



Minutes of Trinity Primary PSA Meeting

Where: 7pm in the staff room

Date: 28 February 2017

Present

Caroline Ashbrook, Fi Campbell (Chair), Helen Davey, Helena Lawrence, Laura McGadie, Manuela Molendini McLeod, Lorna Pearson, Jacqueline Scott, Annette Sheppard, Mark Singh, Susan Tills

Apologies

Becca Angus, Yvonne Caplan, Rina Docherty, Fiona Moon, Donatella Nocci, Claire Schiltz

AGENDA TOPICS

This is Caroline's last PSA meeting. Thank you for all your support and all the very best in your new job!

Happy 75th Rina! Hope you're having a lovely evening.

PSA funding update

£9,000 of PSA funds has been donated to the school for literacy materials throughout all year groups.

This expenditure can be publicised with further details of what's being bought to follow.

A further £150 has been donated to the Raspberry Pi club for final equipment.

Ongoing annual playground maintenance costs to be factored into the PSA budget.

Discussion about cost benefit of installing electricity to secret garden. One quote has been obtained which is higher than expected. Discussed when electricity would be used and the benefits to school.

Helen and Rina suggested PSA fund Trinity Primary sports bibs or sports tops for sporting events that school participates in such as the marathon, athletics competitions, etc using nearly new sales takings. Jacqueline said the school has yellow Trinity T-shirts and is ordering more. She will encourage use of these. There may not be a need for bibs too – for consideration of teaching staff.

Action: Mrs Scott to produce a costed list for literacy materials.

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

Action: Claire to publicise PSA £9k donation.

Action: Fi to speak to Ken about getting alternative quotes for installing electric cable to secret garden and clarity on what the price covers/spec.

Action: Karen Walsh is looking at cost of bibs/sports tops.



Update from Ken Campbell

Ken managed to source a new lock for the rear noticeboard and do some re-engineering to fit it.

Ken has replaced both of the Twizzler swings. There is a lot of wear and tear compared to a domestic installation so regular maintenance/replacement is required.

Ken has installed a new balance beam – gym teacher very pleased.

Ken keen and ready to start Raspberry Pi club – letters to go to pupils asking about interest, starting with P7.

Action: Cheryl will explain how Raspberry Pi club fits within the curriculum for Claire to publicise.

Ken will be the laying the plastic mesh on the mound area this week or next; he has grass seed and will re-seed the mound in font playground at an appropriate point.

Ken will build a mini climbing wall suitable for P1/P2 and will start on the new fort floor within weeks.

Secret garden: When Ken has time, he will make the surplus tunnels into new flower tubs for herbs, etc.

PSA Chair role

Fi has previously noted she will not stand for re-election for next year; a volunteer is still sought to start shadowing Fi as soon as possible. Fi noted that she will be around next year to advise/ shadow whoever takes on the role next year.

Action: Is this extremely rewarding role one that you could volunteer for? Do you know someone who would be great at the job – please speak to them and suggest they volunteer.

Treasurer's update

Yvonne has provided an update report. In addition to the £9000 already provided to the school, there remains £7k in PSA funds, most of which will be needed for initial outlays for May Fair and club expenses.

Yvonne has set up the online payment system which is working well for those clubs that have started using it. The monthly update she provides allows payments to be tracked by club convenors.

Thank you Yvonne, you are doing a fantastic job!

Action: Club convenors to prioritise use of online payments for clubs.



Playground update

The fixings for the scooter rack proved to be inadequate. After Ken chasing the installer for weeks, they eventually returned and provided a more substantial base. All looks good for the moment.

Action: Fi to speak to Claire about highlighting this fix to the scooter racks.

We need to review the playground committee membership and ask Fiona Mc if she wishes to continue in her role.

We need to establish the annual maintenance cost and a contingency budget.

We need to produce a maintenance schedule and publicise it and mobilise helpers.

We need to form a mini maintenance committee for the mound and secret garden.

We need to complete handover from Harrison Stevens.

Action: Fi, Fiona Mc and Jacqueline to meet.

Mr Steptoe has costed immediate maintenance materials requirements (gravel, whindust and sand), costing £563.61. This expenditure was approved, but we still need to know the annual maintenance cost.

P1 (the builders) have made some alterations to the Mound. A concrete barrier has been installed to cope with the pressure on the jump zone wall.

Miss Hutchinson has re-started the gardening club (secret garden).

Action: Fi will follow up her initial contact with Friends of Starbank Park.

Action: PSA playground co-ordinator to consult volunteer families on suitable times and dates for quarterly maintenance.

Action (carried): Caroline will provide a list of secret garden tasks.

Book a place in Trinity history

Helen D proposed setting up a system to allow parents to donate book(s) to the school and be recognised for their donation(s) by way of a sticker at the front of each book, e.g. parents could mark their child's time at the school by donating a book which would be labelled accordingly.

Jacqueline and Caroline supported the proposal and said that any new or good quality books would be suitable, there is no need for a list. Having a wide variety of books is beneficial and it is easier if parents can donate whatever they wish to – e.g. their child's favourite book. Jacqueline said that a suggestion could be made that parents donate recently published (especially prize-nominated) books or buy and donate a book from the Book Fair on parents/open evenings.

Important to keep it simple. Labels should be printed with space for donator's name and details, e.g. 'Ann Smith' Trinity Primary '2010 – 2017'. Helen has suggestion for wording and logos. This would allow stickers to be held by teachers in classrooms as well as by the school office.

Caroline suggested that all donated be books be displayed in a central place before being distributed to appropriate classes/library locations in the school.

Suggested launching on parents' evening with a big promotion at open evening on 8th June.

Action: Can Claire do comms on this and produce the wording and logos for use on the stickers (suggested size is Avery 8/A4 sheet) and posters and A3-scale example labels for promotion?



Club update

Fi has contacted Simone about the possibility of restarting the jewellery club at some point.

Action (carried): Helena to seek feedback from drama club members and parents.

Action: Fi will keep in touch with Simone about jewellery club.

100 Club update

Many thanks to Becca and Yvonne for their ongoing work on this.

Cheryl has taken photos of star time for use in promoting 100 Club.

Action: Yvonne contacting Pam to organise 100 club account handover.

Action: Then Becca to carry out outstanding draws and give Claire 100 club winners' names and amounts monthly.

Action: Cheryl to send photos of star time to PSA.

Cinema night – Friday 17th March - doors open 6.20pm for 6.30pm film start

Film will be the Secret Life of Pets. 200 tickets to be produced. Annette has Pixar short films which could be screened before – need to find someone able to copy selected shorts on to a DVD.

Mark can get donations of sweets etc (Costco) and tea and coffee (Starbucks).

Allocation of volunteer helpers – Fi (Natalie and Cheryl may be able to help)

Set-up of 'cinema' – Annette, Mark, Caroline.

Door – Caroline and Jacqueline.

Food stall (chilli and Indian food) – Helena with helpers

Chilli makers – Jacqueline, Caroline, Helena, Lorna

Indian Food – Satveer

Snacks and soft drinks – Manuela with Donatella. Mark can get sweets etc from Costco

Tea and coffee stall £1/cup – Mark

Bar – Laura with Susan and another helper needed (Laura to find)

Action: Mark will investigate if popcorn available from Costco and price.

Action: Claire to produce posters and tickets – publicising bring rugs/beanbags/cushions and come in animal themed PJs.

Action: Fi to contact Moira about access to hall from 5pm.

Action: Yvonne to provide floats.

Ticket sales – volunteers needed in addition to those below:

Mon 13 AM (8.40) ?; PM ?

Tue 14 AM ?; PM Laura

Wed 15 AM ?; PM Helena

Thur 16 AM ?; PM ?

Fri 17 AM Fi Fi; PM



Easter party/egg hunt for P1 and P2 – Thursday 23 March 6-6.45pm

Having difficulty finding someone to coordinate this. Jacqueline agreed that would commit to doing this though still need a coordinator. Will keep it really simple rather than cancel. Egg hunt with chocolates for collecting play coins from the playground; drinks and snacks provided outside under canopy.

Need to highlight in comms that egg hunt is for children only (not parents) to give all children a fair chance.

Helpers: Annette, Helena, Jacqueline, Karen.

Action: Can you coordinate this event??

Action: Can you help at this event??

Action: Mark will speak to Wiseman Dairies in case they can donate drinks.

Action: Fi will provide notes about running the event, including numbers of chocolate prizes needed.



May Fair

Coordinators are responsible for organising, including finding volunteers for their stalls and setting up the night before. Agreed we need to identify an area for food preparation on the Sat morning that is not in the café area.

Stall specifics

Games and inflatables – coordinator needed

Fi has booked bouncy slide and put in application to Council to site this in park as we did last year.

Cafe – coordinator needed

Hot food – coordinator needed

Fi has booked the BBQ.

Bar and soft drinks stall – Laura coordinating

Live music at front of school and secret garden – coordinator needed

Action: All to suggest possible bands. Jacqueline to ask Hayley Scott.

Entertainment

Action: Laura to confirm once Macastory respond.

Face paint – Daddy Daycare will provide this

Bike stall – coordinator needed

Plant stall – coordinator needed

Nearly new toys stall – coordinator needed

Nearly new books, records and CDs – coordinator needed

Nearly new stall – coordinator needed

Ice cream and strawberries stall – coordinator needed

Tombola – parent council coordinating

Action: Fi to set date for an additional May Fair organising meeting.

Action: Coordinators to find volunteers for their stalls and give volunteer names to Fi.

Action: All to seek additional volunteers for general set-up on Friday eve and Sat morning and for de-construction on Sat after Fair.

Action: Annette to contact Newhaven Community Trust about borrowing gazebos.

Action: Fi to contact John about possibility of borrowing tables, table cloths, picnic tables, chairs and bins.

Action: Could Hannah Watt, sports ambassador, run a sports activity?

Action: Please suggest other stalls/activities you think would be fun.

Raffle – Manuela coordinating

Will do same as last year: brainstorm list of possible prizes then split between all PSA members to each pursue a number of. Manuela said there were a lot of prizes aimed at a female audience last year and would be good to get a better balance this year. Agreed that letter of introduction to be sent to potential prize donors would highlight that fund raising is for literacy materials. Need to start



Cupboard update

A big thank you to everyone who helped with the cupboard move last Friday.

The cupboard is now brilliantly organised with all shelves labelled, which will make it much easier to ensure everything is kept in the right place. Access is much better/easier now.

All to ensure things put back in right place.

Recycling project

Annette has proposed aluminium recycling as possible fundraising opportunity for the PSA/school which also encourages social responsibility and environmental stewardship.

Action: Annette to discuss further with Jacqueline and Fi.

Annette also said she could help pupils make pallet furniture and flower planters; would require a source of affordable pallets. Can anyone suggest a source of free/cheap pallets?

Upcoming events

Dates of events and organisers:

Date	Event	Let duration	Event timing	Organiser/co-ordinator
Fri 17 Mar	Cinema night	6 to 9pm	6.30 - 8pm	
Thur 23 Mar	Easter party P1-2	6 to 7.30pm	6 – 6.45pm	Needed
Fri 12 May	Set up May Fair	6 to 9pm	12 – 9pm	
Sat 13 May	May Fair	9am to 3pm	11 – 2pm	Needed for individual aspects

AOB

Many thanks to Cheryl for finalising the thank you book for Ken and to Claire for organising the Ken Cam Super Jan T-shirt for his presentation last Friday.

Helena mentioned that her partner could provide teachers with a workshop on making animations.

Other

Action: Laura to contact facilities management in the Council about janitorial cover for lets.

Action: Laura to draft calendar of PSA events, meetings and clubs for 17/18 and discuss with Jacqueline in April – to share with Trinity Academy Parent Council before June.

Action (carried): Claire to include key Christmas card dates on calendar for 2017.

Action (carried): Claire to look into post code lottery funding.

Action (ongoing): Anyone who wants access to PSA email and Google Drive, let Fi Campbell know.

Next meetings:

Wednesday 26th April 7 – 9pm in staff room

Wednesday 31st May 7 – 9pm in staff room



Contact the PSA
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