

Blackhall Primary PSA - Minutes

Date of Meeting: 23rd September 2021
Chair: Jill McIntyre
Venue: MS Teams
Circulation: PSA Reps & School
Prepared by: Clare Mackersie

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| 1. Apologies: Erin Mason, Julia Young, Louise McFadyen, Claire Yates, Felicity Chisholm, Ann Crawford, Kiran McConnell, Stef Robertson, Pam Crawford, Fiona Dill, Nuala Roger, Wendy Stuart. | |
| 2. Approval of Minutes from last meeting (7th June 2021): Minutes were approved. Proposed by Carol-Walker Lyon (CWL), seconded by Kirsty Miller. Clare Mackersie (CM) will check AGM approval of minutes with Michael Cockburn. | |
| 3. Matters Arising: All relevant matters from previous meeting have been completed. Details outlined in agenda items below. | |
| 4. Welcome & Introductions Jill McIntyre (JM) welcomed everyone to the meeting – particularly the new PSA reps and Kirsty Martin (KM) and Victoria Smith who are taking up roles in Blackhall shortly. KM is keen to play an active role in conjunction with the PSA and will share more thoughts when fully in role in October. Debra Collard (DC) updated the meeting on the current level of restrictions within the school as a result of Edinburgh City Council guidance. The library remains closed but DC will engage CWL as soon as able to open it back up. Children are allowed to mix with different bubbles, P1 and P7 buddy system is up and running and the playground is noisy, busy & vibrant. The P7 outdoor camp will go ahead in October. DC updated on the changes to the Active Schools programme and adults being allowed in school buildings. DC is discussing with the lead for Active Schools to promote a focus on working with children with ASN and who need encouragement for movement. The outcome of the roles of parents as volunteers may influence what we fundraise for. Certain music instrumental lessons have restarted. | |

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| <p>The Parent Council is also discussing the possibility of a multi-purpose pitch with various stakeholder albeit it wouldn't be a quick delivery.</p> <p>On Christmas, the normal Christmas Card process designed by the children is underway as a standard fundraiser.</p> <p>Christmas parties will be reviewed after the October break if and when guidance is reviewed.</p> | |
| <p>5. Treasurer's Report: Bank balance at end of April 2021 was £5643.</p> <p>As at 22nd September, bank balance was £10,340. Income of £7k from donations through Virgin Money (mainly Summer Challenge) and cost of £2.5k (mainly fundraising expenses for trails, staff gifts and P7 leaver expenses.)</p> <p>Projected spend for rest of school year (new financial year) approx £1k - insurance, subscriptions, management and P7/PSA gifts.</p> <p>DC agreed to discuss with Gail Middlemiss if need to keep additional amounts in reserve.</p> <p>Nick Ramage (NR) updated the reps on the changes that were being made with the withdrawal of Virgin Money Giving and PayPal MoneyPool. Both are used regularly within the PSA.</p> <p>There are a number of alternatives which NR has explored which have different options of fees, flexibility. Facebook, Just Giving, Dona and Givay were 4 options explored. The PSA reps discussed and agreed to proceed with using Just Giving and NR will set up the account to be ready for our first fundraiser. We discussed the need to be transparent with the launch of the new tool and properly explain why we were changing.</p> | <p>Debra</p> <p>Nick</p> |
| <p>6. Review of fundraising suggestions: Following the poll, a number of suggestions have been given from parents and reps: Christmas trails, Spring Fair, Ticketed social event, Kids cinema night/party, Sweetie jar, Sponsored silence, Readathon, Scarecrow event. It was agreed that fundraising activities would take place later in the school year when school priorities are known.</p> <p>As a result of COVID, we discussed the limited social interaction that's been able to take place and this would be felt particularly with those new to Blackhall or without siblings further up the school. Agreed that the PSA could promote social interaction.</p> | |

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| <p>The P2s have arranged a night at Indigo Yard with a ticket fee and a portion of it going to PSA funds. Claire/Louise to share details with other reps as a suggestion and any feedback they've had from P2.</p> <p>JM will look at options to book a local venue for a coffee morning to welcome parents and carers.</p> <p>The ASN leads asked for the PSA & Parent Council to continue to consider the needs of ASN children when proposing and developing fundraising ideas to ensure they were inclusive.</p> <p>The PSA also discussed some parent views about a desire to support local charities who weren't in as fortunate a financial position. Whilst this was supported as an important thing to do and promote (as we do with the FoodBank collection amongst other things), it was strongly agreed that the role of the PSA is to enrich education at Blackhall school for current children and future childrens education. CM suggested that perhaps it could be discussed with the Pupil Council and cluster schools to combine efforts and Debra agreed to raise with colleagues to look at maximizing opportunities.</p> <p>Frequent and transparent communication with parents is incredibly important and something that DC would think about with KM when in role.</p> | <p>Claire Yates/Louise McFadyen</p> <p>Jill McIntyre.</p> |
| <p>7. PSA Vacancies for next year: (numbers reflect the ideal of 4 per year)</p> <p>Class reps –</p> <ul style="list-style-type: none"> P1 – 3 vacancies P3 – 2 vacancies P4 – 1 vacancy P6 – 2 vacancies <p>Vice Chair – vacancy</p> <p>Reps to be actively seeking new reps, particularly for P1 and P3. Other years may manage with 2 or 3, but ideal would be 3 or 4.</p> <p>JM advised she will regularly check in with the Parent Council Chair and will arrange a joint meeting with KM later in the year.</p> | <p>Reps</p> |
| <p>8. PSA Admin</p> <p>JM updated on the results of the survey about meeting dates and channels of communication. 92% of returns preferred Wednesday 8-9pm and a WhatsApp group as the easiest way to communicate with agendas etc going on Classlist.</p> <p>All reps to share mobile number for WhatsApp group with CM (077363-5645) who will set up the group.</p> | <p>All reps by 5th October</p> |

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| <p>9. Football:</p> <p>CWL updated on the Football restarting. It's taking a little while to set up due to the extra admin – there are currently 140 kids taking part. Winter season was running indoors. The subs have been increased to £50 to cover the cost of fewer children whilst fixed costs remain. DC and CWL will pick up separately with regards to kit and any additional children who need access to it.</p> <p>DC and CWL to follow up if additional funds would be helpful to be added into the Pupil Support Fund.</p> <p>CWL will arrange for a gift (up to £100) for the previous coach who had run the football programme for 15 years. There is a sum of £3k in the bank account that needs to be transferred across to CWL. CWL will discuss this with Heidi (new Business Manager) and NR to work out and document.</p> | <p>Carol</p> <p>Carol/Debra</p> <p>Carol/Nick</p> |
| <p>10. Halloween Events:</p> <p>Confirmed that dress up would not be allowed. Propose to have a Pumpkin carving competition with photos sent into PSA email and a judge to chose the winners. We can profile in the Newsletter.</p> | <p>Jill to liaise with school</p> |
| <p>11. AOB:</p> <p>Teacher (Christmas & Summer gifts) will be organised and an agenda item for next meeting. This would still give enough time to organise. We'd need to get the updated staff list and ensure all covered.</p> | |
| <p>12. Next meeting:</p> <p>Wednesday 3rd November 2021, 8-9pm.</p> | |