



Minutes of Trinity Primary PSA Meeting

Where: 7pm in staff room

Date: 17 January 2018

Present

Cheryl Bertinusson, Fi Campbell, Yvonne Caplan, Laura Lewis (Chair), Kirsty Martin, Laura McGadie, Manuela Molendini McLeod, Lorna Pearson, Jacqueline Scott, Claire Schiltz, Harpreet Singh (Mark)

Apologies

Helen Davey, Rina Docherty, Helena Lawrence, Fiona Moon, Donatella Nocco, Clare Sharp, Annette Sheppard

AGENDA TOPICS

Winter Fair

A huge thanks to all who helped and who came along. Great fun was had by all and we raised an amazing £1,600+

Treasurer's update and funding proposals

We currently have £24k in bank account of which £18k is uncommitted funds. We have recently contributed £500 to Christmas activities and £2k on equipment for the May Fair. Many thanks to Annette for researching the equipment and securing really great prices.

We have previously agreed to pay for putting electricity in to the secret garden from this fund (Fi has not heard back from the parent electrician who she had approached).

Action: Laura L to speak to Ken/Piers about Council electricians.

Jacqueline will put a funding request to a future PSA meeting; she said this is likely to focus on materials to help with integration of learning/improving learning spaces.

100 Club and Easy Fundraising

Claire Schiltz said thi100 Club would be relaunched at parents' evening and she is keen to produce leaflets for distribution in school bags to promote both 100 Club and Easy Fundraising,

Action: Becca and Claire to organise leaflets.

Noted that pack for new P1s going out in May.

Action: Claire to organise PSA content for inclusion.

Clubs update

Stephen Davey has said he will do electronics club again next year.

No progress with Council on resolving issue with janitorial cover.

Action: Laura M to confirm with Bernie that there is a let booked for the 21 Feb for football club.



Volunteers sought

There are a number of specific volunteering opportunities in addition to helping with events, including:

- Communications coordinator sought to shadow Claire S.
- Lets coordinator sought to shadow Laura M.
- Nearly new uniform sales coordinator sought (Rina happy to continue to support but need someone to lead on sales).
- Can anyone volunteer to store May Fair equipment?

Action: Claire S will send out a request.

Bingo night

Coordinator: Laura L with Fi
160 tickets

£2/person attending (first game included)

All present are able to help on the night; Laura L has a list of others able to help including Kerry, Clare Sharp and Helena. Jaishree had offered to help with ticket sales.

Callers/comperes: Cheryl and Amy Armstrong

Hot food: Lorna and Fiona Moon

Bar: Jono (Laura M helping)

Tea/coffee: Mark (Manuela helping)

Snacks: ?

Yvonne: Floats, door.

Action: Jacqueline will write a letter from school to Vegware re donations of cutlery etc

Action: Mark organising bingo prizes and will pass letter from school to Vegware

Action: Laura L will speak to possible volunteers for snack stall, create ticket sales rota

Action: Chilli makers: Lorna, Laura L, Helena (v), Fi, Fiona M

Website and communications

The intention is to move content from the Trinity Parents website, which contains PSA and Parent Council content, on to the school website which is being tidied up.

Jacqueline has met parents to discuss best methods of communication and is considering options. Parent Pay not working out for general communications. Looking to settle on two channels of communication at most.

Action: Claire S to meet staff working on school website.

May Fair

From last meeting: May Fair raffle: Would be good to get co-ordinator volunteer in place in Jan – with sub helpers – need to start work getting donations end Feb at the latest.

Upcoming events - dates

Date	Event
Fri 26 Jan	Bingo night
Fri 16 Mar	Cinema night



Thur 22 Mar	Easter party P1-2	
Fri 11 May	Set up May Fair	
Sat 12 May	May Fair	

Outstanding actions

Action: Jewellery club: Check in with Simone post-Christmas to see if she can restart club when things quieten down with her.

Action: Gym club convenor: Suzie will stand down during this academic year and is looking for someone to take over.

Action: Laura M to check if anything owing to the PSA prior to Yellow Moon scheme ending.

Action: Claire to remove from Yellow Moon info from PSA website.

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

Action: Kirsty Martin to consider suggestion for 'Rag Bag' metal recycling unit in the playground or 'bags to school' type one-off on a regular basis.

Action: Laura M to resolve issue of janitorial cover for lets with the Council.

Action: Claire to look into post code lottery funding.

Action: Revisit entry charge for May Fair at a future meeting.

Action: Fi to produce the 'Donated by the PSA' stickers for PSA funded books.

Anyone who wants access to PSA email and Google Drive, let Fi know.

Next meetings:

PSA meetings:

Wednesday 28th February 7 – 9pm in staff room

Tuesday 24th April 7 – 9pm in Mrs Watt's P7 classroom

Tuesday 22nd May 7 – 9pm in staff room

Contact the PSA

trinityprimarypsa@gmail.com

www.trinityparents.com

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