

Meeting Chair: Kirsty

Attendees: Mary/Sarah P/Lorna/Mairi/Vicky/Jackie/Emma/Tony/Sarah R/Mrs Chalmers/Miss Haston/Sharon/Allison/Mrs McGlynn

Apologies: Lorna/Gail/Alan

Agenda:

- *Welcome*
- *Chairperson's Report*
- *Treasurer's Report*
- *Appointment of Office Bearers for 2015/16*
- *Remaining spend on this year's focus*
- *Future Fundraisers*
 - *Christmas Fayre*
 - *Christmas Cards*
 - *Santa's Sleigh*
 - *Christmas Prize Draw*
 - *Christmas Panto*

Minutes:

• **Welcome**

General welcome from Kirsty, and glad to see some new faces at meeting. Kirsty gave a personal thank you to all PSA members, families and friends who have worked tirelessly over the last year to make it such a success. Without everyone giving up their own time to volunteer and support the PSA it would not have raised the funds it achieved during the year.

• **Chairperson's Report**

Everyone was given a copy of Alan's Chairmans Report, thanking everyone for their support throughout the year and highlighting the amount raised approx. £7,000 for the primary school.

There was a general discussion amongst the group on how the PSA can promote the purpose of the group and how we can attract more parents to become involved. Some suggestions were given:

- P1 mums could share on their facebook page
- School monthly newsletter promoting the achievements and plans for the coming year
- PSA coffee morning or joining the nursery coffee morning

• **Treasurer's Report**

The PSA raised approx. £7,000 last year, some of the fund raising is listed below:

- Summer Fun Day £650
- Christmas Cards £380
- Christmas fayre, grotto and prize draw £2650
- Photos £610
- Santa's sleigh £870
- Uniform £290
- Quiz nights £620

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The PSA donated £1,800 to the school for annual trips and £4,300 has been spent on playground and sports equipment.

The PSA fund to kick start 2015/16 year is currently at £3,021 this includes a kind donation of £200 the PSA received recently.

- **Appointment of Office Bearers for 2015/16**

- Joint Chairperson's : Kirsty Robertson : Nominated by Sarah P, Seconded by Tony
 Alan Brown: Nominated by Kirsty, Seconded by Sharon
- Joint Vice Chairperson's : Mairi Clarke : Nominated by Emma, Seconded by Sharon
 Emma Jones : Nominated by Kirsty, Seconded by Tony
- Treasurer: Sarah Perkins : Nominated by Tony, Seconded by Mairi
 Shadow Treasurer: Jackie Ormsby
- Secretary: Mary Horsburgh : Nominated by Sarah P, Seconded by Mrs Chalmers

There was a general discussion around the amount of work required to fulfill these roles, it was requested from the Chairperson to provide a list of tasks undertaken, with the idea that these could be shared amongst the PSA members.

Action: Kirsty to provide a list to the Vice Chairperson's.

- **Remaining Spend on this year's focus / Christmas Panto**

The PSA would like to see the playground equipment completed this year:

- Mural boards painted and erected
Action: School to decide on how they want them to be painted and quantify costs for paint
- Planters
Action: School to decide on how these have to be used and advise PSA if seeds or equipment required
- Storage Tables
Action: PSA to decide what is required to paint the tops to prepare for winter weather
- Outdoor Stage
Action: PSA / School to decide what is required and order materials
- Outdoor Boat for younger school
Action: PSA / School to decide what is required and order materials

School Pantomime

It was agreed that the PSA will not arrange their own pantomime in the school this year but donate the funds normally used to the School. The idea is to assist in the reduction of the cost of the ticket per child so all can attend this year.

The increased costs of transport (buses) has a significant impact on ticket costs per child.

Action: Tony offered to speak to a friend re bus quotes

Action: Mrs Chalmers to obtain price for pantomime per head and advise what donation would be required from the PSA to reduce from £15 to £10 per child.

- [Christmas Fayre / Christmas Prize Draw](#)

The date booked for this is 29th November 2015.

There was a general discussion about whether there were enough people and time to prepare for this year's event. It was decided to carry on with the Fayre but scale down the Christmas Grotto preparation and booking of slots prior to the day. It was recognised that the prize draw involves a lot of effort to request, chase and store prizes. Mairi will take the lead on the Prize Draw, by preparing a list of the key people to contact about donations and share this amongst the PSA members. Sarah R, Sharon, and school offered to assist in sending emails to potential shops, organisations etc.

Action: Mairi to prepare list and send out

- [Christmas Cards](#)

It was agreed that this would continue this year and Sarah P will take the lead on organisation.

- [Santa's Sleigh](#)

It was agreed that this would take place this year and the dates could be split. The money raised has traditionally been split between a charity and PSA funds. Mrs McGlynn explained that the Timezone are raising funds for a new mini bus and that there was still a deficit of £10k. It was suggested that the money could be split and donated to the Time Zone for this purpose.

Date of Next Meeting: Tuesday 29th September : 6.30pm School Library.