**Glenbervie School Partnership (GSP)**

**Meeting Minutes**

**08/10/20 Glenbervie School**

Attendees:, Yvonne Baddley (YB), Dawn Campbell (DC), Lilian Cargill (LCa), Rachel Cuthbert (RC), Claire Ramsey (CR), Tracey Smith (TS), Elaine Morrison-Jures (EM-J), Alana Thomas (AT), Aileen Davidson (AD) (minute taker),

Apologies: Moira Marson (MM), Lisa Cran (LCr), Jennie Glennie (JG)

|  |  |  |
| --- | --- | --- |
| **Item Number & Title** | **Discussion/Action** | **By/ When** |
|  | Approval of AGM minutes / Review of action points  Minutes approved. |  |
|  | Election of new Office Bearers; Chair, Vice-Chair, Treasurer,  Secretary.  **Chairperson:**  Dawn Campbell (proposed by CR, seconded by AD)  **Vice-Chairperson:**  Tracey Smith (proposed by CR, seconded by AD)  **Treasurer:**  Elaine Morrison-Jures (proposed by AD, seconded by CR)  **Secretary:**  Rachel Cuthbert (proposed by AD, seconded by CR)  **Staff Liaison:**  Yvonne Baddley p5-p7 (proposed by AD, seconded by RC)  Lisa Cran suggested for Staff-Parent Liaison p1-p4 (proposed by AD, seconded by RC)  Virtual Handovers and templates may be needed for those new to the posts. | AD, YB |
|  | Approval of Accounts and Appointment of Administrator  Accounts have not been finished yet owing to Covid. EMJ circulated a statement to AD and DC this evening. Will have it sorted out after the school hols. | EM-J |
|  | Halloween Activities   1. **GHOST HUNT**   A Ghost Hunt will take place over the week before Halloween. This will be a trail with letters hidden in the ghosts which can be rearranged to give a secret message.  A template of a ghost will be created with a space in the middle to display a letter  This template will be put up on the GSP site asking for Volunteers to display the ghosts in their Windows. This can be shared with the Shops page too.  Volunteers can either print off the template or make their own. We need 17 volunteers. Volunteers are to be requested to PM the facebook page and they will be sent the letter to display in their ghost (the answer is similar to Spooky Skite!)  RC to be given admin access rights to the GSP Facebook page    A sheet is to be designed to be bought at the shop with instructions and School is to be asked to print these out. Price will be £1 for entry. It’s agreed to be a low cost event, to give kids something to celebrate Halloween.  Auchenblae Medical Centre have kindly agreed to be sponsors for the eventdonating £50 for the sweets and craft prize  CR is happy to collect money for the sheets in a cashbox with a slot (to minimise contact). Cash can then be left for 72 hours before touching it, or hand-washing after handling.  Everyone participating gets a sweety when they hand in their sheet.  B&M stores pack of 70 Haribo for £4.99. 3 big bags will be purchased and handed into the shop and school.  CR may also have glowsticks that could be donated to add in.  Those that participate will also be entered into a draw for a Craft Prize. Prize can be purchased from Halloween sale items.   1. **TERRIFYING TANGERINES!**   Look for donations of 80+ Tangerines to be donated to school to be decorated by the children.  To be decorated with biro/black-marker/black paper and prittstick.  To double check these arrangements are okay with school  Prizes for the best in each year group.  Halloween Rosettes to be purchased.   1. **PJ DRESS UP FOR A DAY!**   PJ Dress up for a school day – to be done as a 5th November event. Suggested donation. Can be discussed at next meeting on 2nd Nov. | RC  DC/RC/CR  DC/RC  DC/CR  DC  LCr  CR  LCa  CR  RC  CR  DC  RC |
|  | Easy-Fundraising  RC will look for other alternatives to Easy-Fundraising to see if there are more generous ones that could be used. | RC |
|  | Insurance  Need to double check if this is now in place.  EMJ will email Christine McClelland on the situation. EMJ attended the briefing with the Director of Education Laurence Findlay and this was mentioned. | EM-J |
|  | Any other Business  **Club 100**  AD to circulate the details of this. Each entrant gives £10 and a weekly draw with prize money is conducted, with he leftover monies going to GSP funds. This should be a relatively contactless fund-raiser.  BACS payments could be made straight into the GSP account. Would need entrants name as the reference. Will need an alternative payment method for those that can’t pay by BACS. Cashbox with a slot could be used for this.  **Virtual Panto**  School has requested assistance with funds for a virtual panto. This is likely to cost £75-£85. This was agreed by vote.  Need a formal request for this from School and a cheque can be raised. | AD  DC/ EMJ |
|  | **Next Virtual Meeting:**  Mon 2nd Nov – Meeting 7pm |  |