

Williamston Primary School PSA
Minutes of Meeting
5 September 2016

Chair: Julie Blackwood
Treasurer: Douglas Pirie
Secretary: Alison Pollock
Staff Representatives: Tania Noble, Fiona Hollands
Parent Members: Katarina Matson, Angela Drewett, Sandie Christie, Natasha Troitino,
Lorna Hutson, Susan Cormack, Erik Hansen, Fiona MacDonald, Caroline
Maclver, Hazel Ross and Claire Duff

ACTIONS:

- **Julie** to draft an email regarding Easy Fundraising and pass to Fiona. **Fiona H** to issue via Group Call to all parents/carers.
- **Julie** will consult with Malcolm to see if he can give guidance on the 23rd September Day of Action
- **Fiona H** to present PSA with details of approx spending on Xmas events last year, to help budget for this year's events.
- **Douglas** to do a complete handover to the new treasurer and offer support (*)
- **Everyone** – volunteers for the Xmas Fair sub-committee should contact Julie ASAP
- **Tash** will share her list of achievable things for the bake sale money
- **Fiona McD** will speak at the meet the teacher event to raise awareness that the P7 parents' committee/leader must be set up soon
- **Hazel** will send a template to **Tania** regarding the communication and opt out message for the calendar photographs. **Tania** to organise this to go out to each pupil in time for 30th September.
- **Tania** to provide an update on storage unit's location and delivery (hoping to be in place before October break)
- **Caroline** will speak to a contact regarding t-shirts in the house colours

Agenda

1. Apologies and update of actions from previous minutes

- Apologies from Jen, Heather and Dawn and a very warm welcome to Katarina, Sandie and Erik – hope you enjoyed your first meeting with us.

2. Recap of 2015/16 Events and Accounts

- Douglas presented the treasurer accounts for the year. The amounts the PSA need to reimburse the school for is: £1200 for the sound system and £4407 for the playground markings. Commitments for 2016/17 are: storage container £2500, Willow ground works £700 and Xmas event funding.
- We have £10,000 starting balance for the year.

3. PSA Committee roles

- Our treasurer is stepping down this year and we urgently need a new treasurer or the PSA will have to fold - as our constitution states we cannot run without one. Douglas offered to fully handover the role to the next person and to support them. (*)
- We still need more committee members to help take on roles at various events and would urge anyone who is interested to contact Julie or a committee member.

4. Outdoor Area Update

- We have committed to buying a storage container for school outdoor equipment. Due to restrictions this will be sited in the P4-7 playground, with a final location to be worked out soon.
- It will be painted (the children will be involved with the decision on colour), have storage racks on one side and should be in place before the October holidays.
- The next stage of the willow work will begin shortly – clearing the wooded area to make room for willow dens and tunnels, and the willow hut has been rewoven.
- The school are calling for parents and carers to come and help the children with a ‘day of action’ on 23rd September to tackle the outside areas (e.g. gut the flowerbeds, take out weeds etc). The children will be doing this during the day and parents/carers are invited to help then stay on with their children in the afternoon – ‘bring your own spade’ message to helpers. We agreed that the PSA would look into providing lunch for those who stay e.g. Dominos etc. Julie will consult with Malcolm to see if he can give gardening guidance at the event.

5. 2016 Events

- We agreed to repeat the following successful events from last year: Xmas Fayre on Sunday 27th November 2 – 4.30pm; Pamper Event around Mothers’ Day 2017; and the monthly Bake Sales.
- Xmas Fayre – everyone who would like to take part in the sub committee for this event should contact Julie ASAP, as we need to get the ball rolling straight away.
- Bake Sale – we agreed that this year the PSA should manage the money raised at these events, and the amount raised at each sale will be banked by either Hazel or Alison. In order to provide clarity on where and what the money is spent on, we need one parent/carer from each year group to take ownership of organising with teachers how to spend the money. Tash organised this for P1 last year and will share her list of achievable things they could spend the money on. We’ll send this to the volunteer/teachers for each year group, but without a volunteer then unfortunately the bake sale cannot go ahead.

6. 2017 Events

- P7 Leavers Event – we agreed to fund again this year with a budget of £12/13 per head. Fiona McD will speak at the ‘meet the teacher’ event to raise awareness that the parents’ committee/leader must be set up soon. The leader of the P7 parents’ group must attend all the PSA meetings.
- School Xmas Events – due to a very successful 2015/16 the PSA is in a unique position to fund our pupils’ Xmas events this year, making it less of a burden on families at an expensive time of the year. Nursery-P2 has a pantomime in school, P3 go out to the pantomime and P4-7 visit the cinema. In addition we will also fund the Xmas parties for all year groups. The school will provide financial details of these events to help the new treasurer budget accordingly.
- Xmas cards or calendar – we discussed both and due to profit margins decided to go with the calendar again this year. ‘Go green for McMillan’ is the theme, and it might be possible to donate an amount from each calendar to the charity. This event takes place on 30th September and each year will have group photos taken on the day and a page in the calendar. Hazel will send a template to Tania regarding the communication and opt out message for the photographs. Tania to organise this to go out to each pupil in time for 30th September.
- Halloween and magic shows – we decided to slightly change these this year. On Thursday 27th October P4- 5 and P6-7 will have parties at night and Nursery-P3 children will have the magic show. The charge will be £2 per child with the PSA making up the shortfall. Timings to follow.
- We discussed a number of other possible family events – circus skills workshop; BBQ; dads’ 5 a side or golf day; science festival etc and will discuss again at a future meeting.
- Sports Day – we will be hosting a refreshment stall with food and drink on the school sports day.

7. Any other business

- Fiona H explained about the parent panel for the leadership for school roles, and Julie volunteered to take part.

- We discussed the suggestion of using PSA money to fund some bibs/t-shirts in school, house colours, which could then be used at school events. Caroline will cost t-shirts with a contact and report at the next meeting.

8. Date and Time of Next meeting

- Next meeting will be held on Monday 3 October in the school at 18:30

(* Please note we now have a new treasurer – details to follow.