

**Portlethen Primary School – P.S.A.**

**Meeting Minutes held on**

**Wednesday 14th January 2015**



**Present:** Linda Wood – PSA Joint Vice Chair  
Cheryl Dingwall – PSA Treasurer  
Fiona Brown – PSA Joint Secretary  
Elaine Cowan – PSA Joint Secretary  
Miss Weston – Deputy Head Teacher  
Mrs Lindsay – P4 Teacher  
Mrs Morbey – P1 Teacher  
Mrs Rodger – P6 Teacher  
Michelle Holloway – Postgraduate Student  
Chelsea Cox – Postgraduate Student  
Matthew Jackson – Postgraduate Student

**Apologies:** Sarah Ewen – PSA Chair  
Alison Harris – PSA Joint Vice Chair  
Nicola Garrord – PSA Joint Purchaser  
Mrs Bremner – P3 Teacher  
Mrs Scouller – Nursery Nurse  
Ilka Win - Parent

**Agreed Minutes of Last Meeting:** Minutes were agreed and distributed.  
Minutes proposed by Miss Weston and seconded by Mrs Lindsay.

**Outstanding Items from Previous Minutes:**

- Helen Sleeth works for Subsea 7 and is involved in their Corporate Social Responsibility. She is going to look into nominating the school to get help from their employees to come to the school for the day and help to do up the school playground.

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

### **Christmas Photo's**

The Snow Globe was unfortunately a huge disappointment due to the fact that it wasn't working properly and the photographs were either not available or of very poor quality. A loss of £183.00 was made because the deposit for £347.50 paid for the Snow Globe was non-refundable, also deposits of £10.00 were returned to several parents.

### **Christmas Fayre:-**

The Christmas Fayre was a great success and had a great turnout with the school making £1,500.00 which will be put towards purchasing non-fiction books for mid to upper age children.

The PSA made £504.13. A loss of £900.00 was made due to the outstanding stock left from the shopping bags and water bottles purchased. These items will be sold at future events. Please refer to the attached PSA Income and Expenditure Report 2014 – 2015.

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

### **Quiz Night**

This event is to be held on Thursday 29<sup>th</sup> January.

Charges will be as follows:- £2.00 per adult and £1.00 per child.

People can bring their own refreshments but no alcohol.

A Heads and Tails game can be played at half time.

### **Bags to School**

This is going to be collected on Tuesday 10<sup>th</sup> February. Cheryl is going to check when the next payment from them is due.

## **Valentine's Disco**

The Valentine's Disco is to be held on Wednesday 11<sup>th</sup> February.

P1 & P2 – 5.00 – 6.00pm

P3 to P5 – 6.15 – 7.30pm

P6 & P7 – 7.45 – 9pm

Cheryl is to call Tony the DJ to confirm the booking.

Nicola is to purchase chocolate hearts for the children.

## **Free Let – Tuesday 31<sup>st</sup> March 2015**

A ladies night was suggested. Other events suggested were Bingo Music, Bingo and Beatle Drive and a Food Event. Mrs Lindsay is to put out a Survey Monkey on the Facebook page to see what parents would prefer.

## **Spring Fayre**

The Spring Fayre is to be held on Saturday 9<sup>th</sup> May.

Alison is to organise the Stalls again this year. Alison wanted to know everyone's opinion on the outdoor carnival rides. It was decided to put the carnival rides on hold at the moment as it detracts people from going into the school to visit all the indoor Stalls and money is spent on the carnival rides instead of the other PSA and School Stalls.

It was agreed to increase the Stall charge from £10.00 to £15.00 this year.

## **Any Other Business:**

- The Portlethen Parent Partnership (PPP) has requested that the PSA consider a supporting initiative by holding a stall at the Portlethen Gala. Any funds that were to be made would be put towards the Playground Project. Clarification is required on whether it is the PSA or the PPP which are to hold and run the stall. It was suggested that the PSA and PPP get together to discuss and advise/help the PPP to raise funds. Linda is going to look into this.
  
- There is now a box located in the Library for parents to hand in old uniforms and for those families in need to come in and take any items that are required.
  
- A letter and text went out from the school offering parents to purchase Spree Books at a discounted price of £15.00 until 26<sup>th</sup> January to try and sell some of the outstanding books held at the school.
  
- Christmas Panto – The Panto at the Art Centre was a great success. It was suggested to do the same again next year, or other options are to take the children to the Portlethen Academy Panto or to the cinema.

**Next Meeting to be held on Thursday 5th March 2015 @ 6pm**  
**in the School Staffroom**

