



## Minutes of Trinity Primary PSA Meeting

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

**Date:** 10 October 2016

**Present** Fi Campbell (Chair), Yvonne Caplan, Natalie Curtis, Helen Davey, Rina Docherty, Laura McGadie, Manuela Molendini McLeod, Donatella Nocco, Lorna Pearson, Jacqueline Scott, Annette Sheppard, Claire Schiltz

**Apologies** Becca Angus, Helena Lawrence, Kerry Martin, Fiona McNeill

### AGENDA TOPICS

#### Cinema night

Raised just over £1,200. A huge thank you to everyone who helped and contributed. In particular thanks to Satveer for her fantastic curry which sold out almost immediately.

#### Halloween parties/discos

Due to clash with Academy open evening, which cannot be moved to another date, it was decided to move the date of the Halloween parties. Proposal is to move date to Friday 28<sup>th</sup> October.

The parties can only go ahead if there are sufficient parent volunteers. In particular we need extra helpers at changeover. Two parties: P3 and 4; P5-7. Composite P4/5 pupils can choose which to attend. May promote as disco rather than party if insufficient parent helpers to run games. Agreed that will seek volunteers to take responsibility for specific game(s) and any shopping needed for these.

**Action:** Claire S will send out communication asking for volunteer helpers to make the parties possible and set up a poll with tasks listed including ticket sales.

**Action:** PSA dates to be planned and shared with other cluster schools and Academy early (first week May) to avoid clashes in future – Mrs Scott/Laura.

If we get sufficient volunteers then:

**Action:** Claire S to organise tickets, poster with clear info for parents and prepare parent information sheet to accompany tickets.

**Action:** Fi to purchase wristbands to distribute with tickets – all children attending need to wear one with emergency contact number for parent/guardian added.

**Action:** Natalie to establish if any teaching staff have PSA Halloween party trappings which are missing from cupboard and show Fi how to use PA.

**Action:** Fi to organise music for disco, including use of PA, and projector/lighting.

**Action:** Manuela to decorate hall including for 'corners' game and organise toss the rat in the cauldron and pin the heart on the skeleton.

**Action:** Claire S to organise a photobooth.

**Action:** Annette to organise flapping skulls/etc.

**Action:** Laura to organise apple dooking and seek volunteers from Trinity Academy pupils.

Need volunteers for:



- Ticket sales
- Entrance/exit/moving children between halls
- Coordinating games in the hall
- Additional games in dining hall, e.g. beasties in spaghetti, beasties in jelly, marshmallows in icing sugar
- Organising drinks/snacks if we have them

### Update from Ken Campbell

We're delighted that Ken has been shortlisted for School Caretaker of the Year 2016. We know there is no better jannie! Ken is attending the awards ceremony on 13<sup>th</sup> October with PSA support.

Back playground and Raspberry Pi have come in at a cost of £3,310.87; below budget and fantastic value for money because of Ken's skills. Ken will add a climbing wall (has purchased all materials already). PSA will pay for the additional mini HDMI cable.

Ken has refurbished all the outdoor classroom furniture and wooden train. He is going to build a herb garden with leftover materials and has requested £300 to reinforce the floor of the fort in the back playground. This expenditure was approved.

We need to re-seed the grass on a worn area in the front playground; Fi will ask Ken for a quote.

**Action:** Natalie will find out when Raspberry Pi club will start.

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

**Action:** Claire to speak to Marie about designing a logo.

**Action:** Natalie to provide date of assembly.

**Action (carried):** Cath checking options for matched funding for scooter racks.

**Action (carried):** Mrs Scott to propose suggestions for expenditure from pupils and staff.

**Action (carried):** Caroline to obtain a price for installing electric cable to secret garden.

**Action (carried):** Caroline/Mrs Scott will plan to ensure all pupils get the opportunity to be in Raspberry Pi club and explain how it fits within the curriculum.

### Treasurer's update

Cinema night profit was more than £1200.

Yvonne is making progress with accessing bank account.

**Action:** Yvonne will provide breakdown of cinema night profits by stall.

**Action (carried):** Pam to provide breakdown of May Fair takings.

### Christmas cards

A massive thank you to Helen D for organising these and to Rina and Fiona for all the administration! The order was sent today: 305 packs which will raise just over £400.

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

### Playground update

Fiona M was not at the meeting. Annette has proposed a possible solution for improving on the ply-



board on the tunnel entrances which is affordable as she can provide skills and time.

- Action:** PSA to consult school on proposal and feed back to Annette.
- Action:** Any other thoughts on proposed solution can be made to Annette.
- Action:** Fi/Claire to send Annette photos of tunnels prior to ply being added.

- Action (carried):** Mrs Scott chasing ROSPA report on the playground.
- Action (carried):** Fiona will consult volunteer families on suitable times and dates for future maintenance.
- Action (carried):** Caroline will provide a list of secret garden tasks.
- Action (carried):** Caroline to confirm contact details for the one parent who did not write down details.
- Action (carried):** Natalie to obtain feedback from student who has been studying the use of the playground by way of children wearing actigraphs and pass info on the Claire to go on Facebook.
- Action (carried):** Caroline to confirm with Naomi what is happening with den making poles.
- Action (carried):** Pam to arrange for payment of invoice for sand forwarded by Fi.

**Parent evening 10<sup>th</sup> Nov and afternoon 11<sup>th</sup> November**

Rina organising nearly new uniform stall, which means we won't have nearly new at the Winter Fair. Rina will need helpers.

- Action:** Yvonne will organise float.

**Winter Fair**

Fi has made great progress on stalls; 22 stalls and 6 already taken. Entrance will be £2 for adults – children free.

Helen suggested ideas for crafts and showed examples: snowball pom poms, decorated pine cones, decorated jam jar tea-light holders, gift tags; she will collate other ideas including origami. It was agreed that these were great ideas and in-keeping with Eco-school ethics. Natalie suggested food-based activities always popular – like decorate a biscuit, marshmallow snowmen; she also suggested Christingle/pomanders from oranges and cloves.

Coordinators below will seek helpers for their areas. Baking stall coordinator needed.

- Action:** Laura to organise market operators licence and bar – mulled wine and prosecco.
- Action:** Helen D will coordinate crafts – with advice from Donatella and others.
- Action:** Manuela and Helena will help with crafts (Antoinette too?).
- Action:** Lorna will coordinate portable hot food/mince pies.
- Action:** Natalie will coordinate teaching staff running the raffle on the night (Fi securing donations from stall holders)
- Action:** Claire S will coordinate games.
- Action:** Yvonne will organise floats.
- Action:** All to donate pine cones!

**Upcoming events**

Dates of events with let durations (not event timings) and organisers:

Date	Event	Let duration	Organiser/co-ordinator
Fri 28 <sup>nd</sup> Oct tbc	Halloween Party	6 to 9.30pm	



<b>Thur 10<sup>th</sup> Nov</b>	Social at Wolf + Water after parents evening	N/A	Donatella
<b>Thur 17 Nov</b>	Winter Fair	6 to 10pm	
<b>Fri 27 Jan</b>	Bingo Night	6 to 9.30pm	
<b>Fri 17 Mar</b>	Cinema night	6 to 9pm	
<b>Thur 23 Mar</b>	Easter party P1-2	6 to 7.30pm	
<b>Fri 12 May</b>	Set up May Fair	6 to 9pm	
<b>Sat 13 May</b>	May Fair	9am to 3pm	

**AOB**

**Actions outstanding from previous meetings not discussed:**

**Action:** Justine to add to next year's Autumn term form to clarify that at the start of each term there is an opportunity to join clubs (caveat – if there are spaces).

**Action:** Justine to check with Simone re jewellery club starting in January – nearer the time.

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

**Action:** Pam/Yvonne and Becca to set up meeting to agree information flow/needs for 100 Club as can't promote until this happens

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

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

**Action:** Everyone who coordinated part of the May Fair to write up details to facilitate future years.

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

**Next meetings:**

Wednesday 18<sup>th</sup> January 7 – 9pm in staff room

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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