

# Minutes of the PSA Meeting 29 March 2023

| Item                  | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Welcome and apologies | <p><b>In attendance:</b> Erin Mason; Claire Yates; Wendy Stuart; Carol Walker-Lyon; Kirsty Martin; Felicity Chisholm; Nick Ramage; Rosie Donoghue; Jenny Young; Jill McIntyre; Elaine Griffin; Stef Robertson</p> <p><b>Apologies:</b> Andrew Gardiner; Kirsty Miller; Julia Young; Katherine Davidson; Jane Horan; Claire Lacey; Louise Mcfadyen; Kiran McConnell; Kay Carr; Fatima Taheer; Elizabeth Budzynski; Karen Sim; Amy</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Approval of minutes   | <p>Minutes from Jan 2023 meeting were approved.</p> <p><b>Proposed:</b> Carol Walker-Lyon <b>Seconded:</b> Wendy Stuart</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Updates               | <ul style="list-style-type: none"> <li>• <b>Discos</b> big success – thanks to Felicity, Claire, Kirsty and other helpers</li> <li>• Three shorter discos worked well. Possible that P3-P5 disco could be shorter still</li> <li>• Leftover stock from disco tuck shop to be sold to parents/carers on sports day and at P7 show – <b>Claire Yates to bring stock</b></li> <li>• P6s to help with tuck shop at P7 show</li> <li>• <b>Magic show</b> really well-received – thanks to Carol, Frances and other helpers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| School update         | <ul style="list-style-type: none"> <li>• <b>Panto</b> at Alhambra Theatre, Dunfermline – Wizard of Oz. £13.75 pp tickets plus coaches, £20pp in total.</li> <li>• PSA to contribute towards cost, suggested donation from families per child of £3</li> <li>• ParentPay option to pay min. 50p. Default is to pay £3, with option to reduce contribution if need be.</li> <li>• Will ask if theatre will donate tickets for fundraising raffle</li> <li>• <b>Outdoor learning</b> – PSA to contribute to outdoor classroom for P1 – P7.</li> <li>• This will be final term of Earth Calling delivering outdoor classroom.</li> <li>• Plan for school staff to undertake CEC training in order to deliver outdoor learning in-house, embracing whole curriculum.</li> <li>• <b>Royal Highland Show</b> – provisional plan to take P4-6 to Highland Show on Thursday 22/06/23. Availability of coaches is limiting factor. P1 – 3 to go in 2024. P7 will be engaged in leavers' activities.</li> </ul> |

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|                    | <ul style="list-style-type: none"> <li>• <b>P7 end of school celebrations</b> – Rosie Donoghue planning tie-dye t-shirts with P7s in Textiles as part of leaver arrangements. To budget and request funds from PSA.</li> <li>• Tuckshop and ticket sales from P7 show will go towards leavers' events. PSA will also allocate up to £10 per child for end of P7 celebrations and any further cost to be requested from parents/carers.</li> <li>• <b>P7 show – Thurs 15<sup>th</sup> June at Royal High School</b></li> <li>• RHS art department and pupils to help with set design and build.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Financial position | <ul style="list-style-type: none"> <li>• £14,400 in bank</li> <li>• £2,778 for football</li> <li>• £3,000 minimum balance</li> <li>• c£8,600 available to spend</li> <li>• £300 from disco tuck shops to be deposited</li> <li>• £1,400 in Parentpay account from discos</li> <li>• Outstanding payment £250 due to DJ for discos</li> <li>• £1,500 to be contributed to Earth Calling outdoor classroom</li> <li>• Wendy Stuart £25 expenses from teacher Christmas gifts to be reimbursed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| PSA plans          | <ul style="list-style-type: none"> <li>• <b>School sports</b> – tea and coffee stand – first choice date <b>26/05/23</b>, second choice <b>16/06/23</b></li> <li>• <b>Blackhall Children's Sports Committee Sports Day – 03/06/23</b> – stall with strawberries and cream and sweets.</li> <li>• <b>P7 show – 15/06/23</b> - tuck shop.</li> <li>• <b>P1 transition events – 22/06/23</b>. Evening event date TBC</li> <li>• <b>STEAM ahead – 23/06/23</b> – whole school event – tea and coffee stand.</li> <li>• <b>Summer raffle</b> – through JustGiving</li> <li>• <b>Race night/parent social</b> – at Blackhall Bowling Club (now set for 16/06/23)</li> <li>• <b>Sports Summit</b> – discussion of possibility to bring together parents/carers, school staff, ActiveSchools and CEC to discuss availability and accessibility of sporting opportunities.</li> <li>• <b>Bike Bus</b> – pupil council keen to re-start Bike Bus. Walkie-talkies and high-vis funded by Sports Committee available for use.</li> </ul> |
| Football update    | <ul style="list-style-type: none"> <li>• World Cup to take place first three Tuesdays in June</li> <li>• Steven Smith, business manager, able to help process volunteer PVGs</li> <li>• New kit - £1600 raised through JustGiving, £165 at Beat the Goalie event. Thanks to Carol and James Walker-Lyon and other helpers.</li> <li>• Percentage of JustGiving donations to go towards JustGiving fees - £85</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| Library update       | <ul style="list-style-type: none"> <li>• £39 required to renew subscription to National Geographic Kids</li> <li>• Discussion ongoing re library system</li> </ul> |
| Date of next meeting | Next meeting will be held on <b>Wed 14<sup>th</sup> June – joint AGM with Parent Council</b>                                                                       |

## ACTIONS

| Action number | Details                                            | Responsible    | Due date                                                                                                                                 |
|---------------|----------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 1             | Budget and funding request for tie-dye P7 activity | Rosie Donoghue |                                                                                                                                          |
| 2             | Race night – date TBC                              | Jill McIntyre  | UPDATE since meeting – Bowling club booked for Friday 16 <sup>th</sup> June social event and Race night to be carried over to next year. |
| 3             | Organise parent rotas for forthcoming events,      | Jill McIntyre  |                                                                                                                                          |