

**Portlethen Primary School – P.S.A.  
Meeting Minutes held on Wednesday  
15th June 2016**



**Present:** Sarah Ewen – PSA Chair  
Elaine Cowan – PSA Vice Chair  
Alison Harris – PSA Treasurer  
Fiona Brown – PSA Secretary  
Mrs Thornton – Deputy Head Teacher  
Miss Weston – Deputy Head Teacher  
Mrs Lindsay – P7 Teacher  
Mrs Bremner – P3 Teacher  
Mrs Morbey – P1/2 Teacher  
Mrs Rodger – Art Teacher  
Linda Wood – Parent

**Apologies:** Ann-Marie Gordon – PSA Joint Purchaser  
John McGungle – PSA Joint Purchaser  
Mrs Garnes – Head 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 Mrs Lindsay.

**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. The school is currently making the cover for the Recipe Book.

**Bags to School – Tuesday 2<sup>nd</sup> June 2016:**

Alison is still awaiting confirmation on the amount raised for the March and June's collections.

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

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

There is to be three disco's held:-

1<sup>st</sup> Disco – Pre-school children & P1

2<sup>nd</sup> Disco – P2, P3 & P4

3<sup>rd</sup> Disco – P5, P6 & P7

The remainder of the sweets held in stock is to be utilised.

### **Kad Photography – Saturday 10<sup>th</sup> September 2016**

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

### **Valentine's Disco – 16<sup>th</sup> February 2017**

A provisional date of Thursday 16<sup>th</sup> February has been made. This will be confirmed at a later date.

### **Xmas Cards**

It has been decided that the Xmas Cards are to be done through the school. This is to be completed and given to the PSA by October.

### **Any Other Business:-**

The PSA have agreed to donate £100.00 to the primary 7's Leaving Tea Party and to purchase Autograph Books.

The new Primary 1 children who are to remain at the school permanently are to receive water bottles when they start school in August.

A stock take of what PSA items are being held under the hall has been completed.

Sarah has sent the proposed 2016/2017 lets to Elaine Thornton. The dates are still to be confirmed.

**Next Meeting is the Annual General Meeting which is to be held on  
Thursday 1<sup>st</sup> September 2016 at 6.00pm in the School Staffroom**

