

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

**Meeting Minutes held on**

**Thursday 5th March 2015**



**Present:** Sarah Ewen – PSA Chair  
Linda Wood – PSA Joint Vice Chair  
Alison Harris – PSA Joint Vice Chair  
Cheryl Dingwall – PSA Treasurer  
Fiona Brown – PSA Joint Secretary  
Nicola Garrord – PSA Purchaser  
Miss Weston – Deputy Head Teacher  
Mrs Lindsay – P4 Teacher  
Ilka Win - Parent

**Apologies:** Elaine Cowan – PSA Joint Secretary  
Mrs Morbey – P1 Teacher  
Mrs Rodger – P6 Teacher  
Mrs Bremner – P3 Teacher  
Mrs Scouller – Nursery Nurse

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

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

**Quiz Night – Thursday 29<sup>th</sup> January**

There was a small turnout to this event but it was a good night.

£51.00 was made from this event with a profit of £27.90 after the cost of the prizes were deducted.

Ilka suggested making the Quiz Night at an earlier time of 6.30pm. It was also suggested having more questions aimed towards kids such as questions about events being held at the school.

## **Bags to School**

The most recent Bags to School were collected on Tuesday 10<sup>th</sup> February. June and December pick-ups have been booked.

Cheryl is going to check when the next payment from them is due.

## **Valentine's Disco – Wednesday 11<sup>th</sup> February**

The first two disco's were well attended but the last disco was not well attended.

£408.00 was made with deductions of £120.00 for the disco and £79.80 for the chocolates and juice a profit of £208.20 was made.

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

### **Frozen Lego Tea Party - Tuesday 31<sup>st</sup> March 2015**

The Tea party is to be held between 3.45 – 7pm which is the same evening as parents night. Parents are encouraged to come with their children before or after their appointments or they can stay the whole time to meet Elsa, Anna, Olaf and Emmet.

The cost is £2.00 per person which is to be paid at the door.

The PSA is to bake cupcakes for this event and teas, coffee's and juice are included in the price.

### **Spring Fayre – Saturday 9<sup>th</sup> May**

A total of 196 letters requesting Raffle prizes have been done by Sarah and are in the process of being delivered to companies.

Donations so far have been vouchers from Beauty Boutique, the Happy Barbour and Paul Lawrie Golf Centre.

36 Stalls have been booked. Alison has asked Stall holders to donate a proper Raffle prize such as a bottle of alcohol along with their Stall fee.

Jumbo Inflatable's have been booked and will provide a princess slide, Dalmatian bouncy castle (covered) and a pirate ship obstacle course. Ring the Bell has also been booked where each child will win a prize and the PSA will receive 40% commission on the day's sales.

Sarah is looking into hiring the Candy Floss machine again as it was a very popular stall last year.

Ilka has requested a stall to make waffles and pretzels with a friend. Linda is to check with Alison (dinner lady) regarding any hygiene issues.

The Parent Partnership (PIP) has requested a Stall. The PSA have agreed to this and will not be charging PIP as all money made on the day will go towards the Playground Fund.

The Portlethen Primary School Football Club has requested two stalls for the stalls & goals. The PSA have agreed to this.

The Scout's have agreed to do the barbecue again. It was agreed a donation of 20-25% of money made on the day is to be given to the Scout's to thank them for their time and hard work.

The Toy Stall is to go ahead this year.

The Spring Fayre Banner will require to be taken out from under the stairs and the date will need to be changed on it.

Miss Weston is to speak to Staff asking for helpers for the Spring Fayre.

### **Clairvoyant Night – Friday 30<sup>th</sup> October**

The Clairvoyant Maureen Smith has been booked for this date. The Golf Club or Bourtree Hall was suggested as a venue for this event.

### **Any Other Business:**

- Miss Weston has asked for £500.00 term money which will be used to pay for school trips.
- Sarah has asked if the PSA could have its own Facebook page. It was felt that the PSA information seems to get lost amongst the School and PIP posts. Miss Weston is to speak with Miss Garnes. It was also suggested that perhaps the PSA name should be re-vamped as it often gets confused with Parent Helpers. This would need to be discussed and decided at the next AGM.
- There was a poor response from the Survey Monkey regarding opinions for future PSA events.
  - 62% of people said they would attend a Ladies night
  - 15% said No
  - 23% didn't know  
  - 51% of people said they would attend a Foodie night
  - 17% said No
  - 29% didn't know

- The majority of people were willing to pay £5.00 per ticket for both of these events.
- Fiona Lindsay is to take in an example of a recipe book. The PSA would look for parents to submit their favourite recipes and a recipe book could be made and sold to raise funds. It was also suggested looking at themed recipe books such as a Christmas recipe book.
  - It was suggested regenerating the Christmas Cards made by the children. The PSA will look into this.
  - It was suggested the Green Bins to be put outside at the school gate once a week for parents to put any unwanted clothes into these bins and they could be given to bags to school and the PSA could receive the money generated from this. A regular reminder to parents could be put on the Facebook page.

**Next Meeting to be held on Tuesday 28th April 2015 @ 6pm**  
**in the School Staffroom**

