

Mid Calder Primary  
PSA Meeting  
Wednesday 11<sup>th</sup> November 2015  
7pm Staff Room

## **AGENDA**

- Welcome
- Apologies
- Minutes (To Be Approved)
- Financial Report
- Correspondence
- Update on Halloween
- Movie night
- Christmas Fair
- School Request
- AOB
- Date Time Of Next Meeting

## **MINUTES**

### **WELCOME:**

Gillian started the meeting at 8pm and welcomed everyone.

#### **IN ATTENDANCE:**

|                 |                        |
|-----------------|------------------------|
| Gillian Lumsden | Chair person           |
| Judith Chalmers | Vice-Secretary         |
| Fiona Yavuz     | Treasurer              |
| Jane Bruce      | Committee Member       |
| Julie Nelson    | Committee Member       |
| Claire Grieg    | Committee Member       |
| Deborah Paris   | Committee Member       |
| Lee Anderson    | Teacher Representative |
| Sarah Burton    | Depute Head Teacher    |

#### **APOLOGIES:**

|                 |                        |
|-----------------|------------------------|
| Lisa Hood       | Committee Member       |
| Lorraine Farmer | Committee Member       |
| Steph Elliot    | Committee Member       |
| Julie Ford      | Committee Member       |
| Vicki Ramsay    | Treasurer              |
| Leanne Murray   | Teacher Representative |
| Nicola Thompson | Head Teacher           |

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**MINUTES:**

Minutes from Oct 14th 2015 were approved. Proposed: Jane. Seconded: Fiona.

**FINANCIAL REPORT:**

|                       |  |
|-----------------------|--|
| Bank opening balance: | £5663.62   |
| Outstanding expenses: | £87.00 - £50.00 for DJ and £37 for wooden Xmas decorations.<br>£2416.43 - Christmas fundraiser invoice |
| Outstanding income:   | £48.35 Halloween   |

Available funds is in the region of £1200.00

Profit from Xmas gift fund raiser: £766.52

**CORRESPONDENCE:**

None

**HALLOWEEN:**

206 attended. The teachers said there was a fab response from the kids and they felt it was well organised and fun. The games are a great idea and kept everyone entertained.

Feedback from the pupil council included; to have more food available and would like to have more shots at the doughnuts. A feedback sheet has been completed. Whilst this was not available at the meeting it was decided to allow it to be attached to these minutes. Please see Appendix 1.

Other feedback included:

The circle formation for the fancy dress didn't work well and was difficult to co-ordinate. Lines seem to be the best.

The children like a dance routine, so a couple of dances, the Time Warp and Cha Cha Slide would be good. The sign in sheets are in very small print, needs to be larger.

PROFIT: £412.46

About the same as last year and is a healthy profit for an event that isn't a profit making event. This means that the committee can look into spending more on food and doughnuts for next year.

**MOVIE NIGHT:**

The pupil's choice is Minions. The DVD will be bought and gifted to the school on this occasion as most members who intend to purchase it will be doing so as Xmas presents for their families.

Three members of staff will be on duty. Whilst Miss Thompson and Miss Burton may be in attendance at these events, they should not be included in the staffing numbers.

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Goody bags will be crisps, Haribo and flavoured water as usual. Other sweets were considered especially Maoams. Most were discarded due to dietary concerns. However Maoams will be looked into.

### **CHRISTMAS FAIR:**

**Face Painting:** Jenni Dandie and Vicki.

**Santa's grotto:** Santa has been booked. He will have selection to give out. Jane is arranging these again this year.

**Traders:** 7 have been confirmed, still more bookings can be taken. They have been allocated back rooms this year near Santa's Grotto.

**Hot dogs:** £1.50. The school's cooker is available.

**Café:** Usual refreshments will be available. Mince pies, cookies and cake will be sold along with crisps. New Hot chocolate may be trialled.

**Raffle:** Prizes are coming in. Julie suggested a lottery ticket tree that had been done at a recent fundraiser. Everyone liked this idea and decided to go ahead. It will run separately to the raffle.

**Kidz Zone:** P7's plus two adult helpers will be run this stall. Lucky dip prizes are being topped up.

**Craft Corner:** The baubles etc. have been purchased for £37. It was agreed to charge £2 for the wooden ones and £1.50 for the bauble.

**Pic n mix:** Originally it was felt it might be best not to run this stall as profit hasn't been great. However, after discussing it further and getting feedback from Claire it was decided to go ahead. The stall had been a better success at the Spring Fair because it was in the Hall not in a back room. It was also felt that not all stalls are major profit makers but are enjoyed by the children and are expected to be there.

**Pocket Money:** This will go ahead. This also benefitted from being in the main hall at the last fair. Again it is a favourite not necessarily major profit maker. However, it did make £80 at the Spring Fair.

**Colour tombola:** this will be in the hall.

**Flyers:** The flyer is being tweaked. The plates for the home baking will not go ahead and in order to simplify the amount of flyers going out, the Xmas flyer will be A4 and will include a volunteer slip for parents at the bottom. Raffle flyers will go out separately nearer the time and a group call for home baking will be made.

**Name the bear:** Jane will go to Build-a-Bear for £16. There will be a list of names provided to choose a name from. Winning name will be drawn for the winner. This can overlap into the Christmas Concerts if necessary.

**Biscuit decorating:** Lots of toppers left over from last year. **Price is set: 50p for 2 biscuits!** (with or without jam)

### **SCHOOL REQUESTS:**

No requests.

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**AOB:**

|                     |          |                    |   |
|---------------------|----------|--------------------|---|
| Christmas concerts: | Dates: - | Nursery Nativity - | Thursday 3 <sup>rd</sup> December                 |
|                     |          | School Concerts -  | Thursday 10 <sup>th</sup> December, 9.30 and 1.30 |
|                     |          |                    | Friday 11 <sup>th</sup> December, 9.30            |

A request needs to go out for mince pie donations.

Xmas fundraiser: It was decided that due to the extra workload on the secretarial staff at this time of year that we would not be accepting any further orders.

**DATE AND TIME OF NEXT MEETING:**

Wednesday 9<sup>th</sup> December 2015

Staff Room

7-8.30pm

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**APPENDIX.**

1.



**Pupil Council – Self-evaluation**  
**Halloween Discos**

**What went well:**

- Fancy dress competition
- Fun games
- Good prizes
- Colouring in
- Scary corners
- Music
- Dancing
- Doughnut game
- Feely boxes

**Even better if:**

- More games
- Dance competition
- More shots on the doughnuts
- There was more food