

**Williamston Primary School PSA
Minutes of Meeting
8 February 2016**

Chair: Julie Blackwood
Secretary: Alison Pollock
Staff Representatives: Miss Noble, Miss Robertson, and Mr Daniel James-Watling
Parent Members: Hazel, Natasha, Lorna, Angela, and Caroline
Apologies: Doug, Susan and Dawn

ACTIONS:

Douglas

- Produce and present Fayre breakdown for next meeting.
- Pull together a document outlining the role of treasurer detailing what's required particularly around large events i.e. Christmas fayre.
- Provide Julie with funding amounts for the last 3- 4 years P7 Leavers' Party by 24th February.

Julie

- Amend the constitution and re-circulate.
- Suggest dates for the first aid course to be completed – 2/3 days, hopefully over a few weekends
- Investigate 'crate' donation from Gardening Scotland
- 2/3 weeks from now issue a PSA newsletter about the outside learning project
- Send an email looking for helpers for the pamper night.

Vicky

- Provide Julie with a breakdown of last year's P7 Leavers' party costs by 24th February.

Angela

- Ask office to provide PVG forms in school bags for herself, Dawn and Lorna

Alison

- Check previous minutes for any previous bake sale totals.

Hazel

- Check previous Bake Sale records and sent to Misses Robertson and Noble.
- Get more information on the proposed art exhibition for 'Spring Fayre Lite'

Caroline

- Report back on her progress regarding the grants mini-project.

Lorna

- Look into the bike suggestion she raised.
- Get a quote from Tricky Ricky for two shows on the 10th.

Miss Robertson

- Blog the minutes when she receives them.
- Confirm amounts for each year from previous Bake Sales – check with office staff, and communicate amounts to staff for spending this academic year.

Miss Noble

- Find out more about the school's new tarmac date and if parents can impact on this. The delay in the tarmac is causing delays in our line painting and our new container (the quote for this may not be honoured if there is a long delay with the tarmac)
- Confirm amounts for each year from previous Bake Sales – check with office staff.

1. Minutes of Last Meeting

- The committee agreed minutes from previous meeting. People to provide an update on their current and previous action point at next meeting. Julie to place Facebook adverts to source affordable space for PSA items – which should remain in lofts, garages etc for now.

2. Update on accounts

- Douglas to provide accounts summary to include projected agreed spends i.e. Outdoor areas/playground markings etc
- This includes £5K (*) funds earmarked for outdoor play areas, £4k for line painting once West Lothian Council have replaced our current tarmac (date to be confirmed).

3. Tesco Grant

- Miss Noble informed us that we were unsuccessful in our request for funds to install an outdoor path round the school. Nevertheless, a 'Grand Plan' remains in place to transform our outdoor space and we watched a short film highlighting the bigger picture that the school would like to work towards.

4. Outdoor Area Update

- Miss Noble and Miss Robertson brought us up to date on the suggestions for improvements to the outdoor areas.
- Voted and passed that the willow work project should start. Oatridge College to supply willow creations for our outdoor space – they will create tunnels from our original willow plus other randomly spaced tunnels with new willow, willow 'fedging' to screen the main grass area, plus a large willow hut for the children. Estimated cost up to £1.1K (from budget *) with 12 days of labour. Miss Noble will investigate if willow workshops can provide upkeep and train pupils so that we can keep the willow in the best condition on an ongoing basis.
- Voted and passed for the storage container project to start. Miss Noble discussed quotation for a painted storage container with internal shelving to hold all the loose play materials for our outdoor space. Cost is £2.9K installed including VAT (from budget *). The location of the storage container is still up for discussion and if located on the tarmac area we must wait for the Council to complete the job before we can site the container.
- Loose play materials. We discussed the type of materials required and storage of these.
- The school has not had the initial planning meeting for the new tarmac yet so we don't know when this will start. Miss Noble will chase this, and enquire if parents can also chase it up to lend weight to the urgency. We may need to get Counsellor Fitzpatrick involved.

5. 2016 Events

Our future fundraising should be to repair, refresh and provide upkeep of our outside play areas.

- **Ladies Pamper Night** – organising well in hand by sub-committee but we need extra helpers on the night – Julie to send out an email asking for helpers.
- **Bake Sales** – need to ensure money is spent this year (some years may have accrued values). Alison and Hazel to check for previous information on amounts raised by each year and pass to Misses Roberson and Noble who will check with the office staff. Miss Robertson will then let staff know how much they have to spend before the end of the year. It was agreed that from the next academic year the bake sale

amounts raised by each primary should be spent on outside materials for the school. This will encourage ownership of the items chosen/bought with each primary's money e.g. bubbles, chalk etc

- **Bikes** – Lorna will look into the suggestion she had about getting newly built bikes.
- **P7 Leavers Party** – Julie to attend next parents' meeting on 25th February and communicate our decision to curb the funding given by the PSA to a maximum of £500 (£8.50 per child), plus the usual £300 for the yearbooks. Vicky to provide Julie a breakdown of last year's party costs by 24th February, and Douglas to provide amounts of the last 3 or 4 years funding by the same date.
- **Spring Fayre Lite** – suggested date was Sunday 15th May 12.30 – 3pm and that we should have a BBQ, inflatables and the art exhibit perhaps on 13th May. The school will make the final decision on the art exhibition, and Hazel to get more information on it.
- We also suggested a possible gents or family 'food themed' weekend around September which would tie in with Food Fortnight. This could include beer; whisky tasting and we could liase with Edinburgh Gin, Innes & Gunn and Alchemy brewers.

6. **Any Other Business**

- Lorna confirmed that Tricky Ricky was free for the proposed magician night. She will get a quote for two shows: 3:30-4:30 and 5-6

7. **Date and Time of Next meeting**

- Next meeting will be held on Monday 7 March at 1830.