



Mid Calder Primary

Parent Staff Association Meeting

Minutes: Wednesday 12th October 2016

Location: MCPS Library Area

Present: Committee Members:

Gillian Lumsden (Chairperson)	Fiona Yavuz (Treasurer)	Vicki Ramsay (Secretary)
Julie Nelson	Claire Grieg	Julie Ford
Kirsty Pate	Deborah Paris	Emma Learmont
Jennie Ireland	Jane Jackson	

Teacher Representatives:

Leanne Murray	Dayna Sherlow	Pauline Ross
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Apologies: Committee Members:

Kerry Thomson	Pam Coulter	Lisa Hood
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1. WELCOME

The Chair opened the meeting and welcomed all attendees.

2. APOLOGIES

Apologies were received from those listed above.

3. MINUTES OF LAST MEETING

Minutes were approved by Julie Ford & seconded by Fiona Yavuz.

4. FINANCIAL REPORT

Bank Balance @ date of meeting:		£10,138.52
Expenses to Lodge	Donuts	£22.00
Income to Lodge	Christmas Fundraiser	£3.00
	Movie Night	£225.40
Resulting Balance		£10,244.92

It was noticed that there is some monies being lost between the class & the office. Not quite sure what can be done to resolve this, but teachers will speak to new staff and remind them about envelopes for loose money.

5. CORRESPONDENCE

- Nothing received

6. UPDATE ON HALLOWEEN DISCO

Those new to the PSA thought the whole event was excellent.

The PSA would like to thank the Teachers for really getting involved with the party spirit and particular thanks went to Miss Murray.

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The small breakout area was popular with both the infants and upper school, so will be kept in place for both parties in future.

Teachers noted that, due to high numbers, there was difficulty in playing both “arms” and “corners”. We’ll have to take note of this when deciding on games next year if numbers are still high.

Feedback on the DJ was that some of the songs weren’t well known to the children (Agadoo!). We may consider buying lights for the school and just using the schools sound system for the P7 party. This way the children can choose their own music.

Some of the children were unaware of the drink & snack table – we’ll ensure this is well signposted at the next party.

With regards to children with allergies, it was decided that we will specifically mention this in future flyers – asking the parent to get in touch with the PSA to discuss solution. However, as we are a voluntary parent body, it was agreed that the onus should be on that child’s parent to provide alternatives to things like the mini donuts, whilst taking care to not have that child singled out as different.

7. MOVIE NIGHT

Thursday 17th. Flyer is already out, with returned needed by Monday 14th.

Secret Life of Pets has been ordered by Fiona and will be donated to the school, along with any future movie night DVDs to build a small library for use in the school.

Pam, Jenni & Lisa are making up 50 snack bags each. Gillian will make up any others required over that 150.

Kerry, Pam, Emma, Vicki, Gillian, Jennie, Deborah & Claire are able to help on the night, along with Fiona Nelson’s husband Mark. Kirsty may be able to help after the start and we have one parent helper so far. School will double check the teacher:pupil ratio required, but this is believed to be a fairly high number and it is know that 3 to 4 teachers have already agreed to come along.

Helpers should come early – between 5:30pm and 5:45pm.

8. CHRISTMAS FAIR

Friday 2nd December, 6.00pm to 8.00pm. We have the let 1:30pm to 9pm.

Kids Craft table – Pam: reindeer food. Fiona organising Christmas decorations and it was agreed she would also purchase 20 small cotton bags and 16 pens for decorating these.

School Craft table – school will keep all proceeds of sales on this table.

Santa’s Grotto – Pam’s father-in-law will be Santa. There will always be at least one Elf also in the grotto and probably parent of whichever child is in visiting. It was decided that 150 gifts would be purchased, with any extra being sold at the concerts. The gift will either be selection boxes or, possibly, small gift bags. Jennie has agreed to buy & wrap these before the fair (and her holiday). Charge will be £2.50.

Name the Bear – Jennie is also going to get the Build A Bear for this.

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Café – It was agreed that we won't do hot chocolate. Will do usual mince pies, tea, coffee, juice, cakes, shortbread & cookies. Emma will be making these purchases.

Christmas Raffle – Kirsty Pate is busy getting in donations for this, along with Fiona. A Facebook call for donations has also gone out.

Traders – Deborah has 5 confirmed traders. It was agreed that we would only take traders who would pay the £12.50 fee rather than any that offered a donation for raffle & % of sales.

Lottery Tree – Fiona arranging this.

PSA Christmas Hampers – Emma arranging PSA hamper. Everyone has given her money to buy items for this, rather the usual method of donating items.

Pocket Money Stall – Claire has reordered stock for this to cover both Christmas and future events. We will make sure of the air pump that the Janitor has for the blow-up toys.

Kids Zone – Julia F has this in hand. We'll use Splat the Rat, Hood a Duck, Hoopla, 10 Pin Bowling and Knock Santa Off The Chimney. Old pocket money stock will be used as prices, but more will have to be purchased.

Coloured Tombola – Donations should start to appear in school the week before the fair. Vicki is running this.

Other stalls & activities:

- Face Paints/Tattoos
- Pick N Mix
- Home Baking (to be brought in on the Friday)
- Second hand books & toys (to be brought during the week before)
- Second hand school clothes will also be requested

9. CHRISTMAS CONCERTS

PSA have been asked to sell tea & coffee at all the concerts. The school will be buying biscuits for these. PSA will only be able to attend if we have at least three people available to help in the café. Ideally with another 2 selling raffle tickets etc, but pupils may be able to help in this.

A Facebook poll on who can attend will be taken.

Dates:

- 30th November 1:30pm, P6/7 concert
- 1st December 6:30pm, P6/7 concert
- 8th December at 9:30am and 2:15 pm, Nursery nativity
- 14th December 9:30am, P1-3 nativity
- 15th December 1:30pm, P1-3 nativity

10. SCHOOL REQUESTS

No requests received.

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11. ANY OTHER BUSINESS

We've not heard back from the Christmas Fundraiser (card) printers, but we did meet the deadline to ensure delivery before 2nd December so this is not yet a concern.

12. DATE & TIME OF NEXT MEETING

Wednesday 14th December – MCPS Library Area

Dates for Next Year (TBC at prior meeting date):

11 th January 2017	8 th February 2017	8 th March 2017
12 th April	10 th May 2017	14 th June 2017

Potential date for AGM/1st 2017-18 term meeting:

Wednesday 13th September 2017

Events:

Movie Night – Thursday 17th November 2016 (let 5pm to 9:00pm)

Christmas Fair – Friday 2nd December 2016 (let 1:30pm to 9pm)

Movie Night – Thursday 2nd February 2017 (let 5pm to 9pm)

Family Night – Friday 3rd March (let 5pm to 9pm)

Spring Fair – Friday 12th May (let 11am to 4pm)