



Wallace Primary School Parent Council Minutes of meeting held Monday, 14th November 2022

Present:-

Headteacher	Susan Dalrymple (SD)
Deputy Headteacher	Lynne Docherty (LD) Diana Brooker (DB)
Chairperson	Charlotte Boyle (CB)
Deputy Chair	Lorissa Kennedy
Treasurer	Claire Bunting (CXB)
Assistant Treasurer	Marjorie Wilson (MW)
Secretary	Antonia Aitken (AA)
Council Members	Louise Moore (LM) Lisa McCartney (LMc) Emma Rankin (ER) Vicki Ferry (VF)

Apologies:-

Council Members	Gemma Hill Linda MacMillan Iain Stephenson Elaine Rodgerson Sahrish Usman
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Item of business	Action
<u>Mrs Claus</u> CB has ordered & received costume for Mrs Claus (& helper Elf) Nursery staff will set up grotto, another stall to be set up in nursery to keep those in queue occupied - tombola? Gifts to be given out are selection boxes – unwrapped (currently 89p in Asda) – CB has access to blue light discount, percentage of selection boxes for allergies	 SD to liaise with nursery staff CB/LK to liaise re obtaining these (with discount if possible)
<u>Table holders</u> Abigail Bakes Wee Hearts & Crafts Ferry Unique Lavandual Mel Pretty Little Pup First Class Events Signature Melts by Kimberley Glitter & Bling Love Lunan Tropic Skincare by Natalie The Merry Baker SUGR Sweetshop	 AC to liaise with table holders re arrangements, raffle prizes, payment for table, etc.

<p><u>Raffle Prizes</u> So far we have:-</p> <ul style="list-style-type: none"> - Food/drink hamper from Chatterbox - St Mirren firepit (worth £150) from Official Firepits - Panto tickets from PACE - Christmas card pack from Angelkin Cards - Month's class pass from 4 Corners Boxing - Donation from Colosseum Boxing (TBC) - £10 voucher from Elderslie Butchers - Donation from Costa (TBC) - Donation from Reach Pharmacy (TBC) - Wax melts gift set from Lady Posh Handmade - Donation from Celtic House (TBC) - 2 x vouchers for 30 minute massages (via Elaine R) - Voucher for cocktails from Elderslie Inn - Christmas munchie box from Abigail Bakes - Christmas book cushion from Ferry Unique <p>All other table holders also to donate a prize</p> <p>Waiting on responses from business CB already been in contact with</p> <p>SD can store any collected prizes in school</p>	<p>Any assistance in obtaining & ingathering prizes appreciated. CB requires assistance in distributing requests to list of local businesses</p>
<p><u>Volunteers</u> Charlotte Boyle (Mrs Claus) + mini elf Lorissa Kennedy (reindeer food) + 1 Marjorie (cash) + 1 Emma Rankin (TBC) Louise Moore Kay Mathieson Iain Stephenson Kirsty Wilson</p>	<p>Please confirm ASAP if able to assist on 3rd December.</p> <p>AC to request volunteers via social media</p> <p>SD to confirm re P7 & staff helpers/volunteers</p>
<p><u>Set up</u> Games to be set up in P1 classroom – SD in charge</p> <p>Facepainting outside P1, with Christmas Jumper stall next to this</p> <p>Soft play within P2 classroom</p> <p>Reindeer food – outside P2 (£1)</p> <p>Stalls – main hall</p> <p>Stage – bottle, chocolates, mugs, raffles</p> <p>Dining hall – teas & coffee</p>	<p>DB to order more facepaint & brushes</p> <p>LK to order what is required for reindeer food (porridge oats? Edible glitter? Allergy & bird</p>

Nursery – Mrs Claus & tombola	friendly - if there is such a thing)
<u>Games</u> We have between 6-8 games (play your cards right, wheel of fortune, tin can alley, etc.). Around 10 x P7 helpers required, SD to supervise. 50p for a few shots. Any winners given a token to collect a prize from prize table (requires 2 helpers for table)	CXB to confirm games & check prize stocks SD to identify P7 helpers
<u>Tea & coffee</u> Tea & coffee will be offered (inc. in ticket price), as well as biscuits Still stock of diluting juice for kids	LK to source tea, coffee, sugar, sweetener, milk, biscuits (big packets) etc. AC to source disposable cups
<u>Donations from kids via own clothes day</u> Own clothes day will be Friday, 25 th November 2022 in exchange for a donation – either filled mug/party bag, bottles, chocolates, sweets, “smellies” or other tombola items All donations will require to be sorted & ticketed	SD to issue notice via SeeSaw, thereafter AC will share on social media Volunteers to attend 28/11 to assist
<u>Raffle tickets</u> To be issued via bag drop ASAP Will also be available to purchase on the day	SD to confirm numbers required, CXB to provide raffle tickets in envelopes
<u>Set up</u> Set up the evening of Friday, 2 nd December 2022 (once Chatterbox vacate) School management will have Christmas decorations up by then Table holders will be able to get access from approx. 8.30am onwards	Volunteers required

Organising donations:-

Monday, 28th November 2022 – from 1pm onwards

Next meeting:-

Monday, 9th January 2023 – 3pm (focus on constitution and communication policy).