

**Portlethen Primary School – P.S.A.  
Meeting Minutes held on Wednesday  
14th January 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  
Mrs Bremner – P3 Teacher  
Linda Wood - Parent

**Apologies:** Elaine Cowan – PSA Vice Chair  
John McGungle – PSA Joint Purchaser  
Mrs Garnes – Head Teacher  
Miss Weston – Deputy Head Teacher  
Mrs Lindsay – P7 Teacher  
Mrs Morbey – P1 Teacher  
Mrs Rodger – Art 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 Ann-Marie.

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

**Recipe Books:-:**

The Recipe Book is currently being typed up by Alison.

**Asda Bag Pack**

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

**Christmas Cards:**

A total of £213.00 was made. A breakdown of profits and of Christmas cards ordered per class has been attached.

Mrs Garnes suggested for this year's Christmas cards to be done as a class activity and the children will take it home for parents to decide if they wish to place an order.

Ilka is happy to repeat the Christmas card order for 2016.

**Character Tea Party – Tuesday 24<sup>th</sup> and Thursday 26<sup>th</sup> November 2015:**

A total of £134.00 was made from this event. The first party on Tuesday was quieter than the second party on Thursday.

**Christmas Fayre – Saturday 21<sup>st</sup> November 2015:**

A total of £1,496.38 was made from this event which included a very generous donation of £200.00 from Isla Smith in Primary 4. The event was successful but much quieter than the Spring Fayre. It will be decided later in the year if another Christmas Fayre during the day will be held again.

The Chocolate/Bottle stall made a total of £263.05 at the Christmas School Enterprize.

The PSA Staff gave the PSA a thank-you card for the donations for the pantomime, cinema tickets and the arts and crafts.

**Bags to School – Wednesday 2<sup>nd</sup> December 2015:**

A total of £108.00 was made from the last donation.

**Current Up and Coming Events:-**

**Free Lets – Thursday 28<sup>th</sup> January & Thursday 31<sup>st</sup> March 2016 - Cancelled:**

Unfortunately these Lets have had to be cancelled due to no caretaker or senior school staff member being available to open up/close the school.

**Valentine's Disco – Date to be Confirmed:**

The proposed dates for the discos are Wednesday 10<sup>th</sup> or Thursday 18<sup>th</sup> February. Mrs Thornton is to check the availability of senior school staff to open up/close the school. She is also going to look at the possibility of using the Jubilee Hall.

**Bags to School – Thursday 10<sup>th</sup> March, Tuesday 2nd June, Thursday 6<sup>th</sup> December 2016:**

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

**Easter Tea Party – Wednesday 23<sup>rd</sup> March 3.30pm – 6.30pm &**

**Tuesday 29<sup>th</sup> March 2016 4pm – 7pm:**

This event is to be held during Parents Night.

Sarah is to look into hiring Easter Bunny costumes.

It was suggested to put the Books for sale into the hall so they are more easily accessed to parents.

**Spring Fayre - Saturday 7<sup>th</sup> May 2016:**

This event will only go ahead if there is either a caretaker or a senior school staff member available to open up the school at 8am and close up when finished. Mrs Thornton is going to speak to the school staff and advise the PSA.

Letters requesting donations will be sent out to local companies in March.

**Free Let – Thursday 2<sup>nd</sup> June 2016:**

An event will only be organised if there is either a caretaker or a senior school staff member available to open up/close the school.

**End of Term Disco's – Thursday 23<sup>rd</sup> June 2016:**

An event will only be organised if there is either a caretaker or a senior school staff member available to open up/close the school.

**Kad Photography:**

Kelly is to confirm a date for photographs in September 2016.

Kelly is happy to remain in the huts.

**Next Meeting to be held on Tuesday 1<sup>st</sup> March January 2016 at  
3.30pm in the School Staffroom**

