

Westerton Primary School – PTA Budget Committee

Meeting – Wednesday 22 August 2025

Present: Katy Allan (PTA Chair), Kate Turnbull (HT), David Campbell (PT) end of meeting.

Minutes- Pauline Cumming (AA)

Agenda Items	Key Info/ Action Points
1. Update from previous meeting	<p>All helpers to have PVG – events need to be assessed using Disclosure Scotland guidelines which came into effect 1 July 2025, are they regulated and are they supervisory? If yes PVG required.</p> <p>PVG paperwork for core PTA members – check all in date.</p> <p>Katy Allan, Christine McKinnon, Jenna Miller, Jillian MacEachan, Julie Russell all to check and confirm volunteer PVG.</p> <p>Changes in PVG discussed - 14 days for result to be shared with sharedservices or else process starts afresh and additional charge.</p> <p>Link to the guide on how to share the information https://rise.eu.articulate.com/share/nSf-x7Tc4gNykAoCPriXVB3gmDKvXoA5#/lessons/M2VAZ72amA1KJN8L0ZmzCqmZP3esHEsq</p> <p>PTA – HT, PT, Mrs Cumming, and core teaching staff to check if they need to get PTA PVG to assist.</p> <p>Food Hygiene certificates discussed – not required unless cooking food – may have to consider for summer fair.</p> <p>Insurance – to be renewed through Connect.</p>
2. Current PTA funds	£10,444
3. Events/Fundraising Planning	<p>100s Club – not to continue next session due to low uptake.</p> <p>Quiz night – not to continue due to low uptake.</p> <p>Santa dash – no, foodbank collection instead.</p> <p>Wed 29 October – Hallowe'en disco £3 plus tuck shop £1 / 50p items available in response to parental feedback.</p> <p>Christmas film night – Thursday 20 November - Pauline to check licence and capacity. £3 a ticket plus option to buy popcorn. Approx 100 tickets to be sold. U – Rated films only.</p> <p>PTA Christmas Fayre – Date agreed Saturday 29 November 2025</p> <p>Card machines to be purchased.</p> <p>Local enterprises to be invited to take stands £30.</p> <p>Raffle collection – class colours theme. Non uniform day Mon 24 November for donations.</p> <p>January sponsored step-athon for school funds – W/B 19 January</p> <p>Class winner for each class who will get house points. PTA will look out and share link to a reasonable priced pedometer. Sports committee to support collecting steps from classes each day. HWB learning focus.</p> <p>Pupil Disco dates agreed</p>

	<p>Halloween Disco – Wednesday 29 October 6-7.05pm, 7.10-8.15pm</p> <p>Valentine Disco Thursday 12th Feb – 6-7.05pm, 7.10-8.15pm</p> <p>Spring Disco – Thursday 30 April - 6-7.05pm, 7.10-8.15pm</p> <p>Westerton School Summer Fair – 30 May. Summer theme. Non-uniform Thursday 21 May.</p> <p>Christmas Cards (Cauliflower) - Very successful. 6 October deadline.</p> <p>PTA – school ties for S1 and end of term activities cost approx £1,000, to be reviewed by PTA.</p>
4. School Requests	<p>Playground – community payback weeding etc to be investigated by PTA</p> <p>New infant playground area - PTA donation to help refresh this area and businesses will be contacted for donations eg Baru, Dobbies etc.</p>
5. PTA communication	<p>Newsletter update from chair to go in Aug/Sept newsletter outlining year overview of PTA events and summary of fundraising last year.</p>
6. AOCB	<p>Uniforms – school ties to be sold in school. Baru to be contacted regarding commission/ donation to school.</p> <p>Chair will attend Connect meeting, September 3rd.</p>
7. Date of Next meeting	<p>TBA January 2026.</p>