



Minutes of Trinity Primary PSA Meeting

Where: 7pm in the staff room

Date: 31 May 2017

Present

Cheryl Bertinussen, Fi Campbell (Chair), Yvonne Caplan, Helen Davey, Rina Docherty, Shirley Jack Thomson, Laura McGadie, Manuela Molendini McLeod, Donatella Nocci, Claire Schiltz, Jacqueline Scott, Annette Sheppard

Apologies

Helena Lawrence, Paula MacGregor, Fiona McNeil, Lorna Pearson

AGENDA TOPICS

May Fair

A huge thank you to everyone who helped and contributed to making the Fair such a phenomenal success! We raised £8,700 (up on last year's £7,037) and an anonymous donor has pledged a matching sum to the school to double this figure. A massive thanks to them too!

Yvonne presented a full breakdown of the takings, expenditure and profit by stall. Yvonne was thanked for all the effort she and the team she assembled to count the takings on the day put in and for an extremely clear report which helps planning for next year.

The raffle, which raised £2,230, made the biggest contribution to May Fair profit – well done Manuela for coordinating. Thanks to all those who collected or donated raffle prizes.

Debrief – things to learn for next time

- The system for burgers worked really well – repeat in future and could sell more burgers.
- Signage for the bike stall.
- If wet only set up one bar – in front playground.
- STEMS stall has had wider benefits as school now working with them.
- Macastory got positive feedback.

It was suggested that nearly new uniform could diversify to include other uniforms such as judo outfits, ballet kit and Brownies/Scouts uniforms. Agreed to trial this though not gym kit which we have and is not in demand.

Rina asked that entry charge for May Fair be revisited next meeting.

Action: Laura to put this on agenda.



PSA funding update

What funds have been spent on

Cheryl gave an update on expenditure of the £9,000 donated to the school for literacy materials and Raspberry Pi club. The School is purchasing 2 outdoor bookcases and books for this, book cases on wheels with books for infants classrooms, P7s are being given some of the funds to each buy a book of their choice and write their own message in it for the school and a full P1 reading scheme to add to choice to the existing system. The Raspberry Pi club is up and running on Tuesday afternoons and the PSA have donated a further £450 to ensure each child has their own equipment when the class is running.

Action: Cheryl to provide words to say what difference these literacy materials will make, photos of the new materials and a breakdown of expenditure – and photo of Ken and Raspberry Pi club.

Action: Shirley to ask S about doing a vlog about Raspberry Pi club – complete thanks

Action cf: Cheryl will explain how Raspberry Pi club fits within the curriculum.

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

Action: Claire to publicise PSA expenditure.

Action: Cheryl to make sure invoice for expenditure of £563.31 on gravel etc for playground is passed to Yvonne.

Requests for funding

Agreed £750 for coming year's playground maintenance costs (not for inspections).

Agreed £2000 for 2 gazebos and 10 tables and a shed to store them in for use at PSA events, especially for May Fair. Ken has offered to construct the shed.

Cost for fixing scooter racks is outstanding – Yvonne holding funds for this.

Discussed again the possibility of adding electricity to the secret garden and how the school and PSA would both benefit from this throughout the year. Need other quotes before discounting as too expensive. Are there any parents who are electricians and could help?

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 – and to ask if a leaf blower would be useful.

Action: Cheryl to circulate cost of fixing scooter racks.

Focus for next year's fundraising

Action: Cheryl to discuss with Jacqueline and feed back.



Playground update

Playground committee needs to be reformed. Could the school lead on this – perhaps through gardening club? Committee to oversee following actions:

Action: We need to produce a maintenance schedule and publicise it.

Action: We need to look at Council taking ownership (in discussion with Jacqueline).

Noted that previous request for parent volunteers had been very short notice and on Sat/Sun resulting in insufficient interest. Friday afternoons immediately after school ends is a much better time. Someone from the school needs to be present too and clarity on the jobs to be done is needed.

PSA can and should be involved in communicating messages seeking parental involvement.

Annette volunteered to be the PSA link to the playground committee. Seek a seconder.

Moira of the after school club has applied for funding for installing a water supply in the secret garden. Electricity supply further quotes being sought.

Action: Cheryl to take suggestion that school lead on playground committee to Jacqueline for consideration.

Action: Laura to ask Fiona McNeil for names of volunteers and pass these to Cheryl. Update since meeting – list probably out of date, best to start again.

Action: Annette will investigate whether Edinburgh Garden Partners could help and will speak to Ken.

Action: Claire to highlight the fix to the scooter racks.

PSA vacancies

Immediate vacancies

PSA Chair: Fi is standing down at the end of June. Fi noted that she will be around next year to advise/shadow whoever takes on the role.

Clubs coordinator: Justine Blundell is standing down at the end of June. (Update from last meeting is that Helena will kindly take over this role and has already completed a full handover with Justine.)

Treasurer's assistant – needed.

Future vacancies

Gym club convenor: Suzie will stand down during next academic year and is looking for someone to shadow her during at the start of the year to then take over by Christmas.



Lets

Laura presented draft dates for lets for next academic year – these were discussed and adjusted based on this year's experience.

Ongoing problem with inadequate janitorial presence for lets. Council suggested moving lets to high school – this is not felt appropriate for the clubs, which have equipment in the primary school plus the primary environment is better for the children.

Need a solution which allows clubs to continue in the primary – with adequate arrangements for access of club attendees, security and locking up. Agreed all club convenors to be given access code (this requires the convenor or a stand-in to be present to allow club attendees in to the school though).

Action: Jacqueline to provide door code for club convenors.

Action: Laura to share draft dates with Academy parent council with aim of avoiding clashes.

Action: Laura to speak to Ian at the Academy – to provide timing of lets and discuss getting contact numbers for janitors on duty.

Action: Laura to continue discussion with facilities management in the Council about janitorial cover for lets.

Club update

There's been a proposal for a change to drama club format.

A parent has suggested running a guitar club on Friday afternoons but cost sounds prohibitive. Could it be delivered more affordably? Is there a clash with sounds like Friday guitar classes?

Action: Guitar club parent to confirm back to Fi if they want to progress

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

Action (cf): Fi will keep in touch with Simone about jewellery club and will circulate the guitar club proposal.

Action: Yvonne to speak to other P1 parent who has expressed interest in running a music club.

Tea towels/dish cloths

Many thanks to Helen D who has organised a 'Me and my buddy' tea towel.

Action: Helen to send Claire photo of the tea towel.

Action: Claire to send out letter/order form this week with returns needed by the following Friday 9th June.

Action: Cheryl to put up notice on the P1 whiteboard and noticeboards along with copy of the order form.

New P1 parents' meeting 12th June

Rina doing nearly new uniform stall in the morning and Shirley volunteered to do this in the evening (6 – 7pm).

Helen/Fi doing talk about PSA at each session.



Recycling project

Annette has proposed aluminium recycling as possible fundraising opportunity for the PSA/school which also encourages social responsibility and environmental stewardship. She has discussed this with Ken and Jacqueline and has volunteered to build storage space, set up account with scrap metal merchant and coordinate it. Discussed best way this idea could be taken forward within school – perhaps focussed on sub-group of pupils. Discussion held about the fizzy drink/alcohol aluminium cans appropriateness and fit with the Primary School.

Action: Cheryl to discuss with Jacqueline options for focussing this project, along with Annette's amazing skills, into the curriculum and feedback

AOB

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.

Action (carried): Yvonne and Becca progressing with 100 club process and bank account requirements. Outstanding draws have been made and cheques issued. Relaunch 100 club at the start or new year in Aug.

Action (carried): Cheryl to send photos of star time to PSA.

Next meetings:

TBC once lets booked – have a fantastic summer

Contact the PSA
trinityprimarypsa@gmail.com
www.trinityparents.com
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