

**Friends of Portlethen Primary**  
**Annual General Meeting Minutes held**  
**on Thursday 1st September 2016**

**Present:** Ann-Marie Gordon – PSA Joint Purchaser  
John McGungle – PSA Joint Purchaser  
Mrs McKechnie – Acting Head Teacher  
Mr Bruce - Deputy Head Teacher  
Miss Watson – Acting Deputy Head Teacher  
Mrs Bremner – P1/P2 Teacher  
Mrs Rodger – P6 Teacher  
Mrs Auld – P5 Teacher  
Ilka Win - Parent  
Wendy Murray - Parent  
Inez Simpson - Grandparent

**Apologies:** Mrs Scouller – Nursery Assistant

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

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

**Spree Books:**

Sarah is awaiting the list of the eldest and only children from the school before the Spree Books can be issued.

**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.

## **Chairperson's Report:**

Sarah started by thanking everyone for attending. It was a very good year despite having a quieter Spring Fayre and other events were quieter. A profit of £2,096.28 was made this year. However, we need to continue to raise more money and to come up with more fund raising ideas.

Sarah thanked all the Friends of Portlethen Primary Committee members and Teachers who made this year such a success especially Alison, Elaine and Fiona who are stepping down this year. They have been fantastic contributors for several years.

## **Treasurer Report:**

Alison said there was a total income of £9,377.95 raised this year and £7,281.67 was paid out. It has been difficult to raise funds due to the large amount of fund raising going on at the moment for the playground and the current economic climate. It is estimated that £9,328.87 is in the bank account. Please refer to the attached Income and Expenditure Report 2015-2016 from Alison. The Committee have agreed for George Brown to audit the accounts.

## **School Report**

Mrs McKechnie introduced herself as the Acting Head to the school and thanked everyone for their continued support. The school have requested additional units for the stage purchased last year and will look into the cost and advise exactly what it is they require.

## **Election Committee**

<b>Office Bearers</b>	<b>Nomination</b>	<b>Proposed</b>	<b>Seconded</b>
Chair	Sarah Ewen	Fiona Brown	Ann-Marie Gordon
Vice Chair	Wendy Murray	Ann-Marie Gordon	Mrs Bremner
Secretary	Ilka Win	Sarah Ewen	Mrs Bremner
Treasurer	John McGungle	Ilka Win	Mrs McKechnie
Purchaser	Ann-Marie Gordon	Sarah Ewen	Fiona Brown

<b>Staff Reps</b>			
Mrs McKechnie	Mr Bruce	Miss Watson	Mrs Bremner
Mrs Scouller	Mrs Cowan	Mrs Rodger	
<b>Nursery Reps</b>			
Mrs Scouller	Arlene Bonner		
<b>P1- P3 Reps</b>			
Inez Simpson			

<b>P4 – P7 Reps</b>			
Sarah Ewen	Wendy Murray	Ilka Win	Fiona Brown
John McGungle	Ann-Marie Gordon		

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

#### **Christmas Cards:**

Ilka has suggested distributing the template forms at the beginning of next week to all children. This is to be completed in the classroom. Once completed, they are scanned and made into a card. They are then taken home with the children and parents are to decide what they would like to order e.g. Christmas cards, mugs or tea towels. There are to be two accounts set-up. One is for Portlethen Primary and the other one is for Hillside Primary. The school have two weeks to complete this activity as Ilka requires the template forms back by 16th September. Mrs McKechnie is to check with all staff if this is alright to proceed.

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

The huts are to be used for this event. Mrs Bremner is to open up and close.

#### **Halloween Disco – Thursday 27<sup>th</sup> October**

Sarah is to contact the DJ. Teachers are to open up/close the school for this event.

#### **Free Let – Wednesday 16<sup>th</sup> November**

To be decided at the next Meeting.

#### **Christmas Fayre – Wednesday 7<sup>th</sup> December 5pm-7pm**

It has been decided to integrate this event with the school as done in previous years.

#### **Spring Fayre – Saturday 13<sup>th</sup> May**

This provisional date is yet to be confirmed.

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

Sarah requested amending the Constitution. She suggested changing the quantity of people who require to attend the Annual General Meeting from fifteen to eight. This was agreed by all Committee Members. She also suggested changing the limit of how long a Committee Member can remain in a role, which is currently three years. If special circumstances occur an additional year can be added for a Committee Member to remain. This was agreed by all Committee Members. The Constitution is to be updated and signed accordingly.

Sarah has suggested changing the name of the Portlethen PSA to “Friends of Portlethen Primary” which has been agreed by all Committee Members. Elaine is to make up a new logo to reflect this.

The PSA received thank-you cards from Miss Weston, Mrs Morbey, Mrs Willox and Mrs Lindsay for their gifts.

### **Lets for 2016 - 2017**

#### **Friends of Portlethen Primary - School Lets 2016-2017**

<b>Date</b>	<b>Day</b>	<b>Activity</b>	<b>Room</b>	<b>Time From</b>	<b>Time To</b>
01.09.16	Thursday	AGM	Staff	6pm	8.30pm
10.09.16	Saturday	KAD Photography	Huts	8.30am	5pm
05.10.16	Wednesday	Meeting	Staff	6pm	8.30pm
27.10.15	Thursday	Halloween Disco	Hall	3.20pm	9.30pm
09.11.15	Wednesday	Meeting	Staff	6pm	8.30pm
16.11.15	Wednesday	Free Let	Hall	6pm	9pm
07.12.16	Wednesday	Christmas Fayre	Hall	3.20pm	8pm
12.01.17	Thursday	Meeting	Staff	6pm	8.30pm
25.01.17	Wednesday	Free Let	Hall	3.20pm	9pm
TBC	TBC	Valentine's Disco	Hall	3.20pm	9.30pm
08.03.17	Wednesday	Meeting	Staff	6pm	8.30pm
29.03.17	Wednesday	Free Let	Hall	6pm	9pm
20.04.17	Thursday	Meeting	Staff	6pm	8.30pm
13.05.17	Saturday	Spring Fayre	Hall/Outside	7.30am	4pm
17.05.17	Wednesday	Meeting	Staff	6pm	8.30pm
08.06.17	Thursday	Free Let	Hall	6pm	9pm
21.06.17	Wednesday	Meeting	Staff	6pm	8.30pm
22.06.17	Thursday	End of Term Disco	Hall	3.20pm	9.30pm

**Next Meeting to be held on Wednesday 5th October 2016**  
**@ 6pm in the School Staffroom**