



Mid Calder Primary

Parent Staff Association Meeting

Minutes: Wednesday 13th January 2016

Location: MCPS Staff Room

Present: Committee Members:

Gillian Lumsden (Chairperson)
Julie Ford

Vicki Ramsay (Secretary)
Claire Grieg

Teacher Representatives:

Leanne Murray
Sarah Burton

Pauline Ross

Apologies: Committee Members:

Fiona Yavuz (Treasurer)
Judith Chalmers
Julie Nelson
Jane Bruce

Lisa Hood
Deborah Paris
Steph Elliot
Lorraine Farmer

Teacher Representatives:

Nicola Thompson (Head)

1. WELCOME

The Chair opened the meeting at 7:00pm and welcomed all attendees and wished them a Happy New Year.

2. APOLOGIES

Apologies were received from those listed above.

Those in attendance were disappointed with the level of apologies for the meeting which has mean some agenda items could not be discussed and no significant decisions could be made due to lack of quorum numbers. Suggestion of not holding January meeting was raised – this will be discussed at the next meeting.

3. MINUTES OF LAST MEETING

The minutes from 9th December 2015 were approved by Julie Ford and seconded by Claire Grieg.

4. FINANCIAL REPORT

Bank Balance @ 31 Dec 2015:	£5,308.82
Income	Outstanding lodgements: £63.51
Expenditure	Outstanding Expenses: £54.22
Cash Book Balance at date of meeting:	£5,318.11

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5. CORRESPONDENCE

- SPTC "Backchat" Newsletter.

6. MOVIE NIGHT

To be held on 11th February. It was agreed to keep the price to £2.50.

Options of Inside Out, Big Hero 6 and Home will be given to the children to vote on this week, with flyers hopefully going out w/c 25th January.

Although it has not been raised by parents picking up their children, it is generally felt by the committee & staff and the pickup procedure could be streamlined somewhat.

Possibility of using the new playground exit door for P1-3 was discussed, but there may be an issue with this as it is a fire exit.

ACTION on Teachers: Miss Burton to check feasibility of using this door for movie nights.

Whether we use two doors, or continue to use just the front door, it was agreed that a staggered pickup would help, with the P1-4 children leaving 10 minutes earlier than rest of school (exact time to be decided once running time of chosen movie is known).

Movie night flyer will highlight staggered pickup time and emphasise the need for parents to be on time to pick up their children.

To avoid congestion at the front of the school, the parents will probably be asked to congregate in the new playground area. If using just the one door, the children will be brought from the school front door, towards the playground gate, where their parent can come forward to collect them. If using two doors, we will split the parents into groups, with P1-4 parents picking up first from the front door and P5-7s coming from the new playground exit.

It was recognised that some parents will be picking up from more than one group, but this was felt the best method without over complicating things.

7. SPRING FAIR

It was noted that the proposed date of 20th May is the start of a holiday weekend and may affect attendance. This date and other Fair matters will be discussed in more detail at a future meeting when more members are in attendance and thus decisions can be made.

8. SCHOOL REQUESTS

Tablet cover request was previously made by the school via email for the new ICT equipment they'd received (approx. £160) and had been agreed via the committee outwith this meeting. The school will give exact price for reimbursement once order has been placed.

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9. ANY OTHER BUSINESS

i. Calendar

Miss Murray confirmed that she is no longer able to get access to easy printing.

ii. Santa Update from Miss Thompson

Update to be given at next meeting.

iii. Dress Down Day

As previously agreed, this will be held on Friday 12th February. Flyer will be prepared to go at the beginning of that week.

£1 donation requested with no specific theme, but usual comment that no football tops will be allowed.

This will be the first event where the PSA will be specifically stating that funds raised will be going towards the new playground once the nursery is built. The thermometer monitor will be reinstated so parents can track the progress and £1k will be set-aside as the first contribution to this fund to give it a kick start. Full wording will be agreed between PSA & School before flyer goes out.

No other business was raised.

10. DATE & TIME OF NEXT MEETING

Wednesday 10th February 2016, 7pm in MCPS Staff Room.

Meeting Closed at 8:15pm.

Upcoming Meeting Dates (TBC at prior meeting date)

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