



# Mid Calder Primary

## Parent Staff Association Meeting

### Minutes: Wednesday 13<sup>th</sup> September 2017

**Location:** MCPS Board Room

**Present: Committee Members:**

**Emma Learmont (Chairperson)**

**Pam Coulter (Secretary)**

Julie Ford

Jennie Ireland

**Fiona Yavuz (Treasurer)**

Claire Grieg

Kirsty Pate

Jane Jackson

**Teacher Representatives:**

Mary McKenzie

Dayna Sherlow

Sarah Burton

Leanne Murray

**Apologies: Committee Members:**

Lisa Hood

Deborah Paris

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#### 1. WELCOME

The new 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 Kirsty Pate & seconded by Jennie Ireland.

#### 4. FINANCIAL REPORT

Bank Balance @ date of meeting: £13818.14

Expenses to Lodge      Jolly Phonics      £488.92

Income to Lodge      Calendar      £5.00

Matched Giving (PC)      £100.00

Resulting Balance      £13434.22

Taking off playground fund, leaves approx £400 for the school.

#### 5. CORRESPONDENCE

- Email confirming lets for movie nights.
- Email from Gillian Murray requesting to join PSA once her child joins nursery at the end of the year.

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### 6. COIN TRAIL – FRIDAY 15<sup>TH</sup> SEPTEMBER

Teacher Reps confirmed that this is going well with money coming in for the House Pots. The trail will start at 11.05am. Pam, Jennie & Fiona confirmed that they could attend to help out. The House Captains and Vice Captains will start the coin lines in the back playground.

### 7. MOVIE NIGHT – THURSDAY 21<sup>ST</sup> SEPTEMBER

Helpers:

Jane Lisa Julie

Jennie Fiona Emma Pam

3 teaching staff required.

Lets in place from 5pm – 9pm. Arrive at 5:30pm for set up.

It was discussed that P1 parents might want to assist with it being their child's 1<sup>st</sup> movie night.

#### **ACTIONS:**

- Emma to post on FB page for parent helpers.
- Kirsty & Jennie to buy for the bags & make them up.

### 8. DRESS DOWN DAY – FRIDAY 13<sup>TH</sup> OCTOBER

It was decided to cancel this dress down day due to the number of fundraisers and school events taking place at the moment.

#### **ACTION:**

- Pam to post on FB page to update parents.

### 9. HALLOWEEN PARTIES – THURSDAY 26<sup>TH</sup> OCTOBER

P1-P3 Party 6pm – 7.15pm

P4-P7 Party 7.45pm – 9pm

The children will receive glow bands on arrival and haribo on the way out.

Trophies/Prizes will be awarded the same as previous years.

Julie & Emma are unable to attend.

**Juice Table** min. 2 helpers

**Spaghetti Treasure** min. 3 helpers (Julie can make)

**Dooking** min. 2 helpers

**Donuts** min. 3 helpers

**Colouring** min. 2 helpers - agreed to keep this running for 2<sup>nd</sup> party.

**Touchy Feely Boxes** min. 3 helpers – Deborah should have black curtains for table cloths

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**Toilet Duty**                      min. 2 helpers

- School to request Let for 5pm – 10pm
- Emma to post for PSA and parent helpers
- School to ask Pupil Council what games they would like (3 + 1 back-up)
- Emma to confirm DJ
- Pam to send flyer to the school to be distributed Friday 6<sup>th</sup> October and returned Friday 13<sup>th</sup> October.

### 10. CHRISTMAS CARD FUNDRAISER

Fiona already has templates for the Christmas cards, coasters and mugs. Asked if these could be completed in school 25<sup>th</sup>-29<sup>th</sup> September in class – agreed by Mrs McKenzie. Due to Loch Insh residential, date for return extended to Thursday 5<sup>th</sup> October.

There is a free card provided even if a parent/carer doesn't place an order.

### 11. SCHOOL REQUESTS

Sumdog                      £300

School already has subscription for maths and would like to extend this to include spelling.

Rainy day/Playtime boxes

The games in the boxes are pretty done. Need 3 boxes for early, middle and upper school.

Lego

Mrs McKenzie asked PSA to source as much as possible, again looking for 3 large boxes.

Playground

The infant playground has now been tarmacked – still need lines to be drawn on (mazes, etc)

The 2<sup>nd</sup> playground to have hopscotch, etc on the ground

Wanting to purchase 2 x metal storage sheds and picnic tables

Looking to source 2 x sets of goal posts with basketball hoops for the 2 football pitches

Garden area has the climbing frame – want table top games also

Need 24 heathers for the grounds – to be sourced from Range/Veitches/Klondyke/B&M

Play bark needed

Staging to be taken away. Will be looking for parent helpers to help remove & put into skips.

#### **ACTIONS:**

- School to ask Pupil Council what they would like in their boxes.
- Fiona to post on parents FB page for games/lego

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- PSA members to source lego (charity shops/gumtree, etc)
- Sheds and picnic tables to be sourced by school and purchased by PSA
- WLC Village Improvement Fund application
- School to decide date for parents to help with removal of staging

### 12. ANY OTHER BUSINESS

**a) Children's Council (once a term)**

One of the new House Captains, in their speech, suggested coming to PSA meetings. House or Vice Captain to attend once a term. Ensure early in the agenda so they can leave early.

**b) Minutes on Facebook**

Once the minutes are published on the school blog, a link to these is to be posted on the parents' reminder page.

**c) Storage**

No space available at the school.

**d) Spring Fair Date**

Neither Pam nor Fiona can make 19<sup>th</sup> May. To be added as an agenda point for next meeting to decide upon another date.

#### ACTIONS

- School to invite House Captain(s) to next meeting on 11<sup>th</sup> October to help discuss Halloween and Christmas
- Pam to post link to minutes each month
- PSA to arrange meeting to divide PSA stuff for storage

### 13. DATE & TIME OF NEXT MEETING

Wednesday 11<sup>th</sup> October in MCPS Boardroom.

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

8 <sup>th</sup> November 2017	13 <sup>th</sup> December 2017	10 <sup>th</sup> January 2018	14 <sup>th</sup> February 2018
7 <sup>th</sup> March 2018	11 <sup>th</sup> April 2018	9 <sup>th</sup> May 2018	13 <sup>th</sup> June 2018

#### Events:

Movie Night – Thursday 21<sup>st</sup> September 2017 (let 5pm to 9pm)  
Halloween Disco – Thursday 26<sup>th</sup> October 2017 (let 5pm to 10pm)  
Christmas Fair – Friday 1<sup>st</sup> December 2017 (let 1:30pm to 9pm)  
Dress Down Day – Friday 22<sup>nd</sup> December  
Movie Night – Thursday 8<sup>th</sup> February 2018 (let 5pm to 9pm)  
Family Night – Friday 2<sup>nd</sup> March 2018 (let 5pm to 9pm)  
Spring Fair – TBC (let 11am to 4pm)  
Sci-Fi Dress Down Day – Friday 4<sup>th</sup> May 2018