



Minutes of Trinity Primary PSA (TPSA) Meeting

Where: 7pm Old Chain Pier

Date: 30 April 2019

Present

Fi Campbell, Yvonne Caplan, Anne Clouston, Helen Davey, Helen Duncan, Kirsteen Harrison, Helena Lawrence, Laura Lewis (Chair), Laura McGadie, Paula MacGregor, Roy Paterson, Lorna Pearson, Leticia Rodrigues, Jacqueline Scott, Clare Sharp, Ekta Sharma

Apologies

Heather Gray, Fiona Moon, Cat Reagan, Fran Wallace

AGENDA TOPICS

Welcome and introductions

Laura L thanked everyone for coming along the meeting.

Joint Parent Council (PC) and Parent Staff Association (PSA) communication

Cat and Helena have drafted a communication document for parents outlining how parents can get involved in supporting the school by participating PC and PSA activities. The aim is to circulate this in advance of the 11th May.

At the start of 2019/20, clear explanation of what the Parent Council and PSA do will be sent out in advance of the first meetings.

Action: Helen Duncan and Ann Clouston

PSA events and meetings 2019/20

Agreed that dates for PSA meetings, clubs and school fundraising events would follow the same pattern as this year, with PSA and PC meetings on the same evening in the same pattern as this year, with the following exceptions:

- The first PSA meeting of the year is to be on a different date from the Parent Council, to give parents a chance to come along to both.
- Clubs to run in the same weeks as active clubs run and not in other weeks, assuming the Academy available, to reduce confusion about timings.

Action: Laura M to email Fiona Moon (the new Lets Secretary) re dates of PSA/PC meetings and cc Helen Duncan and Jacqueline Scott.

Action: Jacqueline will speak to the Active Schools Coordinator to get their club dates.

Action: Fiona Moon to give Jacqueline draft dates for PSA meetings, events and clubs.

Action: Laura M to set a date for Fiona M and herself to meet Leanne at the Academy re lets for the clubs.

Action: Helena is discussion with someone who has offered to run martial arts club and will contact Fiona M if lets are required.

Information for new P1 parents

Information for inclusion in packs needs to be in the school by 31st May. PSA clubs info will be needed for this date.



PSA and PC to speak at P1 parent meeting.

Action: Cheryl Berthinussen to email Trinity PSA with date of P1 parent meeting.

Bonkers about Books event – Sat 11th May; set-up on Fri 10th

Community event, free entry, in the playground, as the work in the school is ongoing. Stalls to be book themed. Event will help raise awareness of the school's plans for an outdoor library.

Stalls and food in front playground, archery and beat the goalie in the cage. Annette doing signage.

Kirsteen reported on raffle: fantastic prizes have been donated and now have three star prizes. Tickets were sent out in schools bags before Easter. Ann sending a reminder encouraging purchase of tickets.

Action: Laura L and Helena to do a layout for all stalls and space for authors/illustrators.

Action: A number of PSA members who know authors and illustrators to ask their contacts if they would come along and share their books.

Action: Jacqueline to charge PA.

Action: Ann to do comms including seeking donations of baking, clothes for dressing up box, books, comics, chocolate for the tombola.

Action: All to let Helena know of anything they need from the cash and carry. Helena will do shop including getting cones and flakes for ice cream stall.

Action: Helen Davey donating reusable plastic cups for juice bar to supplement school's supplies.

Set up on Friday night from 6 – 9pm. Helpers: Laura M & Fi to put up bunting, stall coordinators and helpers to organise their own stalls

Set up on Saturday morning from 9 – 11am. Helpers: Stephen Davey, stall coordinators and helpers

Coordinators and helpers:

Cat/ Lorna - BBQ

Anna – Ice Cream

Ekta/ Paula - Home Baking - (Fran, Heather)

Helena/ Clare Sharp - Snacks & Bento boxes

Helen Duncan and PC - Chocolate Tombola

Roy Paterson/ Mike Carey - Book stall

Mr Blaikie (TBC) – Archery

Helen Davey/ Laura M- That's not my Ball!

Catherine Warmerdam/ Sarah Lytle - Name the Bunny

Ann Clouston - Dressing up box

Jacqueline Scott/ Cheryl Berthinussen - Raffle ticket sales

Kirsteen/Jacqueline + 1 other – Raffle winners announcement and recording

Need helpers for - Beat the Goalie - Helen Duncan to confirm

Helper needed - Jam jars

Co-ordinator (may be) needed - Soft drinks/ juice stall

Co-ordinator to be named - tea and coffee in staff room

General helpers for the Fri slot 6-8pm and Sat 9-21

Next meetings:

Tuesday 21 May 2019 7pm, staff room



Contact the TPSA
trinityprimarypsa@gmail.com
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