



## Minutes of Trinity Primary PSA Meeting

**Where:** 7pm in the staff room

**Date:** 18 January 2017

**Present**

Fi Campbell (Chair), Cheryl Burthinussen, Yvonne Caplan, Helen Davey, Helena Lawrence, Laura McGadie, Fiona Moon, Donatella Nocco, Antoinette Ross, Jacqueline Scott, Annette Sheppard, Susan Tills

**Apologies**

Becca Angus, Rina Docherty, Fiona McNeill, Manuela Molendini McLeod, Lorna Pearson, Claire Schiltz

**AGENDA TOPICS**

**Suggestions for funding**

Mrs Scott summarised the suggestions of the teaching staff body – that literacy materials would be really valuable to all pupils, including visualisers for every classroom and new books.

A donation had allowed the school to renew books for one key stage and a PSA donation would ensure materials could be refreshed across the other stages. The old materials would still be used as well.

It was agreed that literacy materials would be funded and 'Donated by the PSA' stickers put on all the books.

Funding for maintenance of the playground will be set aside too.

**Action:** Mrs Scott to produce a costed list

**Action:** Fi to produce the stickers

**Update from Ken Campbell**

We're delighted that Ken came second in the School Caretaker of the Year 2016 – though we know he is the best!

Fi has asked Ken if there's still a requirement to re-seed grass at the front of the mound and how much this would cost.

Fi has asked Ken if he can take down the noticeboard with missing key from the back playground.

Fi has asked Ken if he can get a quote for installing electricity into the secret garden soon so we can look at options before the May Fair.

Ken will soon be laying a new floor in the Fort.

Ken is keen to replace the broken balance beam in the gym hall and will chat to Jacqueline if this can be allocated within the PSA funding allocation.

**Action:** Cheryl will find out when Raspberry Pi club will start and provide the plan to ensure all pupils get the opportunity to be in the club and explain how it fits within the curriculum.

**Action:** Claire ask about Marie if she'll design a special logo



### **Treasurer's update**

Yvonne presented the report on current situation. We have £9000 available to be allocated to the suggestions above.

Thanks to Rina, Helen D and Catherine for working so hard selling nearly new uniform. Sadly, some of the takings (£115) were stolen when the school was burgled but the PSA are content that we were still able to offer a nearly new service to our parent body.

It was agreed to set up a system for online payment to PSA for clubs.

**Action:** Yvonne to send club convenors a list of references to be used for payments to ensure they can be tracked; and then provide them with a monthly extract of transactions.

### **Playground update**

A huge thank you to Annette for her beautiful work that has hugely improved the tunnel entrances.

Cath was successful in securing funding for scooter racks, which have been installed in the front and back playground.

**Action:** Fi to speak to Claire about telling parents about scooter racks.

We need to review the playground committee membership and ask Fiona Mc if she wishes to continue in her role.

We need to establish the annual maintenance cost and a contingency budget.

We need to produce a maintenance schedule and publicise it and mobilise helpers.

We need to form a mini maintenance committee for the mound and secret garden.

**Action:** Fi to speak to Fiona to confirm best next steps.

Miss Hutchinson is seeking helpers for the gardening club (secret garden). It was suggested that Edinburgh Garden Partners may be able to help find willing gardeners to help.

**Action:** Helena to find contact for Friends of Starbank Park who might also be able to advise.

**Action (carried):** PSA playground co-ordinator to consult volunteer families on suitable times and dates for future maintenance.

**Action (carried):** Caroline will provide a list of secret garden tasks.

### **Club update**

Bernie Regan has taken over as convenor of the football club. Many thanks to Gary for convening the club over the last while and for orchestrating such a smooth handover.

There are spaces in drama and gymnastics clubs.

**Action:** Yvonne to check that gym club coach invoice was paid.

**Action:** Justine to send out reminder about clubs with spaces available.

**Action:** Helena to seek feedback from drama club members and parents.

**Action:** Helen D will provide Cheryl with list of electronics club members.

**Action:** Fi to check with Simone about the possibility of restarting the jewellery club at some point.



### **100 Club update**

Many thanks to Becca and Yvonne for their ongoing work on this and taking on full responsibility for the 100 club bank account and process.

There are a number of outstanding draws that will be made as soon as possible.

**Action:** Cheryl to arrange photos of star time for use in promoting 100 Club.

**Action:** Yvonne / Becca to make outstanding draws

**Action:** Becca to give Claire 100 club winners' names and amounts monthly.



### **Bingo night**

Good progress already – posters up and communications out. Ticket sales start Monday. No helpers signed up yet – is the electronic sign up working?

#### **Advance ticket sales rota – maximum ticket sales 160 for dining hall capacity**

Mon am – Helen D

Mon pm – Fiona Moon

Tues am – Clare S, Kerry M

Tues pm – Laura

Wed am – Annette

Wed pm – Donatella

Thurs am – Helen

Thurs pm – Donatella

Fri am - Fi, Claire

Fri pm - Fi

#### **Bingo night volunteers**

All games and stalls ready to go for a 6.30pm start

Tickets on the door at start – Yvonne

Games, dining hall set up and prizes – Fi with Claire S, Yvonne – Donatella donating lots of prizes

Bingo Caller – Caroline - Caroline to recruit a teacher helper assistant on the night and bring 100 square board / PA system)

Food stall - Fiona Moon co-ordinating with Lorna, Annette, Manuela and Faye

Chilli makers – Jacqueline, Caroline, Fiona Moon, Fi, Helena, Fiona Mc

Mika – Japanese bento boxes

Rina - tortillas

Snacks and soft drinks – Antoinette with Donatella (Claire donating bag of popcorn)

Bar – Laura with Helen D and another helper needed

**Action:** All to donate any unwanted prizes they may have at home

**Action:** Fi to check tickets will be available for sales starting on Monday and speak to Claire S about electronic sign up;

**Action:** Yvonne to provide a float.

**Action:** Claire S to check electronic sign up working and communicate about prizes of unwanted/ duplicate gifts needed.

**Action:** Helen D to speak to Mika about food.

**Action:** Fiona Moon to check food stock and advance order finger rolls/buy what's required

**Action:** Caroline to find teacher to help with calling, provide the 100 square and Cheryl to ask P1/2 teachers to put the posters up in their windows (Fi has distributed them).

**Action:** Antoinette to check cupboard for stock then shop for snack stall.

**Action:** Laura to find bar helper (Susan and Jono not available) and organise bar

**Action:** All to give Yvonne expenses receipts on the night



**Coffee mornings**

Nearly new stall for first one (Craighall) this Friday 20<sup>th</sup> – Helen D and Catherine to run. Helen D and Donatella will set up on Thursday afternoon.

Helena can help with other three.

**Action:** Yvonne to provide a float on Friday morning.

**Action:** Jacqueline to ask Rebecca to send text reminding about coffee morning and nearly new.

**Action:** All to say if can help for Royston 27<sup>th</sup>, Argyll 3<sup>rd</sup> Feb, Melville 10<sup>th</sup> Feb

**Cupboard move**

From current to cupboard in Science room – thank you Ken – on Friday 24<sup>th</sup> Feb.

**Action:** All to say if can help.

**Action:** Ken to order shelving and give receipt to Yvonne

**PSA Chair role**

Fi will not stand for re-election for next year, so a volunteer is sought to start shadowing Fi as soon as possible.

**Action:** All to consider

**Upcoming events**

Dates of events and organisers:

Date	Event	Let duration	Event timing	Organiser/co-ordinator
Fri 27 Jan	Bingo Night		6 to 9.30pm	6.30 - 8pm
Fri 17 Mar	Cinema night		6 to 9pm	6.30 -8.30pm
Thur 23 Mar	Easter party P1-2		6 to 7.30pm	6 – 7pm
Fri 12 May	Set up May Fair		6 to 9pm	12 – 9pm
Sat 13 May	May Fair		9am to 3pm	11 – 2pm



## **AOB**

### Cinema night

Cheryl to seek teachers' views on film – suggestions: Penguins of Madagascar, Finding Dory, Secret Life of Pets. Not BFG – too scary.

### May Fair

**Action:** Everyone who coordinated part of the May Fair to put their notes on the Google Drive to facilitate future years.

**Action:** Laura to see if Macastory available for May Fair and book them.

**Action:** Fi to look into inflatables and fill in council permission forms

### Other

**Action:** Claire to include key Christmas card dates on calendar for 2017.

**Action:** Claire to look into post code lottery funding.

Action: Claire to promote use of easy fundraising

**Action:** Anyone who wants access to PSA email and Google Drive, let Fi Campbell know.

### **Next meetings:**

Tuesday 28<sup>th</sup> February 7 – 9pm in staff room

Wednesday 26<sup>th</sup> April 7 – 9pm in staff room

Wednesday 31<sup>st</sup> May 7 – 9pm in staff room

## **Contact the PSA**

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**[www.trinityparents.com](http://www.trinityparents.com)**

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