



## Minutes of Trinity Primary PSA (TPSA) Meeting

**Where:** 7pm in staff room

**Date:** 28 August 2018

### Present

Aimi Armstrong, Jennifer Bird, Anne Clouston, Heather Gray, Helena Lawrence, Laura Lewis (Chair), Kirsty Martin, Laura McGadie, Roy Paterson, Bernard Regan, Angela Robertson, Araceli Sanchez, Jacqueline Scott, Ekta Sharma, Clare Sharp, Kirstie Wilkie

### Apologies

Yvonne Caplan, Helen Davey, Rina Docherty, Kirsteen Harrison, Fiona Moon

### AGENDA TOPICS

#### Welcome and introductions

Laura L thanked everyone for coming along the meeting, particularly those who were attending for the first time.

#### Finance report

Yvonne had prepared a report for the meeting, which was circulated. Last year's fund raising by TPSA has provided furniture for classroom libraries, an ipad for every classroom and furniture to turn Primary 2 into an integrated learning space - a total of £13,462. There remains a balance of £15,387 to allocate.

Yvonne noted in her report that where anyone incurs expenses for TPSA events she generally reimburses by bank transfer and is happy to receive receipts by email or on the night of an event.

#### Use of funds raised by TPSA

Decisions on improvements to the entrance of the front playground, with possible creation of a sheltered area with an outdoor library using TPSA funds, are on hold while awaiting information about compensation for loss of playground space in the back playground. Meanwhile a shed is being put in the back playground to provide an outdoor library.

Electricity and water supply to the secret garden is being provided by Morrisons, the contractors building the pavilion classrooms – likely installation in the October week. So TPSA funding should not now be needed for this.

Mrs Scott said that the focus in the summer term will be on literacy, with whole school visit to Matilda, and the school may look to use TPSA-raised funding to purchase more reading resources.

Anne will be highlighting how TPSA funds are being used by the school throughout the year.

#### GDPR

Key is to ensure we are only using data for the purpose for which it has been provided - i.e. if parent/ carer gives email for clubs they shouldn't be contacted about helping at an event unless they have



signed up to this separately.

### **Movie night: Friday 21 September**

Agreed the film should be The Incredibles.

To try to ensure fair access to tickets, which often sell out on the first day of ticket sales, agreed to release a fixed number of tickets each day of the week of the movie night as a trial, and only sell tickets in the morning.

Organisers and helpers for the night:

Decorating the hall: Helena

Food: Fiona Moon coordinating on the night. Helpers: Ekta, Claire, Roy

Snacks: Helena. Helpers: needed – redistribute people from other areas?

Bar: Jono coordinating. Helpers: Anne, Ara.

Door: Mrs Martin.

Volunteers to prepare chilli/curry in advance: Ekta, Clare, Laura L, Helena, Heather.

Rota for ticket sales:

Tue 18<sup>th</sup> – Laura L

Wed 19<sup>th</sup> – Ekta

Thur 20<sup>th</sup> - Anne

**Action:** Laura L to check if Yvonne is able to organise the screening licence.

**Action:** Roy to let Laura know if he has a copy of the DVD.

**Action:** Anne to communicate the ticket sales arrangements so everyone is aware of the new system.

**Action:** Laura L to send Helena details of fairy lights which need to be purchased.

**Action:** Laura L to circulate instructions to all volunteers.

**Action:** Anne to produce poster and tickets?

### **TPSA clubs**

Will trial running TPSA evening clubs (gym, drama and football) in Trinity Academy – hope to be able to break even – will need to keep under review.

**Action:** Laura M to cancel application for primary school for evening clubs.

**Action:** Helena and Laura M to complete application for Academy lets for evening clubs.

### **Winter Fair**

Helena flagged importance of starting organising stalls early and suggested meeting Anne to discuss getting communication out to potential stall holders. Helena will coordinate stallholders again this year.

**Action:** Helena and Anne to plan communication to potential stall holders.

**Action:** Laura M to apply for market operators licence.

### **Meet the teacher, September**

TPSA nearly new stall and stand to make parents aware of the work we do.



### **50/50 club**

50/50 club is the new name for the 100 club. Anne has kindly offered to coordinate this and will speak to Yvonne for guidance on all that needs done.

### **Outstanding actions**

**Action:** Piers Steptoe to organise someone to do the playground maintenance.

Anyone who wants access to TPSA email and Google Drive, let Laura Lewis know.

### **Next meetings:**

Wednesday 5 September 2018 TPSA and Parent Council AGM 7.30pm, dining hall

Tuesday 9 October 2018 7pm, staff room

Wednesday 16 January 2019 7pm, staff room

Wednesday 27 February 2019 7pm, staff room

Wednesday 24 April 2019 7pm, staff room

Tuesday 21 May 2019 7pm, staff room

**Contact the TPSA**  
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