

Williamston Primary School PSA

Minutes of Meeting

5 October 2015

Present

Chair: Julie Blackwood
Secretary: Alison Pollock

Staff Representatives: Fiona Hollands and Clare Robertson
Parent Members: Susan Cormack, Fiona McDonald, Jen Brown, Clare Duff, Hazel Ross, Vicki Young, Angela Drewett, Natasha Troitino and Douglas Pirie

Action Points

Julie

- Approach people to go onto the Xmas Fayre sub-committee and post a Facebook (FB) message to ask for volunteers
- Xmas Fayre FB message and vote for either Sunday 30th pm or Saturday 29th am date.
- FB message for parents to look out for the re-issued school email regarding the calendar.
- Speak to neighbour regarding cheap 1st aid course for committee members and report back at the next meeting

Jen

- Deliver disco lights before the Halloween party, also complete Risk Assessment and sent to Fiona before the night.

Alison

- Provide Halloween play list, stand for donuts and items for pumpkin golf. Check with Alexandra Wallace if she can help at the Halloween disco.
- Do the Halloween disco permission slip and FB message.

Susan C

- Collate all the Halloween permission slips from the office and prepare lists for the teachers to check off on the night.

Douglas

- Send a FB appeal for the missing Halloween decorations from last year.
- Liase with Julie, Fiona and Angela re our constitution and report back at the next meeting.

Mrs Hollands

- Issue a communication regarding acceptable dress for those planning to dress as footballers for the calendar photo day. Ensure P5 teachers tell their classes that they need a school sweatshirt or uniform to change into to visit the Lanthorn centre.
- Contact the office to get numbers of calendars ordered plus a list of missing permission slips for the photos. Re-issue the email regarding the calendar and permission slips.
- Organise for PVG applications for the committee members
- Ask Robbie to come back to Hazel regarding the proposed Bake Sale dates and make sure these go onto the email calendar issued with school newsletters.
- Check with the office to get a list of the Bake Sale amounts each class has raised from inception, and which amounts have yet to be spent – amounts not spent within the school year move up with those classes
- Agree a storage site for the gazebo and let Hazel know

Tash

- Buy items required for the Halloween disco and deliver to school prior to the party

Hazel Ross

- Liase with Mrs Hollands to get numbers of calendar orders received so far, and the proposed Bake Sale dates onto the calendar with the school newsletter emails.
- Buy a trolley to transport the gazebo.

1. Minutes of last meeting

- These were agreed, with no issues

2. Halloween disco

- Vicky checked with Disco Dads who are not able to do this event, cost of another disco £150 therefore it was agreed to use the PSA disco lights (Jen has these) and a Halloween play list (Alison to provide).
- Set up for the event will be from 4pm – volunteers for this are Susan C and Alison. Clean up volunteers after the disco are Claire, Tash, Doug, Hazel and Julie
- P4-5 disco will be 6 – 7pm. Volunteers for this are Susan T, Fiona, Angela, Claire and Julie (Alexandra Wallace - Alison to check)
- P6-7 disco will be 7:30 – 8.30pm. Volunteers for this are Claire, Angela, Tash, Fiona and Julie (Alexandra Wallace – Alison to check)
- Teaching staff who have volunteered for this event are: Clare, Jenn, Emily, Edward, Roisin, Dan and Kirsteen
- Douglas will send a FB message to find the missing decorations from last year.
- Games: pumpkin competition, donut game, best costume prize (boy,girl and best effort), apple dooking and pumpkin golf.
- Tash to get the following: enough single sweets for each child after playing pumpkin golf, apples, donuts, string, juice and crisps, prizes for best pumpkin x4 and best costume x6.
- Jen to do risk assessment and pass to Fiona who will be there on the night. Claire will be our first aider on the night, plus the teachers are emergency first aid trained.
- Alison will do a Facebook message about the event and also a permission slip with all the information on it. Susan C will collate these from the office and organise the list for teachers to tick off on the night.

3. Christmas Fayre Sub Committee

- Volunteers from the committee are: Tash, Vicki, Alison, Jen, Julie and Angela.
- Julie to canvass people to go onto the sub-committee and also put a message on the Facebook page.
- Julie suggested we try a Sunday for the Fayre this year, and we agreed that Julie should put out a message asking for a vote for either Sunday pm or Saturday am.

4. Calendar

- Football strips – Mrs Hollands confirmed that only national squad strips, or plain t-shirt, shorts and boots would be allowed but not team colours, and will issue a communication detailing what is acceptable to wear. Footballs will be provided at school so there is no need for the children to bring their own.
- Children can stay in costume all day, with the exception of those attending other events. P5 children will have photos taken first so can come to school in their costumes and then bring either a school sweatshirt or full uniform to change into before going to the Lanthorn. Mrs Hollands will make sure the P5 teachers discuss this with their classes.
- The committee thought it was a good idea that receipts were being given to the parents. The communication stated cheques to be made to the school, therefore this amount needs to be transferred to the PSA account when all orders are paid.
- Adverts are all sold and there will be 3 parent helpers both AM and PM to help assist with the photos.
- Mrs Hollands will re-issue the email and permission slip to all parents with a reminder that without the permission slip no photo will be taken. She will also speak to the office staff

about getting numbers of calendar orders so far, plus lists of those pupils who have not returned permission slips, so that teachers can chase these up.

- Last year 400 calendars were printed with approx 100 left over. Order numbers need to be finalised by 1 November. Hazel needs to know number of orders so far, plus agree on an amount to sell at the Xmas Fayre.
- Julie will do a FB message for parents to check their emails for Mrs Hollands re-issued calendar communication.

5. Constitution

- Douglas provided sample and model constitutions for us to look at. We agreed to have a sub-committee to look at these and discuss: Douglas, Julie, Fiona and Angela kindly volunteered to look into this and report back at the next meeting.

6. PVG checks

- We decided that the core PSA committee should all have a PVG check done. Those needing this done are Fiona, Hazel, Julie, Angela, Claire, Tash and Alison. This will be organised by Mrs Hollands.

7. First aiders

- Current first-aiders are Jen, Susan and Claire, and those willing to do training are Alison, Angela and Fiona.
- Julie will speak to her neighbour regarding a cheaper 1st aid course and see how many of the PSA committee we could train. This will come from PSA funds.

8. Any other business

- Hazel gave an update on the Bake Sales. P3 made £260 at the last one, and the P4 sale will be the next one on Friday 30th October (Halloween theme).
- Hazel has also given Robbie a list of proposed dates to ensure these don't clash with other school events. No reply from Robbie as yet. Jen suggested putting these on the calendar that goes out with school newsletters, and Mrs Hollands agreed to make this happen.
- The new gazebo has been purchased but due to the heavy weight will have to be stored in school and can be used for other school events. Mrs Hollands to advise where to store this. Using PSA funds Hazel will purchase a trolley to transport the gazebo.
- Clare reported that the P3 staff had asked their classes how they wanted to spend the money they had raised at the Bake Sale. They are thinking of an animal handling session. Clare will check with the office regarding the £297 from last year, which is unlikely to have been spent yet – the £557 might be enough to fund a trip. Money that is not spent within the school moves up with the classes involved.
- Mrs Hollands will check with the office to get a list of the amounts each year has raised from inception, and which amounts have yet to be spent. e.g. P2 last year raised £297 so this would be available to the same classes (now P3) this year.
- Julie raised some negative responses from parents regarding the Spring Fayre Lite ideas we proposed at the last meeting. We agreed to defer this topic till another meeting nearer the time.

9. Date and time of next meeting

The next meeting will be Monday 2 November at 6:30pm in the staff room