

# Williamston Primary School PSA

## *Minutes of Meeting*

**14 September 2015**

### **Present**

Treasurer: Heather Greive

Secretary: Alison Pollock

Staff Representatives: Fiona Hollands and Clare Robertson

Parent Members: Ann Fernando, Susan Cormack, Fiona McDonald, Karen Neil, Clare Duff, Julie Blackwood, Rebecca Baxter, Hazel Ross, Caroline MacIver, Suzanne Boyd, Vicki Young, Angela Drewett, Lorna Hutson, Natasha Troitino and Douglas Pirie

Apologies: Jen Brown, Robbie Taylor, Mr James-Watling,

### ***Action Points***

#### ***Vicki Young***

- Contact 'Disco Dads' to see if they are available for our Halloween and Xmas discos.

#### ***Douglas Pirie***

- Liase with Julie to provide the agenda for the next meeting
- Issue an email asking for volunteers for the Halloween Disco

#### ***Mrs Hollands***

- Agree format/dates for: carol concert, Xmas discos (P4-7) and the Scottish night.
- Get feedback from other head teachers on any art exhibition events within their schools.

#### ***Hazel Ross***

- Buy a gazebo for the school bake sales.

### **P7 Leadership Team**

- We were introduced to Head Girl – Keira, Head Boy – Aiden, Deputy Head Girl – Amy and Deputy Head Boy – Joshua.
- They delivered a short presentation regarding their election and spoke to us about what they would like to see in our school playground – following a visit to Dedridge Primary school.
- One area they would like to see at Williamston is 'Cardboard day' – keep and collect cardboard to play with in the playground. They will be co-ordinating this with the school to put it into effect ASAP.
- Other playground areas of interest were: old tyres to play with; old pots and pans to play tunes on; quiet zone; scooters area; container to store wellies and waterproofs in; creating undulations and a bridge in the playground.

### **1. Welcome, apologies and introductions**

- Douglas welcomed everyone to the meeting. Apologies were noted and recorded above.
- Everyone introduced themselves to all new members

## **2. Election**

- Julie Blackwood was elected as Chairperson and Clare Duff was elected as Deputy Chairperson

## **3. Agree the purpose and activities of the PSA**

- We discussed what we thought the reason/purpose of the PSA should be with the conclusion that: PSA should primarily be a fundraising body and not play any role in policy/rule-making, which should be the domain of the Parent Council.
- We also agreed it would be our role to:
  1. Dedicate energy to finding and applying for grants so that we are not funding things that either council or financial grants could achieve.
  2. Move towards raising funds for larger projects E.G. school playground, with longer term fundraising goals via long term planning
  3. Organise fun activities for the children/parents and the school as a whole and raise community spirit. We should aim to cover costs at these events.
  4. Improve communication with parents and pupils to explain why we are raising funds and where these will go. Investigate an online survey to parents by involving pupils designing and arranging the survey.
  5. Make more use of the school blog and other social media channels to ensure we have open book accounting (e.g. money raised from specific events as they happen).
  6. Listen to what the pupils would like us to do with the funds we've raised, and also include staff, teachers and parents' wishes.

## **4. Agree Constitution**

- Due to time restrictions this item was not concluded, and will be moved to the next agenda.
- Certain elements were discussed:
  1. A vote was taken on long term staff leaving gifts – and decided that a gift should be made from the PSA (not cash), and a policy will be drafted to provide more strict guidelines.
  2. For transparency, once the constitution is set up it will be sent out to all parents via Groupcall, with a request for comments.

## **5. Agree Dates/Events 2015/16**

- Halloween Disco P4-7 – 29<sup>th</sup> October in the small hall.
  - a. Vicky to contact Disco Dads to see availability for the date.
  - b. P4-5 will be 6-7 pm
  - c. P6-7 will be 7.30 – 8.30pm
  - d. Doug to issue an email asking for volunteers
- Winter Fayre – 28<sup>th</sup> November (if not clashing with other big events)
- Carol Concerts - PSA to do refreshments, but the school to decide if this event will go ahead, what format it should take and possible date.
- Xmas Discos – Agreed that these should go ahead this year, but the school to decide the dates/format etc. Vicky to ask the Disco Dads if they are available to support us again this year.
- Magic Show (Nursery – P3). We discussed that we should change the event this year but retain the date 17<sup>th</sup> March. TBC what format the event will take e.g. Easter egg hunt
- Scottish Event - the school to decide if this event will go ahead, what format it should take and possible dates.
- Spring Fayre - We decided that due to the high amount of resources required for a full fayre that it might be time to change the format of the event and go for something different 'Spring Fayre Lite!' A possible replacement could be an art exhibition. Mrs Hollands knew that Windyknowe primary school had done this, and she would contact other head teachers for feedback and information.
- P7 Leavers – Friday 24<sup>th</sup> June. P7 parents committee run this event, which the PSA fund. A decision was taken that we should ask the P7s to vote for the event format they would like best.

- Other possible events:
  - a. Bake Sales – and possibly as enterprise projects for pupils. Hazel to purchase another gazebo (approx £170)
  - b. Committee members to look at the dates and events of the year and take on some of the workload.
  - c. Calendar - School to think of theme, and 'what I want to be when I grow up' is a possible suggestion. The pictures need to be completed by the October holidays – so that Hazel has time to get it completed in time for sale at the Xmas Fayre.
- Other possible events for discussion at next meeting
  - a. Pamper Night/ dress swap night
  - b. Quiz Night – possibly with licence for alcohol
  - c. Sporting event for dads
  - d. Race Night
  - e. 'Lush' to take a stall at events
  - f. Car boot sale/ Craft event

**6. Date and time of the next meeting**

The next meeting will be Monday 5 October at 6:30pm in the staff room