

Williamston Primary School PSA
Minutes of Meeting
9 May 2016

Chair: Douglas Pirie (standing in for Julie Blackwood)
Secretary: Alison Pollock
Staff Representatives: Miss Noble, Miss Robertson, and Mr Daniel James-Watling
Parent Members: Hazel Ross, Angela Drewitt, Natasha Troitino, Heather Grieve, Fiona MacDonald, and Susan Cormack

ACTIONS:

1. Apologies and update of actions of previous minutes

- The committee agreed minutes from previous meeting. There were no updates on action points – these are to be carried forward till the next meeting.

2. P7 Leavers Update

- Douglas confirmed that Bright Horizons have booked the large hall on Friday 24th from 12.30-4pm, but this should have no impact on the P7 party.
- P7 bake sale dates were discussed with the staff representatives and 10 June was confirmed as the best choice for the second P7 bake sale. Alison to communicate with Joanne and confirm the P7 parents want to go ahead on date, and Alison or Hazel will show them where all the bake sale equipment is stored for the parents to use on that day.
- Hazel has not had anything for the yearbook yet, but Mr James-Watling confirmed that information had been passed to the teachers and Miss Brown is aware of the timescales. Malcolm created a template, which is being used to speed up the artwork.

3. Outdoor Areas Update

- The old playground markings will be removed this Thursday afternoon, and weather permitting our new, exciting shapes painted on both playgrounds on Friday morning. These include: an agility trail, noughts and crosses x2, short tennis court, piggy in the middle x 2, mirror me, dartboard, 100 square grid, 8 point compass and a 'qwerty' keyboard.
- Planting for our new willow hut will start in the field on Wednesday. The Eco Group will be getting involved with this and further planting after the summer holidays – willow tunnels, and willow 'den' spaces within our wooded areas.
- Miss Noble also announced that funding had been given by the Co-Operative to allow an external mural to be painted at the school. The outdoor learning group will work with an artist next week to finalise the design and commence work on this w/c 6 June.

4. 2016 Events: Art Gallery

- The exhibition will be in the large hall from 4-8pm with PSA and staff helpers on the raffle/refreshments table. The list is as follows: 4-5 Julie & Mr James-Watling; 5-6 Miss Robertson & Susan; 6-7 Heather & Tash; 7-8 Caroline & Angela.
- Alison and Susan will come in early and set up and Alison will cover Julie's slot on the list. Fiona said she could also attend at 6pm if extra help was needed. Susan will get the urns from Julie, and Tash will bring the refreshment items to either Susan or Alison prior to Thursday.
- We collected the hamper donations together and assigned them to each hamper. Hazel will pick up any additional items Tuesday/Wednesday, Alison to collect the £50 worth of donations from Co-Op. All further raffle prizes to be at school for Thursday.

5. 2016 Events: Bake Sales

- Mrs McKenzie has not yet given the teachers their Bake Sale spending totals and purchasing of all new items must be done through Mrs McKenzie.
- We raised a concern that pupils may not get the use of any items with only a few weeks to go will the end of term. Miss Noble confirmed that items ordered by teaching staff for the present classes would move with them at the end of the year.
- The teachers will provide the PSA with a list of all purchases made with Bake Sale money over the last two years, and this will be communicated to all parents.

6. 2017 Events

- Xmas Fayre will go ahead in November 2016 – probably on the last Sunday of the month as it proved a popular choice last year.
- Bake Sales should continue again next year, and the money from each class will fund outdoor equipment to be stored in our new container (coming soon!). Each class will decide how to spend the total they raise and store them in our 'Bake Sale Bunker'!
- We will do a September/October event and discuss the options available at the first meeting after the summer – e.g. Food event, Pamper Night, Halloween party?

7. Accounts

- We still have £10K uncommitted funds which have not been allocated for any project as yet.
- Douglas will meet with Heather shortly to initiate the handover of the Treasurer role.

8. 2016/17 PSA dates and AGM

- Douglas proposed switching the proposed dates - first meeting to be 29th August and AGM to be 5th September.
- All other dates to be confirmed at the meeting on 29th August

9. Any other business

- PSA/Staff end of term family BBQ – proposed for 19th June. Susan to do a Doodle poll to find out the amount of interest and report back at the next meeting.

10. Date and Time of Next meeting

- Next meeting will be held on Monday 6 June at the Bankton hotel 18:30.