

Williamston Primary School PSA
Minutes of Meeting
7 March 2016

Chair: Julie Blackwood
Secretary: Alison Pollock
Staff Representatives: Miss Noble, Miss Robertson, Mr Daniel James-Watling, Mrs Hollands
Parent Members: Hazel Ross, Lorna Hutson, Angela Drewitt, Caroline MacIver, Esta Clarke, Claire Duff, Heather Grieve, Nikki and David Harrower, Fiona MacDonald, Joanne Dunse, Douglas Pirie, Susan Cormack and Jen Brown
Apologies: Dawn Davis, Natasha Troitino

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.

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
- 2/3 weeks from now issue a PSA newsletter about the outside learning project

Angela

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

Caroline

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

Lorna

- Look into the bike suggestion she raised.
- Check with Tricky Ricky for two shows on new date 12th April.

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

- Liaise with the office staff to confirm outstanding Bake Sale amounts for each year. Liaise with Miss Robertson to ensure all teaching staff know how much they have to spend.

1. Minutes of Last Meeting

- The committee agreed minutes from previous meeting and we got an update from some people on their current and previous action points.

2. Art Gallery Presentation

- Lindsey from Images Art attended the meeting to give us some information on what an art exhibition at the school would look like, and he provided details on the exhibition and what it might achieve for the school.
- Each child will complete a piece of art in any format except glitter, on material supplied by Images Art. These will be taken away and framed in vinyl MDF frames, returned to the school on Thursday 12th May 2016 and set up as gallery. Pupils and parents will be invited to see their child's art from 4-8pm on that day, and may buy it for £8 if they wish - but there is no obligation to do so.
- All pupils will be included in the project, and the art will be available for 2 weeks after the exhibition on 12th May, should any pupil or parent not be able to attend the evening.
- Mrs Hollands agreed that all art will be completed and handed to Images Art by 29th April, and Hazel will act as our liaison with Images Art.
- The committee decided to cancel the Spring Fayre and go with the Art Exhibition instead. The exhibition will be in the large hall from 4-8pm and the PSA will organise a raffle, a café, tombola etc for that night.
- Julie will ensure the following communication goes out to all parents: a) there will be no Spring Fayre this year due to lack of assistance b) The Art Exhibition will take place on Thursday 12th May from 4-8pm and parents cannot just wait at the school till opening – they must leave the school and then return later c) the last viewing will be 7.30pm d) the raffle will be drawn at 7.30pm

3. P7 Leavers Party

- Jo Dunse informed us that the initial planning meeting was well attended with over 20 parents and the theme chosen is - movies.
- The P7 parents then asked why the budget to run the party was being cut from the usual £900 (approx) to £500 – and there was a subsequent discussion between parties attending the meeting on what the budget should be.
- Mrs Hollands stated that she had never experienced a party of this size at the end of a P7 year but that it must: a) have a pupil voice – the pupils must be asked what they want to have, b) social inclusion – it's a party not a prom so that the financial burden on parents does not mean exclusion for some children, c) no additional fundraising is to be done outside Bake Sale events.
- As there was no agreement on the budget amount, a subsequent meeting was set up for Wednesday 9th March. The attendees would be the four PSA office bearers plus four P7 parents, and a compromise solution should be reached regarding a reasonable amount of money to run the P7 party, based on previous cost figures (to be submitted to Julie by Jo) and potentially using current PSA resources. Julie to circulate the decision by the end of the week.

4. Outdoor Area Update

- Miss Noble and Miss Robertson brought us up to date on the playground tarmac project – the entire playground area should be completed in 3 weeks. After this it would be ideal to get the lines painted and decide on where the container should go.
- Miss Robertson will check with Miss Brown who has the details of the company, who are going to do the line painting for us (subject to previous quote).
- Miss Noble will look at the designs re the placement of the container so that the playground lines can be decided.
- Heather Grieve asked whether the school still wanted pallets – and Mrs Hollands said these could be brought to the school any time, as they will be stored in the outside garden area.

5. Ladies Pamper Night/Magician

- The pamper evening was a great success, and based on feedback from attendees, stallholders and therapists we would like to run this again probably keeping the entry fee at £5. We anticipate the total raised to be in the region of £1200.
- The magician event for Nursery – P3 will be moved to April due to a resources clash with the Pamper Night. Due to scheduling difficulties, the new date will be 12th April and the show will take place in the

large hall during school time. Nursery & P1 will be 12:30 till 1.30, and P2&3 will be 2 till 3pm. Both these events will be free

- Lorna will attend to liaise with Tricky Ricky, but no further PSA assistance will be required.

6. Accounts

- Douglas gave us an up-to-date amount in our bank account - £17,683
- Of this amount we have set aside: a) £4,500 to pay for the line markings in the playground, b) £5,000 to assist with improving outdoor play at the school (including the willow and container projects described in the last minutes) and c) £4,000 which was to be given to the school to spend on each child - possibly a school trip for each pupil.
- Mrs Hollands reported that it has not been possible to organise this for the children this year so the committee previously voted and decided that fund should be used to fund the Xmas 2016 events (e.g. discos, parties, pantomime, cinema trip etc) so that parents would not need to spend money at an expensive time of year. This is a £10 treat for each child because we have enough funds this year although it may not necessarily be an annual event.
- This will be the last year that Douglas will be Treasurer, and he will be handing this role over to Heather at the end of the school year. Another parent will also shadow Heather as part of a learning project.

7. Any other business

- It is time to get the P7 pupils' yearbook started – Hazel and her husband will kindly be working on this again this year. Miss Noble will organise this with Miss Brown.

8. Date and Time of Next meeting

- Next meeting will be held on Monday 11 April at 1830.