



Mid Calder Primary

Parent Staff Association Meeting

Minutes: Wednesday 10th February 2016

Location: MCPS Staff Room

Present: Committee Members:

Gillian Lumsden (Chairperson)	Vicki Ramsay (Secretary)
Fiona Yavuz (Treasurer)	Judith Chalmers
Julie Nelson	Steph Elliot
Claire Grieg	

Teacher Representatives:

Nicola Thompson (Head)	Lee Anderson
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Apologies: Committee Members:

Deborah Paris	Julie Ford
Jane Bruce	Lorraine Farmer

Teacher Representatives:

Sarah Burton	Pauline Ross
Leanne Murray	

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 January were approved by Gillian and seconded by Claire.

4. FINANCIAL REPORT

Bank Balance @ date of meeting:	£4,878.74
Income	Outstanding lodgements: £370.97
Expenditure	Outstanding Expenses: 0
Cash Book Balance at date of meeting:	£5,249.71

Around £200 profit has been made from tomorrow's movie night. With the usual amounts held back (bus trips, £1k to start of playground fund, balance in hand) the school has around £3,000 available.

5. CORRESPONDENCE

- Nothing received in month.

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6. SPRING FAIR

Fair will be held at 12:45pm to 3pm on Friday 20th May.

Hall has been booked from 12:30pm until 4:30pm, but the school will allow us in from around 11am to set up. Miss Thompson will confirm time as there is an assembly that morning.

It will be held in the main hall only, whilst also using the stage/drama room area. Miss Thompson said the stage area may not be available (being used for storage) but we will know in plenty of time to make alternative plans.

- Colour Tombola: Jane Bruce's last tombola! She will have a 'deputy' on that day to learn the ropes (Julie Nelson).
- Tattoos & Face Paints: Vicki to check there are enough tattoos. Not yet decided who will man this on the day.
- Raffle: Decided to stick with two hampers only as this is a small fair. School will do luxury food & drink and PSA will do Summer themed hamper. Julie Nelson will organise this as well as doing a "lottery bunny" similar to the Christmas lottery tree.
Lottery tree may be put in the café on the day of the fair and Jude will sort this out.
- Home Baking: There was a lot of stock at the last fair that was virtually being given away at the end. It was felt it would be detrimental to put off parents from contribution to this in anyway so pricing & visibility of items would be looked at to try and increase sales at the next fair.
- Café: Discussed possibility of selling home baking at Café. Felt this was not viable for variety of reasons, but agreed to have only one of each cake at Spring Fair.
- Hot Dogs: Possibility of these going into the Café area was discussed. No firm decision made and will be discussed nearer the time.
- Toys & Books stall may not be able to go into the drama room but, as noted above, we will know this in plenty of time for the fair and it will be discussed nearer the time.
- Pick n Mix & Pocket Money as normal – stock levels to be checked and Jude will pass pocket money stuff these over to Claire. Steph will sort out pick-n-mix and make up bags before the day.
- Bouncy Castle/Assault Course: Claire is looking at prices for these and will be speaking to the suppliers regarding suitability for use on tarmac and whether they provide someone to man the equipment.
- Playbus: It was agreed we should try and get this, but only if offered for free (as they had previously stated they would do). Gillian will look into this.

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7. SCHOOL REQUESTS

Request was made for two cameras for the Nursery to go home for use by the children when they have the bear. It was agreed that robust cameras could be purchased for around £50 each.

School also made a request to replenish items in the outdoor boxes with balls & noodles. This was approved in principle, but school are still to price items.

8. ANY OTHER BUSINESS

i. Update – Movie Night & Dress Down Day

Movie night split-exit has been well advertised to parents and we will get feedback after the event. Dress Down day fliers are now out.

ii. Calendar

After much discussion on the price of allowing printer to also design calendars, it was agreed that we could use the schools MS Publisher to design these and get quotes for simply printing, but will also cost the calendars with local printers. Advertising sales will also be sought via the schools Enterprise Group.

iii. Santa Update from Miss Thompson

Miss Thompson's mother works at a much larger school where they hold Santa Breakfast and Santa Lunches, where the children pay for their meal and to meet Santa.

It was decided that, due to free Breakfast Club at Mid Calder, combined with the small size of the school, it may be difficult to split the groups into those who have paid to see Santa at breakfast.

More thought on this will be given in the next school year.

iv. PSA Flyer

A draft "who are the PSA" flyer was passed round. This also includes a plea to parents to get involved as a lot of the PSA are now in their last year. After acceptance by the school, this will be sent out.

No other business was raised.

9. DATE & TIME OF NEXT MEETING

Wednesday 9th March 2016, 7pm in MCPS Staff Room.

Meeting Closed at 8:15pm.

Upcoming Meeting Dates (TBC at prior meeting date)

13th April 2016

11th May 2016

8th June 2016

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

Wednesday 14th September 2016