

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

**Meeting Minutes held on**

**Tuesday 28th April 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  
Elaine Cowan – PSA Joint Secretary  
Nicola Garrod – PSA Purchaser  
Miss Weston – Deputy Head Teacher  
Mrs Lindsay – P4 Teacher  
Mrs Bremner – P3 Teacher  
Mrs Morbey – P1 Teacher

**Apologies:** Mrs Rodger – P6 Teacher  
Mrs Willox – P1 Teacher  
Mrs Scouller – Nursery Nurse  
Ilka Win - Parent

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

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

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

The feedback from this event was very good. It was very popular and there was a good turnout. Parents are happy for this to be a regular event at Parent's Evening.

A total £306.34 was taken in less £52.00 in expenses, which made a profit of £254.34 from this event.

It was suggested to introduce tickets on receipt of payment next time. They will be handed over to receive a beverage and cake. There is to be a maximum of two cakes per person.

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

### **Spring Fayre – Saturday 9<sup>th</sup> May 10am-1pm**

There will be a Dress As You Please Day for the children on Friday 1<sup>st</sup> May in return for a chocolate or a plastic bottle donation for the Chocolate and Bottle tombola stalls.

10,000 Raffle Tickets have been purchased. Five books of Raffle tickets have gone out to the oldest and only children this week. There are additional tickets in the office and Raffle Tickets will be sold at the Spring Fayre should anyone require them. The first prize is £100.00 cash. The second prize is £50 M&S Vouchers and the third prize is a 12 month Range Membership at Paul Lawrie Golf Centre. There are several additional various prizes also.

Home Baking plates are to go out this Friday requesting parents to donate home bakes for the event.

Alison is dealing with the External Stalls.

The PSA Stalls are as follows:-

Raffle Tickets

Barbecue (which is to be run by the Scouts – Alison is to confirm this)

Home Baking

Refreshments

Pick A Lolly

Guess How Many Sweets

Skittles

Human Fruit Machine

Lucky Socks

Glitter Tattoo's and Loom Bands

Adopt a Soft Toy (Elaine is to look into creating an Adoption Certificate)

Character Photo's

Bags and Bottles

Waffles (to be run by Ilka and her friend)

Lucky Dip

Toy and Book Stall

Bottle Tombola

Chocolate Tombola

Candy Floss

Nail Painting – (to be confirmed)

PIP are to have their own Stall selling plants and have requested if there are any bottles or chocolate left could they have it for their Gala Stall. The PSA have agreed to this.

Mrs Lindsay's P4 class are to make and sell chocolate lollipops.

Cheryl is to use the Portacabin to count the money. Alison and John are also helping.

A request has gone onto the Facebook page requesting helper's. Unfortunately there has been a very poor response. Fiona is to contact parents on the Helper's list.

It was decided a donation of £100.00 is to be given to the Scouts for doing the Barbecue Stall.

Poster's for the Spring Fayre are being printed off.

### **Free Let – Thursday 11th June 2015**

It was decided a bingo Night is to be held for this let from 6.30pm-8.30pm. It was suggested putting up the price and including a beverage and biscuit in the cost. It was also suggested to put flyers into the Community Centre, Home, Jubilee Hall and Church to spread awareness.

### **End of Term Disco's – Thursday 25th June 2015**

This event will be split into three separate times. Notes to go out to parents nearer the time.

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

The Clairvoyant Maureen Smith has been booked for this date, which is to be held at The Paddock. The PSA is to provide and make the buffet. The cost is £20.00 per ticket. Most tickets have been sold with only nine remaining.

### **Any Other Business:**

- There is £3,100.00 in the bank at the moment. The Abernethy buses are still to be paid and £500.00 end of term money is still to be paid.
- The new Primary 1's starting in August are to receive school water bottles.
- A request form for recipes for the Recipe Book is to be put on the Home baking Stall. It was suggested making the children write out their favourite recipe as a homework activity and then using these recipes for the Book.
- It has been decided to regenerate the Christmas Cards made by the children. Linda has spoken with Cauliflower Cards and was quoted the following prices:-
  - £5.50 for the first pack of 12 cards
  - £4.50 for a pack of 12 additional cards
  - £2.50 for a pack of 16 gift tags

The cards will require to be completed and sent away by the October holidays and will come back at the end of November.

- It was suggested the Green Bins are to be put outside at the school gate once a week for parents to put any unwanted clothes into them. 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.
- The PSA is to have a Stall selling the school water bottles and recycling bags at the Portlethen Gala held on Saturday 29<sup>th</sup> August 2015.

**Next Meeting to be held on Thursday 18th June 2015 @ 6pm**  
**in the School Staffroom**

