



# Maddiston PSA

## Minutes of 2012 Annual General Meeting

**Date:** Tuesday 18 September 2012  
**Time:** 6pm  
**Location:** Maddiston Primary School (Staff Room)

**Chair:** Alan Brown

**Present:** Karen Mason, Ann Young, Lesley Haston, Kirsty Robertson, Lynne Craig, Carol Milligan, Wendy Lubbe, Anne Rodgers, Ellie Bowen, Carol Carmichael, Shonid Ogilvie, Hazel Swanston

**Apologies:** Sarah Perkins, Margaret Chalmers, Laura Fowlie

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### 1. Welcome

- Alan opened the meeting and extended a warm welcome and thanks to everyone for coming.

### 2. Action points from last meeting

- There were no action points from the previous meeting.

### 3. Treasurer's Annual Report

- Carol Milligan summarised the fundraising activities and expenditure from the account:
  - Fundraising - £13,380.00
  - Expenditure - £6,314.25
  - Donation to the school - £3,055.00 (does not include contribution to the hall improvements).
  - Profit - £7,0685.86

### 4. Chairman's Report

- Alan congratulated the committee for another excellent year. In the last four years since he became chairman, the PSA has raised in the region of £30,000 for the school - a fantastic achievement.
- We leave as a legacy, the outdoor classroom, the John Muir Garden (fencing), the improvements to the school hall, funding of annual trips, the annual Christmas pantomime, ICT equipment for the school and the nursery, outdoor wigwams for the nursery, school treats, trophies and awards to name but a few.
- Alan commented that he'd had a great time as chairman but due to increasing work commitments and to give someone else the opportunity, he would not be standing for election again this year.

## 5. Recognition for 2011/12

- Alan thanked the committee and the office bearers for their hard work, commitment and ability to pull together as a team. In particular he gave thanks to:
  - Lynne (Craig) for the Christmas Cards and Matalan Fashion Show
  - Ann (Young) for the Christmas Fayre and Santa's Grotto
  - Carol (Milligan) and Kirsty (Robertson) for the Christmas Prize Draw
  - Pete (McLellan) for Santa's Sleigh
  - Laura Fowlie for the Zumba Night
  - Deryk (Janitor) for all his help
- Mrs Rodgers took the opportunity to thank Alan for all his work, help, support, motivation and enthusiasm over his tenure as chairman. The school hugely appreciates the fundraising the PSA does and are sorry to see Alan stepping down.

## 6. Appointment of Office Bearers and Committee for 2012/2013

- **Secretary**
  - Kirsty Robertson was proposed by Carol Carmichael / seconded by Alan Brown
- **Treasurer**
  - Carol Milligan was proposed by Alan Brown – seconded by Kirsty Robertson
- The roles of Chair and vice-chair remain vacant. Merger with the Parent Council was discussed as a possible option and the PSA would simply become an arm of that committee with the current PC chairman assuming chair responsibilities for both. This will need to be discussed at greater length. Lynne Craig agreed to approach the PC in advance of it's own AGM on 1 October and Alan would put a further note home to parents requesting any notes of interest in the vacant office bearer roles. **Action – Lynne Craig and Alan Brown**

## 7. Remaining Spend / This Years Focus

- There is approximately £2,000 in the bank. Two classes have asked for support:
  - Primary 2 – Author Visit (Hamish McHaggis books) £100 / £150 – the committee agreed to this request.
  - Timezone – help with transporting some of the timezone children to swimming lessons. Costs to be confirmed but the committee agreed it would be happy to make a contribution.
- This year's focus would be on Playground equipment, this might entail the possibility of more 'fixed' equipment. An extension to the school was mentioned ie would it be worthwhile installing fixed equipment if it was then only to be removed or damaged by building works. Mrs Rodgers confirmed that the school was not at capacity and she knew nothing of any extension works. The school is to give further thought to what their playground equipment needs might be. It will be put to the Pupil Council for consideration.

## 8. Current Fundraisers

- **Christmas Cards** – it was agreed that we would do this again and Lynne Craig is happy to co-ordinate
- **School Uniform** – it was agreed to continue with this and Alan Brown is happy to co-ordinate.
- **Rag Bag** – it was agreed to continue with this. Carol Carmichael is to investigate whether the Cash for Clothes shop in Falkirk would be interested in doing a school collection as they also collect books. **Action for Carol Carmichael**

## 9. Future Fundraisers

- **Bag Packing** – it was agreed to try a different approach to this and have class specific bag packs in the hope that this will incentivise more parents to take part. **Action for Kirsty Robertson to secure bag pack dates**
- **Christmas Prize Draw** – Carol Milligan and Kirsty Robertson agreed to take this forward again. **Action for Kirsty Robertson or Carol Milligan to secure prime stall space with the Howgate Shopping Centre**
- **Race Night** – agreed to do and will discuss further at next meeting.
- **Christmas Fayre and Santa's Grotto** – will go ahead on Sunday, 25 November. Will be more simplified than previous years and with the addition of a secret wrapping room where the children can buy a gift for their parents or grandparents etc for £1/£2, Carol Carmichael will co-ordinate this and Ellie Bowen is to take over her front of house role at Santa's Grotto.
- **Santa's Sleigh** – it was agreed to do this again, possibly on Sunday, 2 December.

## A.O.B

- There was no other business however, on behalf of the Committee, Kirsty Robertson took this opportunity to present Alan with a small thank you gift and card in honour of his successful reign as chairman.

**Date of Next Meeting: Thursday, 25 October 2012**