

**Portlethen Primary School – P.S.A.
Meeting Minutes held on Wednesday
20th April 2016**



Present: Sarah Ewen – PSA Chair
Alison Harris – PSA Treasurer
Ann-Marie Gordon – PSA Joint Purchaser
Fiona Brown – PSA Secretary
Mrs Thornton – Deputy Head Teacher
Miss Weston – Deputy Head Teacher
Mrs Lindsay – P7 Teacher
Mrs Bremner – P3 Teacher
Linda Wood – Parent

Apologies: Elaine Cowan – PSA Vice Chair
John McGungle – PSA Joint Purchaser
Mrs Garnes – Head Teacher
Mrs Morbey – P1 Teacher
Mrs Rodger
Mrs Scouller – Nursery Nurse
Ilka Win – Parent
Cheryl Dingwall - Parent

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

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.

Easter Tea Party – Wednesday 23rd March 3.30pm – 6.30pm & Tuesday 29th March 2016 4pm – 7pm:

This was a quiet event for both evenings. A total of £103.00 was made.

Bags to School – Thursday 10th March 2016:

Alison is awaiting confirmation on the amount raised for this collection.

Current Up and Coming Events:-

Spring Fayre - Saturday 7th May 2016:

Mrs Thornton has agreed to open up and close the school for this event.

Letters requesting donations have been sent out to local companies and several donations have already come in.

There was a dress as you please day on Friday 29th April asking for donations of a bottle or chocolate in exchange for the children dressing as they please.

Raffle tickets have gone out with the children - 1st, 2nd and 3rd prizes are to be cash.

A note to parents has gone out requesting donations of Raffle Prizes, Soft Toys, Toys, Books, CD's and DVD's and for parent helpers on the day. So far, we have received a low response for parent helpers.

A sheet has gone into the Staff Room requesting staff helpers.

The Newtonhill Pipe Band has confirmed they will perform on the day.

A total of 32 external stalls have been booked so far. Weather permitting the ponies will be put outside. Alison is to put a request on facebook for a large gazebo which can be used to cover the ponies if it rains on the day. Other outside stalls booked are two Bouncy Castles, two Football stalls, Barbecue, Allotment Group

There are to be 18 PSA Stalls at the Spring Fayre:-

- Barbecue –
Burger - £2.50
2 Sausages in a bun - £2.50
Hot Dog - £1.50
1 Sausage in a finger bun - £1.50
Cans of Juice - £1.00
Fruit Shoot 60p
Cartons of Juice 30p
Water - £1.00
- Home Baking – various from 20p. One of the parents, Celina is to make 250 items of baking
- Chocolate Tombola – 3 turns for £1.00
- Bottle Tombola – 3 turns for £1.00
- Raffle Tickets – 20p per ticket or £1.00 for a book of 5
- Refreshments –
Adult - £1.50 tea/coffee & buttery/pancake
OAP -£1.00 as above
Children – 50p juice and a biscuit
- Lucky Dip – 50p a turn
- Glitter Tattoo's – To be run by Wendy Murray £1.00 & 50p per tattoo
- Toys, Books, CD's and DVD's donated from parents – various prices
- Adopt a Teddy -
£1.00 - Small Teddy,
£2.00 - Medium Teddy
£2.50 Large Teddy
- Lucky Socks - £1.50 a turn
- PPS Branded Goods –
Water Bottle - £2.00 each
Popper Shopper Bag - £2.00 each
Jute Bag - £3.00 each
- Frog in the Bog – 50p for 3 throws
- Hook a Duck – 50p per hook
- Higher Striker- £2.00 a turn
- Try to land 10p or 20p in a bowl that is at the bottom of a tank of water
- Guess How Many Smarties in the Cake - £50p a turn
- Nail Painting – £1.50

Bags to School – Tuesday 2nd June & Thursday 6th December 2016:

A note with a bag will go out to parents in due course.

End of Term Disco's – Thursday 23rd June 2016:

This event is to go ahead as Mrs Garnes has confirmed that she will stay and lock up the school.

Kad Photography – Saturday 10th September 2016

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

Any Other Business:-

The PSA have agreed to donate £100.00 to the primary 7's Leaving Tea Party

**Next Meeting to be held on Thursday 12th May 2016 at 3.30pm in
the School Staffroom**

