



Mid Calder Primary

Parent Staff Association Meeting

Minutes: Wednesday 9th December 2015

Location: MCPS Staff Room

Present: Committee Members:

Gillian Lumsden (Chairperson)	Vicki Ramsay (Secretary)
Fiona Yavuz (Treasurer)	Julie Nelson
Steph Elliot	Julie Ford
Jane Bruce	Claire Grieg
Lorraine Farmer	

Teacher Representatives:

Nicola Thompson (Head)

Apologies: Committee Members:

Lisa Hood	Judith Chalmers
Deborah Paris	

1. WELCOME

The Chair opened the meeting at 7:00pm and welcomed all attendees.

2. APOLOGIES

Apologies were received from those listed above.

3. MINUTES OF LAST MEETING

The minutes from 11th November 2015 were approved by Fiona Yavuz and seconded by Jane Bruce. However, this is on the understanding that an Addendum to these showing agreed pricing is included with the current minutes.

4. FINANCIAL REPORT

Due to new meeting dates, it was agreed to report finances "to date of meeting" from now on.

Bank Balance:		£5,343.37
Income	Raffle:	£73.00
	Floats & Other Receipts	£120.00
Expenditure	Fair Expenses	£58.17
Cash Book Balance at date of meeting:		£5478.20

This means approximately £4k available to spend, when taking into account usual holding amounts for fees and bus trips.

Fiona reports that there was a profit of £372.71 from the recent Movie Night.

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5. CORRESPONDENCE

- SPTC Flier on 'Parent Council Essentials' session.

Vicki queried whether the Committee wished any emails from SPTC with similar events to be forwarded to them. It was agreed that Committee Members would check the SPTC website rather than get more emails.

- Education Scotland PE event email (Engaging Parents to Support Learning talk) was forwarded to all Committee on behalf on Miss Thompson.
- Old correspondence from OSCR was passed over (registration documents) for the Secretary files.
- Letter from SPTC notifying us that WLC will be paying for our 2015-2016 fees, including insurance. Vicki will get confirmation from the Parent Council that this is definitely for the PSA membership and that the Parent Council don't also hold SPTC membership.

6. CHRISTMAS FAIR UPDATE

Miss Thompson thanked the Committee for their efforts.

Feedback:

- Tombola

Jane felt this went perfectly. Good helpers and level of donations. Made £436.90, which is the higher ever.

It was noted that a few items went missing between being dropped at the First Aid room and being used at the Fair. It was decided that any donations made for future events would be kept within the relevant classrooms until time for the Fair. This would also help encourage the children to top up the box and get them more involved.

- Pick'n'Mix/Pocket Money

Claire reported that the Pick'n'Mix was consistently busy and Pocket Money picked up eventually. These made £67.22 & £4.88 respectively.

Stock was bought for Pocket Money stall that will be used for Spring Fair and some non-sellers will be used to Kid Zone as they need more stock.

- Santa's Grotto

Lorraine reports that there were a few minor issues in this area. An extra helper will be useful in future to escort one child out when another is being led in to speed up the flow. There were a few attempts to see Santa without paying. It was agreed that a ticket/token system would be used in future.

Some parents complained about the price, especially when they saw the size of the selection box. We are competitively priced compared to other Fairs. Unfortunately the size of the selection box is out of the PSA's hands – we paid the same price as last year, but the chocolates have decreased in size.

This area made £98 profit, with 32 selection boxes left which will be offered for sale at the concerts and residuals can be used at next Movie Night.

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- Home Baking

Steph reported that there was a great deal of stock donated. There was some residual stock, but nothing of real concern so it was not felt that we shouldn't ask for donations as usual for future events. We missed the opportunity to pass the unsold stock to the Boys Brigade Fair that happened the next day. £118.45 was made on this stall.

- Raffle/Lottery Tree/Name the Teddy

Lottery Tree was very popular and we had to turn away children that we too young to legally buy a ticket.

At the time of the Fair, these had made £478.20, £96 and £44.

- Biscuits

Julie Ford said these were fine. They have made £14, but there are still expenses to be taken into account. Leftover items are being donated to the Nursery, along with crisps from the Cafe as they had a Jan/Feb expiry date.

- Christmas Crafts

This area went well. More could have been sold if a bigger table had been used, as some people were waiting for a space. With 4 wooden ornaments and a bauble left, this made £28.50 profit.

The possibility of using paints or ink pads for this at future events was discussed.

- Entry

Despite the terrible weather, £197 was made here against £165 last year.

- Hot Dogs

These did not sell well. It was felt that they are not really suited to an evening event. There was no net sales figure for this, but it may leave a slight loss.

- Café

Chocolate cake sold well, but there were 3 pieces of carrot cake unsold. Juice sold out fairly quickly. Only 1½ of the 3 boxes of cookies sold. Left over mince pies & shortbread will be used at the concerts.

- Kid Zone made £89.84 with only a £10 outlay.

- Tattoos & Face Painting made £46.60

- Toys & Books made £187.80

- Donation of knitted baby cardigans made £18.50. A thank you note will be sent to Sam & Jamie Hardy's Gran to thank her for the donation and to ask if she will allow us to give the residual stock to St John's Hospital.

- Trader Tables had made £87.50, with another £12.50 still owed. Feedback from Traders was mixed. Those on the side near Santa's Grotto were very busy, but the others were not so successful.

Approximate profit from the Fair is £2k.

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7. FUNDRAISER EVENTS

Miss Thompson said her mother's school is holding a Breakfast with Santa event and she will give us feedback at the next meeting.

Possibility of an early 2016 fundraising events was discussed, but it was felt that we'd left it too late in the year to organise this.

The clash of events was discussed and the calendar of fund-raising/school requests was raised again. Miss Thompson will be looking into the calendar that she believes Mrs Murry already has.

It was agreed that the school would hold a Valentine's dress-down day on Friday 12th February. This will have a red/hearts theme.

8. NEXT MOVIE NIGHT

This will be held on Thursday 11th February 2016. It will start at 6pm with let being from 5:30pm to 9pm.

9. SCHOOL REQUESTS

Smart board pens at an approximate costs of £100. This was greed by all.

Miss Thompson also asked for a donation towards the costs for Purple Mash. This is currently being used by P4-P7 to help with homework, get parents involved more and to develop literacy and numeracy. The teachers would like to bring this in for the whole school, but it costs £1,000 per year.

There was concern over whether agreeing to fund this would affect any other future needs. Miss Thompson reported that the only big-value item currently on the cards is spend on the new playground area, but work on this had not started yet and there is no start date at present.

It was agreed to donate £500 to Purple Mash as this was a figure that seemed achievable each year over the longer term. It can be assessed in future in funds are required elsewhere.

10. ANY OTHER BUSINESS

No other business was raised.

11. DATE & TIME OF NEXT MEETING

Wednesday 13th January 2016, 7pm in MCPS Staff Room.

Meeting Closed at 8:15pm.

Upcoming Meeting Dates (TBC at prior meeting date)

10 th February 2016	9 th March 2016
13 th April 2016	11 th May 2016
8 th June 2016	

Potential date for AGM/1st 2016-17 term meeting:

Wednesday 14th September 2016

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ADDENDUM to Minutes
Wednesday 11th November 2015

Pricing for Christmas Fair:

Entry	£1 (age 12 & over)
Santa's Grotto	£2.50
Raffle	£1
Kid Zone	£1
Tattoos	£1 for 2 small
Face Painting	£1
Lottery Tree	£1
Tombola	50p each or 3 for £1
Toys & Books	Donation Request
Hot Dogs	£1.50
Biscuit Decorating	50p
Christmas Craft:	
Wooden Hangers	£2
Round Baubles	£1.50
Café Prices:	
Tea/Coffee	£1
Cans	60p
Squash	30p
Crisps	30p
Cake	£1
Mince Pies	50p
Cookies	50p