bag using Timu supplies.
 - Surplus items (pencils, toppers, keyrings) to be reused for future stalls.
 - Contactless payment option being set up.
- Christmas Magazine:
 - Concept: PTA member producing a Christmas magazine combining pupil content and local business adverts.
 - Aim: Ad revenue to cover printing costs.
 - Pricing: £100 full page, £50 half page, £30 quarter page.
 - Action: Encourage local businesses and parents to advertise.
 - Update: Draft content reviewed by the school.

2. PVG (Protecting Vulnerable Groups) Update

- 19 PVG applications submitted from 26 members.
- 7 have not yet applied; one exempt.
- Teachers do not require separate PVG checks for PTA events.
- 19 members plus any teachers will cover current needs.
- All admin work complete; awaiting Disclosure Scotland results.

3. PTA Membership and WhatsApp Group

- Membership: 26 registered members.
- WhatsApp Group: 35 participants; some non-members.
- Decision: Create a new WhatsApp group limited to registered PTA members.
- Action: Remove non-members and unidentified numbers from the current group.





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4. PTA as a Subcommittee of Parent Council / Connect Membership

- Discussion on whether the PTA should:
 - Become a subcommittee of the Parent Council (shared liability, less autonomy).
 - Remain independent and obtain own public liability insurance.
 - Join Connect, a Scottish-wide PTA network, providing insurance and shared resources.
- Consensus:
 - Preference to remain independent but join Connect for insurance and resource benefits.
 - No immediate cost identified; further details to be confirmed.
- Actions:
 - Chair to circulate information and conduct a membership vote.
 - Obtain comparison between Connect and Parent Council models.

5. Halloween Disco

- Dates: 24 October (P1–P3) and 24 October (P4–P7).
- Volunteers:
 - Sufficient volunteers confirmed for both sessions.
 - Teachers assisting where required.
- Supplies:
 - Stock check for tuck shop, tattoos, prizes, and decorations.
 - Pizza order for both sessions (approx. 11–12 pizzas).
- Tickets: 55 sold to date; expected to increase.
- PVG: Only required for adults supervising children without parents present.

6. Christmas Fayre

- Date: Friday 21 November 2025 (let to be confirmed).
- Activities: Tombola, hampers, chocolate strawberries, crafts, choir, Santa's Grotto.
- Volunteers: Subcommittee to be created for planning and stall management.
- Donations: Early collection for hampers and tombola prizes.
- Santa: Possible return of previous volunteer.
- Canvas for stalls





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7. Fundraising and Events

- Chippy Walk:
 - 82 tickets sold, record attendance.
- School Lottery: Participation low; to be re-promoted post-Halloween.
- Future Ideas:
 - Community events (fun run, spring chippy walk, Lego club).
 - Encourage smaller, community-building activities.
 - Waitrose funding opportunity for eco projects (compost bins, garden initiative).
 - Action: Explore eligibility and submit proposal before deadline.

8. Treasurer's Report

- Recent Expenditure:
 - £217 for treat bags and Halloween prizes.
 - £160 for retirement flowers.
 - £60 for tablet screen repair.
- Recent Purchases:
 - Checks issued for Active Panel trolleys (£713 total).
- Balances:
 - Current account: £6,772.21
 - Available funds: £5,913.60
- Income:
 - Chippy Walk: £208.80
 - Remaining hoodie fund: £19
 - Book storage: £70

9. Website and Communications

- Website Updates:
 - Section to host monthly PTA updates and after-school activity listings.
 - Possible member area and mailing list for event notifications.
 - Survey to gather feedback on communication preferences (email vs website).



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10. Other Business

- Burns Night / Ceilidh:
 - Positive feedback; plan to repeat event early 2026 but avoid "Burns Night" branding.
- PTA Welcome Event:
 - Consider informal social night for new members.
- Equipment:
 - Storage to be organised and audited post-Halloween.
- Disclosures:
 - Members awaiting PVG links to follow up with Disclosure Scotland.





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Action	Responsible	Deadline
Circulate information on Connect and Parent Council.	Chair	Next meeting
Confirm Halloween disco supplies	Committee	This week
Verify PVG clearance for all volunteers	Chair	Before event
Create subcommittee for Christmas Fayre	Chair	This week
Confirm Christmas Fayre date and hall booking	Secretary	This week
Launch donation request for hampers and tombola prizes	Chair	Next week
Draft and submit Waitrose funding proposal	Chair	This week
Publish survey on communication preferences (email vs website)	Chair	Next meeting
Update website with PTA monthly update and activity listings	Chair	TBC
Re-promote school lottery and easy fundraising	Committee	Next meeting
Audit storage and stock after Halloween	Committee	Next meeting
Prepare for Burns/Ceilidh event rebrand (January 2026)	Committee	Next meeting

