

PSA Meeting Friday 21st November 2014

Present:

Mrs McKay
Bessie McQuaker
Alison Rodgers
Mrs Bradley
Diane Black
Kate Sanders

Apologies from Sandra Grierson, Zoe Brooke, Caroline Long

Minutes of previous meeting read and approved.

Christmas Fayre:

Staff helpers confirmed as:

Mrs Tait (Adult tombola), Mrs Orr (Grotto), Mrs Bradley (Admissions), Mrs Roy (Kid's tombola), Mrs McKay (Tea room and stall holders), Mrs Meighan and Mrs Martin (Class crafts).

Countdown dates

Letters + Tickets + Raffle tickets in school bags **Monday 24th November.**

Door to door sales of raffle tickets and door tickets from **w/c 24th November**

Gala signs to be borrowed and put out with banner **w/c 1st December**

Bric a brac/tombola/books- a note or text **w/c 24 November** to be delivered to school **w/c 1st December.**

Media committee to print off flyers for delivering.

Thursday 27th November painting the gingerbread cottage for Foyer entrance in Learning Lounge. Kate to source cardboard from The Box Shop.

Wednesday 3rd December wrapping hampers, organising tombolas, selection boxes and raffle.

Friday 5th December:

set up of grotto in Mrs Bradley's office at 9.15am

set up and decoration of hall from 3.15pm

from 2.30pm bring Mure Hall tables/crockery round, set up tearoom.

Emma Green to liase with Mrs McKay about staff singing for loose change. Suggested that they sing at the school party and not in front of parents.

Kate to bring nail painting and face painting equipment, and ask Helene Kee to do crazy hair.

P6/7 had mentioned that they liked their wreathes made as class craft so much that they would like to make more. Kate and Bessie to go into school on Wednesday 26th November to help make a quicker version.

Kate to ask Zoe for any leftover cards.

Ask Alison Pollock for missing sheets for treasure hunt.

Diane to buy sweets for P1/2 craft sweetie jars. Spend around £20.

Running Order: Saturday 6th December

Doors open to stall holders and set up from 9am

Doors open 10.30am

10.50/11am Santa arrives with reindeer/elves.

Raffle drawn at 12 noon.

Finish 12.30pm

Aim to be cleared and away by 1.30pm.

A.O.B.

Halloween Party: Parent helpers should only be PSA members and a list needs to be given to janitor of those helping for fire regs.

Parent helpers should not bring younger siblings because it causes bad feeling amongst other parents and for reasons of fire regs.

PSA helpers should be PVGC checked for their own protection.

A member of school staff should be on the door with a PSA member to take tickets. This would prevent other parents entering the building because the staff member would be able to take any pupils reluctant to come in without their parent.

Doors not to open until 6.30pm but all staff and PSA helpers to be ready to greet pupils at 6.30pm prompt.

This to discourage pupils arriving early and entering the building unsupervised.

Letter to be sent out in advance to remind parents not to send pupils early and only school pupils to attend.

Mrs McKay said she thought that the PVGC checks could be done for free through the Parent Council and would find out about this.

Mrs Bradley reported that the PACE anti bullying drama workshop for upper school would cost £210 and was booked for 4th December. Sandra to pay invoice.

A school trip was proposed to Burns Cottage in January or February 2015 before the Burns Competition. The PSA were delighted to fund this.

Next meeting would be an informal gathering for coffee and post-Fayre chat at The Dancing Goat on 19th December at 9.30am

Next formal meeting on January 23rd 2015 at which it is proposed to hold the AGM.