

**Williamston Primary School PSA**  
**Minutes of Meeting**  
**3rd October 2016**

Chair: Julie Blackwood  
Staff Representatives: Tania Noble, Fiona Hollands  
Parent Members: Natasha Troitino (minutes), Sandie Christie, Lorna Hutson, Hazel Ross, Susan Cormack, Caroline Maciver, Fiona MacDonald, Dawn Davis, Heather Grieve, Douglas Pirie, Claire Duff, Jo-Ann Van Vuuren

**ACTIONS:**

- **Fiona H** to issue via Group Call to all parents/carers on easyfundraising and about the P3 bake sale.
- **Fiona H/Mary** to present PSA with details of approx spending on Xmas events last year, to help budget for this year's events.
- **Caroline** will speak to a contact regarding t-shirts in the house colours.
- **Everyone** - provide Alison's contact details to any potential stall holders.
- **Julie** - to speak to her contact regarding a bike shop voucher as a potential raffle prize.
- **Julie** - to design a flyer for the halloween parties and **Heather** to print for distribution in school bags.
- **Julie** - to get quote from disco man for Halloween, Christmas and P7 leavers parties\*.
- **Julie** - to put out a call for volunteers for Halloween discos nearer the event.
- **Lorna** - to locate the Halloween decorations. **Lorna** to provide carved pumpkin for pumpkin golf/croquet. **Susan** - to provide golf/croquet equipment.
- **Sandie** - to string doughnuts for halloween discos.
- **Julie** - to set up volunteer schedule as a Doodle poll.

\*update - price provided at £75 per event

## **Agenda**

### **1. Apologies and update of actions from previous minutes**

- Apologies from Angela, Alison, Jen and Lloyd, and a warm welcome to Jo-Anne, Lloyd's wife who came along to represent him.

### **2. Treasurer**

- There were no objections to Lloyd van Vuuren taking up the role of PSA Treasurer, and he has now been appointed, which was welcomed by the members. Unfortunately he was unable to attend the meeting due to sickness, however Doug advised that he has begun a handover with him, and this will continue over the coming weeks.

### **3. Calendar Update**

- The photographs for the calendar went well, despite a busy day at school. All children were photographed, and staff photos to be completed before the October break.
- The calendar will be a A3 landscape, and will be a family planner, with 2 photos to the side. A mock-up design has been produced and has been approved by the school.
- Hazel updated that she has spoken to McMillan and they are happy with their logo being used on the calendar, and are grateful to receive the £1 donation from each calendar.
- It was noted that some children attended in McMillan branded t-shirts, which were provided by a local business. A number of local companies have been contacted for quotes to provide coloured t-shirts in house colours, which can be used for sports day and other school events, following a suggestion by a parent.

#### **4. Christmas Fayre sub-committee**

- A sub-committee has been set-up to plan the Christmas fayre, and the 1st meeting is Thursday 6th October, at 8pm at Tash's house. Alison will be looking after allocation of stalls again as she has the contacts, so any enquiries should be directed to her.
- Raffle tickets need to be ordered soon, therefore a discussion was had about 1st/2nd and 3rd prizes. An iPad was suggested as this has been a popular prize in the past. Suggested to approach a bike shop for a voucher to promote healthy lifestyle.

#### **5. Halloween Parties**

- Parties to take place on 27th Nov - P4&P5 6-7pm P6&P7 7.30-8.30pm
- Tricky Ricky the magician to be booked for 31st October for nursery - P3, if possible.
- Flyers to be issued in school bags. Flyer must state that children must be collected by an adult, and they must declare allergies via a tear off slip. Request made that the magician flyer is issued as hard copy as some P1 parents are not yet on the email system. It was decided to collect the £2 admission money at the door as money being sent in advance became complicated in the past.
- Suggested that quote for provision of discos for halloween, christmas and P7 leavers is requested, in order to potentially get a better price.
- Buyers to source and purchase snacks and prizes, including allergy options. Competitions - carved pumpkin competition, best costume (boy & girl). 200 doughnuts to be strung for the doughnut game.

#### **6. Bake Sales**

- A list of potential bake sales spends has been circulated within PSA members and within the school. Tash to keep the master copy and update as new ideas arise, including looking into the Dynamic Earth offer. This list is now able to be shared with parent helpers.
- PSA to bank the money; kids to vote on an activity; parent helper to assist teacher by booking activity.
- Some year groups have now organised to spend previous years' money, such as P3 who want to spend the money to get an author in to class, in association with the Book Trust. Other year groups should try and spend any income from previous years, ASAP.
- Groupcall to go out reminding families about Friday's P3 bake sale.

#### **7. Recycling**

- Potential issues with rubbish from larger events, due to the reduction in bin sizes. In order to recycle plates and cups, they would need to be rinsed clean, which is not feasible. It was agreed that where possible, should buy recycled products, and we will require a commitment from helpers to take rubbish to the dump after the event.

#### **8. Outdoor area update**

- A location has now been agreed for the container, and the pupil leadership team has selected 5 colours for it to be painted. The order is about to be placed and delivery scheduled for after the October break.
- Thanks given to those who helped in the garden on the 23rd September. Plants for pollination to be added to the painted pots. The school has taken part in a cluster project which now has an £800 fund to increase pollinating plants. Pupils will help to choose those plants.
- There is a desire to establish a gardening group to help with maintaining the garden, add some planters and plant some Autumn/Winter/Spring plants.

#### **9. Volunteer Schedule**

- An idea was tabled to establish a table of events online, on which parents can volunteer to help at events. It was felt that Doodle might be a good mechanism for this, and this should be set-up and tested.

**10. AOB:**

**P7 Leavers**

- Fiona advised that she will be the P7Leavers/PSA liaison, and updated that Julie MacGillvray is chairing the P7 Leavers group. It was suggested that a current P6 parent may wish to shadow Julie in order to see what is required for next year.
- The first meeting will be held week commencing 7th Nov, although the kids are still to agree what they would like. Mrs Hollands suggested it would be helpful for Julie MacGillvray to meet with her to discuss the school's expectations before that meeting is held.

**Conference Calls**

- It was noted that some parents are unable to attend meetings due to childcare requirements, and conference calls and Skype were discussed as possible options, however these do not appear to be solutions due to the lack of a phone line/wifi/reception in the staff room.
- It may be worth scoping other childcare options which could be provided during the meetings to allow other parents to attend. Doodle poll considered to see if this service would be used.

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

- Next meeting will be held on Monday 7th November, in the school at 18:30