

**Portlethen Primary School – P.S.A.  
Meeting Minutes held on Thursday  
12th May 2016**



**Present:** Sarah Ewen – PSA Chair  
Alison Harris – PSA Treasurer  
Fiona Brown – PSA Secretary  
Mrs Thornton – Deputy Head Teacher  
Miss Weston – Deputy Head Teacher  
Mrs Lindsay – P7 Teacher  
Mrs Bremner – P3 Teacher  
Mrs Morbey – P1/2 Teacher  
Mrs Rodger – Art Teacher  
Ilka Win - Parent  
Linda Wood – Parent

**Apologies:** Elaine Cowan – PSA Vice Chair  
Ann-Marie Gordon – PSA Joint Purchaser  
John McGungle – PSA Joint Purchaser  
Mrs Garnes – Head Teacher  
Mrs Scouller – Nursery Nurse  
Cheryl Dingwall - Parent

**Agreed Minutes of Last Meeting:** Minutes were agreed and distributed.  
Minutes proposed by Alison and seconded by Ilka.

**Matters Arising and Review of Recent Events:**

**Recipe Books:-:**

The Recipe Book is currently being typed up by Alison. It was suggested to include the new children to the school and nursery children. The school is currently making the cover for the Recipe Book.

### **Spring Fayre - Saturday 7<sup>th</sup> May 2016:**

This event went very well and a great day was held although it was not as busy as usual. A total of £2,800.00 profit was made less the Party Box Payment which is still to paid. This amount is still to be confirmed.

It was suggested that the PSA charge £20.00 per stall at next year's Spring Fayre.

There was very positive feedback from the Stall Holders. The following comments were sent to Alison:-

- Well organised event
- The tea trolley offering refreshments was well appreciated
- Good layout of stalls
- The staff and PSA helpers were very helpful and friendly
- Too many external stalls
- Some people were looking for a bric & brac Stall

### **Current Up and Coming Events:-**

#### **Bags to School – Tuesday 2nd June 2016:**

Notes with bags have gone out to parents.

Alison is still awaiting confirmation on the amount raised for the March's collection.

#### **End of Term Disco's – Thursday 23<sup>rd</sup> June 2016:**

A note will go out to parents in due course.

#### **Kad Photography – Saturday 10<sup>th</sup> September 2016**

Kelly has confirmed this date for photographs and is happy to remain in the huts.

#### **Valentine's Disco – February 2017**

A date is still to be agreed for this event.

#### **Xmas Cards**

Mrs Garnes is to confirm if this is being done through the school or PSA.

### **Any Other Business:-**

The PSA have agreed to donate £100.00 to the primary 7's Leaving Tea Party and to purchase Autograph Books.

It was suggested to change the name of the PSA to "Friends of Portlethen Primary" as the name is often confused with staff PSA's. This will be discussed and decided at the AGM in September.

It was suggested to involve the Hillside Representatives by inviting them to future PSA meetings. From August 2016 there will be six classes of children at Portlethen Primary who will be moving to the Hillside school once it is open in early 2017.

Sarah has sent the Proposed 2016/2017 lets to Elaine Thornton.

Miss Weston has requested term money, which the PSA have agreed to.

**Next Meeting to be held on Wednesday 15th June 2016 at 3.30pm  
in the School Staffroom**

