

**Portlethen Primary School – P.S.A.
Meeting Minutes held on Wednesday
11th November 2015**



Present: Sarah Ewen – PSA Chair
Alison Harris – PSA Treasurer
Ann-Marie Gordon – PSA Joint Purchaser
Fiona Brown – PSA Secretary
Mrs Garnes – Head Teacher
Miss Weston – Deputy Head Teacher
Mrs Bremner – P3 Teacher
Mrs Lindsay – P7 Teacher
Mrs Morbey – P1 Teacher
Mrs Rodger – Art Teacher
Mrs Scouller – Nursery Nurse
Debbie McDermott – Parent

Apologies: Elaine Cowan – PSA Vice Chair
John McGungle – PSA Joint Purchaser
Linda Wood – Parent
Cheryl Dingwall – Parent
Ilka Win - Parent
Nicola Garrod – Parent

Agreed Minutes of Last Meeting: Minutes were agreed and distributed.
Minutes proposed by Mrs Bremner and seconded by Mrs Garnes.

Matters Arising and Review of Recent Events:

Spree Books:

An additional 3 Spree Books have been sold. There are still 3 to be returned. Those parents who have not returned their Spree Books will not receive one next year.

Recipe Books:

The Recipe Book is currently being typed up by Alison.

Asda Bag Pack

Asda have agreed to allow the next bag pack to be on a Friday by the P7 children. The PSA are waiting for a date to be confirmed by Asda.

Christmas Cards:

The Christmas cards are expected to arrive the last week of November/first week of December.

Halloween Disco – Thursday 29th October

The night was a great success. A total of £438.36 was made from the Halloween Disco. There was a loss of £49.00 for stock purchased for the tuck shop. The items remaining from this will be used for the Christmas Fayre. The tuck shop was very popular with the children. It was suggested that more helpers for the disco's are required as two helpers will now be required for the tuck shop alone.

A Night With Maureen Smith – Friday 30th October

This event was very successful. A total of £732.00 was made. Sarah is to look into booking another medium for next year.

Current Up and Coming Events:-

Character Tea Party – Tuesday 24th and Thursday 26th November

This event is to be held again during the Parents Night.

The PSA will be looking for home baking donations.

Sarah got a great deal from Rent from Mac charging £50.00 for six character costumes for both nights. Character volunteers have been sourced.

Mrs Rodger has offered to help at the Book Fayre.

Christmas Fayre – Saturday 21st November 2015

This event is to be similar to the Spring Fayre and is to be held from 10am-1pm with external stalls.

Mrs Thornton has offered to open up and close the school.

Alison has organised all the external stalls.

PSA Helper's will be able to come into the school to set-up for the Christmas Fayre on Friday from 2.30pm – 6pm.

Thanks to Cheryl's brother-in-law there is a lovely new Christmas Fayre banner which will be placed outside the school shortly.

The following PSA Stalls are to be at the Christmas Fayre:-

Christmas Lucky Dip, Glitter Tattoo's, Refreshments, Santa's Grotto, Waffles, Bottle Stall, Chocolate Tombola, Guess the Cake Weight, Home Baking, Bottle and Bags Stall, Guess the Monkey's Birthday, Nail Painting, Lucky Socks, Pick a Lolly, Balloons, Windmills and Santa Magic Keys, Sweetie Stall, Teddy Tombola, Raffle and Hotdogs.

Alison has bought two iPad Airs to use as the Raffle prizes. Raffle tickets are to be bought on the day.

Refreshments Stall

The Refreshments are to be served in the hall. Tea, coffee, juice for the children, mince pies, Costco cakes and shortbread are to be sold.

Ilka is to do the Waffles Stall again.

The Co-op has given the PSA a great deal of mince pies, hotdog buns, hotdogs and shortbread biscuits at a cost of £57.00.

There is to be a Crazy Hair Day on Wednesday 18th November for chocolate donations for the tombola. The school will send out a text to parents to remind them of this event.

Santa's Grotto

It was suggested using the huts for Santa's Grotto to ease congestion.

It was also suggested using two Santa's and to charge £2.00 per ticket.

There is going to be an outside Bouncy Castle. This is to be the only outdoor Stall.

The PSA is to receive a percentage of the takings received on the day.

It was suggested only having the Refreshments, Ponies and a couple of PSA Stalls in the Hall and to utilise the rest of the school for the remaining Stalls.

Bags to School – Wednesday 2nd December

The bags to school are to be picked up on this date. A note with a bag will go out to parents in due course.

School Christmas Fayre – Wednesday 9th December

The School Christmas Fayre will be held on Wednesday 9th December from 3.30pm – 5.30pm.

Any Other Business:

- There is to be a Christmas Jumper Day at the school. No donations are required for this. The date is still to be confirmed.

**Next Meeting to be held on Thursday 14th January 2016 at 3.30pm
in the School Staffroom**

