



# Maddiston PSA

## Minutes of October 2013 Meeting

**Date:** Tuesday 8 October 2013  
**Time:** 6.15pm  
**Location:** Maddiston Primary School (Library)

**Chair:** Kirsty Robertson

**Present:** Alan Brown, Shonid Ogilvie, Sam Pettigrew, Aysu McConnell, Ellie Bowen, Sarah Perkins, Mairi Clarke, Mary Horsburgh

**Apologies:** Margaret Chalmers, Lesley Haston, Laura Fowlie, Ann Young, Karen Mason, Kirsty McQuade

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### 1. Welcome

- Kirsty opened the meeting and thanked everyone for coming.

### 2. Action points from last meeting

- None

### 3. Accounts

- We have £3299.15 in the bank. Payments have recently made to Takeaway Theatre Group for their in school production of Beauty and the Beast in December and to the school to assist with the lower school theatre trip. Imminent outgoings will include payment of the Disco on 10 October, payment of the silicone wristbands and, reimbursement to committee members who have incurred reclaimable Christmas Fayre costs.

### 4. Christmas Raffle

- Top three prizes (as to be printed on the tickets), were agreed as:
  - Marriott Hotel Overnight
  - Picturesque Photo Shoot
  - Return Rail Tickets from East Coast Trains
- Tickets will be sent home wb 4 November, to be returned by 22 November and the draw will take place on Friday, 29 November at assembly. Volunteers are required for this and to help distribute prizes.
- We now need donations of smaller prizes ie chocolates, wine and toiletry sets
- **Action Kirsty (raffle tickets printed)**

### 5. Christmas Fayre

- This year's event will be held on Sunday 24 November, with set up on Sat 23 and after school on Friday 22 if necessary.
- Santa's Grotto will go ahead in the library (Ann will arrange selling of tickets)

- Sam will help Ann in the Grotto and Kirsty and Carol C will do front of house duties for the Grotto.
- Ellie, Kirsty, Shonid and Sarah will run the PSA Craft table and wholesale stall
- The fayre will run 10-2.30. The grotto will run to 3pm with children of PSA members attending the grotto from 2.30pm onwards.
- Committee agreed to order an advertising banner from Jarvie solutions (£29)
- Committee agreed to a sub-committee nearer the event for finer details
- **Action Kirsty – promo banner**

## 6. Santa's Sleigh

- Kirsty confirmed that the license had been granted for door to door collection between 1 – 6 December. We will go out on 1 Dec and will agree another date at the next meeting. Chosen Charity with which we will share the money raised will also be discussed at the next meeting.
- We will seek parent volunteers to help with the door to door collection and we will also need someone with a vehicle that has a tow-bar for the sleigh.

## 7. Disco and Family Photos

- We have enough volunteers for both events. Alan will organise the disco refreshments.
- **Action: Kirsty to prepare timetable of cover for the family photo sessions.**

## 8. Silicon wristbands

- Kirsty presented three quotes and committee decided to go with **GoWristbands**. Committee agreed to initially order MPS branded bands in yellow and black. Committee also agreed to leave the house colours order until after the year to tie in with the house logo comp and run up to Sports Day. Ellie will order this week to take advantage of 100 free offer.

## 9. A.O.B

- None

**Date of Next Meeting: Thursday 14 November 2013**