



## Minutes of Trinity Primary PSA Meeting

<b>Where:</b> 7pm Old Chain Pier		<b>Date:</b> 1 Nov 2018
<b>Present</b>	Laura Lewis (Chair), Anne Clouston, Ekta Sharma, Heather Gray, Fran Wallace, Roy Paterson, Angela Robertson	
<b>Apologies</b>	Clare Sharp, Laura McGadie, Yvonne Caplan, Anaceli Sanchez, Helena	
<b>AGENDA TOPICS</b>		
<b>Winter Fair</b>		
<ul style="list-style-type: none"> <li>- taking place on 22nd November. £2 adult tickets.</li> <li>- set up from 5pm</li> <li>- craft stalls in gym hall being organised by Helena</li> <li>- set up 20+ tables. 2 - 3 strong adults required to set tables up for one hour 5-6pm. Possibly Tracey's husband.</li> <li>- consider expanding the shopping into dining hall to fill space created due to a reduced crafts offering? Helena has a waiting list of stalls.</li> <li>- need more confirmed volunteers urgently.</li> <li>- Need volunteers confirmed 2 weeks before so Laura can prepare the rota.</li> <li>- Doodle Poll for volunteers?</li> <li>- <b>ACTION</b> Laura to check if the after school club can vacate the gym earlier.</li> <li>- <b>ACTION</b> Laura to check with Helena regarding expanding shopping into dining hall.</li> <li>- <b>ACTION</b> Laura to contact previous musicians.</li> <li>- <b>ACTION</b> Anne to contact Marie re poster and tickets</li> <li>- <b>ACTION</b> Anne to appeal for volunteers on Facebook and email. Deadline Tuesday 6 November.</li> <li>- <b>ACTION</b> Laura, follow up email to volunteers with times that help is required</li> </ul>		
<b>Tombola</b>		
<ul style="list-style-type: none"> <li>- Important &gt; one of the highest earners.</li> <li>- Kirsteen who organised this previously is unable to attend but has offered to help organise in advance.</li> <li>- Move tombola to dining hall, to free up more space for stalls in the gym hall.</li> <li>- Three tables required for the tombola.</li> <li>- Angela to help man the stall on the night. Needs 6 helpers</li> <li>- Raffle - teachers</li> <li>- <b>ACTION</b> Laura to approach Kirsteen to help organise and ticket the items in advance. Anne to assist.</li> <li>- <b>ACTION</b> Laura to approach teachers regarding raffle</li> </ul>		



### Home Baking and Snacks

- Important > home baking is one of the highest earners.
- Needs a co-ordinator. Requires 6 helpers
- Roy has offered to assist co-ordination and help man stall.
- **ACTION** Laura to contact Camilla Rockwood, Kate Nelson and Sofie
- **ACTION** Laura to contact Kate Nelson to check if she has cake stands

### Hot Food

- Dining hall.
- Fiona Moon is unable to help on the night but has offered to help in advance.
- Heather & Ekta to co-ordinate.
- Clare Sharp to assist on the night
- Hot dogs (£1.50) and soups x 4
- Replace tea & coffee with hot chocolate (slow cooker) and marshmallows. One size targeting adults. Don't offer a smaller kid's size.
- **ACTION** Laura to get Fiona Moon's contact details for Heather and Ekta to contact.

### Bar

- Co-ordinated by Jono. Situated in the foyer.
- Bar needs to be decorated.
- Mulled cider. No mulled wine.
- Assisted on night by two people - Rachel & Tracey?

### Silent Disco

- £2 - 2.50 per child. 20 minute sessions / or 10 songs
- Need people to co-ordinate and 2 people to man on the night.
- Unlikely to go ahead

### Lego or Games

- Utilise the opening learning section on way to P1 classrooms. Parents to stay to supervise.
- Approx £120 to hire Lego. 4 x 20 minute sessions. 16 children per session. £2 each.
- Unlikely to generate enough funds for it to be worthwhile. One session = £32 x 4 = £128



### **Crafts**

- Fran to co-ordinate with her mum
  - Downscale due to lack of volunteers. Needs minimum 4 - 5 people on the night. Ideally 6 - 8 helpers.
  - One of Fran's contacts is a face painter. Offer this under the craft umbrella? £2
- **ACTION** Fran to locate Christmas tree for the bean bag throwing game

### **Decorations**

- Christmas decorations. Fairy lights
  - Entrance and foyer. Bar table.
  - Dining hall. Not needed in gym hall.
  - Needs a co-ordinator
- **ACTION** Anne to ask her old work if they have any spare large decorations
- **ACTION** Angela to ask her husband regarding co-ordinating the decorations

### **Next meeting:**

Wednesday 16 January 2019, staff room

**Contact the PSA**  
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