

**Portlethen Primary School – P.S.A.
Meeting Minutes held on Tuesday 1st
March 2016**



Present: Sarah Ewen – PSA Chair
Fiona Brown – PSA Secretary
Mrs Garnes – Head Teacher
Mrs Thornton – Deputy Head Teacher
Miss Weston – Deputy Head Teacher
Mrs Lindsay – P7 Teacher
Mrs Morbey – P1 Teacher
Linda Wood – Parent
Ilka Win – Parent
Cheryl Dingwall - Parent

Apologies: Elaine Cowan – PSA Vice Chair
Alison Harris – PSA Treasurer
Ann-Marie Gordon – PSA Joint Purchaser
John McGungle – PSA Joint Purchaser
Mrs Bremner – P3 Teacher
Mrs Scouller – Nursery Nurse

Agreed Minutes of Last Meeting: Minutes were agreed and distributed.
Minutes proposed by Sarah and seconded by Linda.

Matters Arising and Review of Recent Events:

Recipe Books:-

The Recipe Book is currently being typed up by Alison. It was suggested to include the new children to the school and nursery children.

Asda Bag Pack

Unfortunately Asda are only allowing registered charities to bag pack and as a result, there will be no future bag packing for the PSA with Asda.

Valentine's Disco – Wednesday 10th February 2016:

The disco was very successful with a good turn-out. Over £300.00 profit was made, of that £150.00 was made from the tuck shop. Alison is to confirm figures. It was suggested that there is a designated teacher to check that all children are collected at the end of the disco.

Bags to School – Thursday 10th March 2016:

The next Bags to School will be collected on this date.

Current Up and Coming Events:-

Easter Tea Party – Wednesday 23rd March 3.30pm – 6.30pm &

Tuesday 29th March 2016 4pm – 7pm:

This event is to be held during Parents Night. The cost is £2.00 per person which includes, tea, coffee, juice and Easter cakes.

Sarah has hired an Easter Bunny costume for £15.00 per night.

Alison is to put a request on facebook for a large Easter basket with a handle which will be filled with Easter eggs to give out to the children.

There will be a tuck shop to sell any excess stock left.

Spring Fayre - Saturday 7th May 2016:

Mrs Thornton has agreed to open up and close the school for this event.

Letters requesting donations are currently being sent out to local companies.

There is to be a come as you please day on 29th April asking for donations of a bottle or chocolate in exchange for the children dressing as they please.

Raffle tickets are currently being printed. The main prizes are to be cash. Hopefully there will be several other donations of prizes to come in.

A total of 29 external stalls have been booked so far. Weather permitting the ponies will be put outside. Alison is to put a request on facebook for a large gazebo which can be used to cover the ponies if it rains on the day. There are to be two outside bouncy castles, one is to be for smaller children only.

There are to be 17 PSA Stalls at the Spring Fayre:-

- Barbecue – this is to be run by the Scouts. They are not cooking bacon rolls this year. A donation will be given to the Scouts for doing this. Ann-Marie is to purchase all the necessary food and condiments required. There are various prices for barbecued food and refreshments can also be purchased at various prices from this stall
- Home Baking – 500 paper plates are to go out to parents again this year requesting a donation of baking. A parent has kindly offered to bake a variety of tray bakes for the PSA. There are various prices to be decided on the day
- Chocolate Tombola – 3 turns for £1.00
- Bottle Tombola – 3 turns for £1.00
- Raffle Tickets – 20p per ticket or £1.00 a book
- Refreshments - £1.50 standard, £1.00 OAP, 50p children which includes tea/coffee/juice/roll/pancake or biscuit
- Lucky Dip – 50p a turn
- Glitter Tattoo's – 50p per tattoo
- Toys and Books donated from parents – various prices
- Adopt a Teddy - £1.00 – small teddy, £2.00 medium teddy, £2.50 large teddy
- Lucky Socks - £1.50 a turn
- PPS Branded Goods – water bottle £2.00 each, PPS popper bag £2.00 each, canvas bag £3.00 each
- Penny In a Bowl – 20p per turn
- Frog in the Bog – 50p for 3 turns
- Hook a Duck – 50p per hook
- Ding the Bell (hammer) - £1.50 a turn. It has been decided to purchase a hammer for £110.00, which can then be used for future Spring Fayres.
- Skittles – this will go ahead depending on the space available

There may possibly be an additional two PSA Stalls:

- Wheel of Fortune - £1.50 a turn. Sarah is to enquire if a wheel can be made by a Dad who is a joiner
- Nail Painting – depending on the availability of P7 helpers

Free Let – Thursday 2nd 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.

Bags to School – Tuesday 2nd June & Thursday 6th December 2016:

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

End of Term Disco's – Thursday 23rd June 2016:

This event is to go ahead as Mrs Garnes has confirmed that she will stay and lock up the school.

Kad Photography – Saturday 10th September 2016

Kelly has confirmed this date for photographs and is happy to remain in the huts.

Any Other Business:-

Autograph Books are to be purchased for the primary 7's and water bottles are to be purchased for the new P1's.

**Next Meeting to be held on Wednesday 20th April 2016 at 3.30pm
in the School Staffroom**

