

Minutes of the PSA Meeting 15 November 2023

Welcome and apologies	<p>In attendance: Nick Ramage (NR); Frances Ross (FR); Clare Lacey (CL); Kirsty Martin (KM); Wendy Stuart (WS), Faye Bowden (FB), Darlene Conor (DC), Laura Briggs (LB), Elaine McLeod (EM)</p> <p>Apologies: Lisa Eardley-Brown, Lindsay Helmsley, Morag Logan, Elizabeth Budzynski, Kate Chandler, Erin Mason, Felicity Chisholm, Louise McFadyen, Liza Streeter, Carol Walker-Lyon, Kirsty Miller</p>
Approval of minutes	Minutes from September 2023 meeting were approved; proposed by WS and seconded by FR.
Actions Update	<ul style="list-style-type: none"> • KM thought about getting new turf on the field with a small extension to the tarmac area outside the big hall to make the field more rectangular. A contractor came out and noted that the area needs hard wearing turf and rubble removed. The quote was £52k for the tarmac and grass with the replacement of the existing area of grass only, £47k. • Julie Kelly from Edinburgh Council is coming on 4 December to review and provide approved contractors and quotes as any changes to the grounds still need to be approved by Edinburgh Council. • Grass mesh was suggested by WS as a possible alternative. • KM confirmed the Astro quote was £150k plus annual maintenance as an alternative to grass and would provide facilities such as tennis, football, and basketball. • WS suggested rubber even recycled rubber, KM noted that it was not environmentally friendly, but will check with Julie Kelly • NR suggested blue tokens at Tesco which could provide £1,500 fundraising if we could get into the Davidson's Mains store. • There is a Finance meeting on 4th December post the council visit. CL asked to attend, and KM agreed
Chair Updates	<ul style="list-style-type: none"> • FR thanked everyone for the Fair and Disco efforts and the events went well but welcomed feedback and if there was anything post meeting to follow up. • FB and EM had taken the lead on the Disco and all the kids enjoyed it based on parent feedback. • FB has put together a helpful document to help organise future discos. FR will do the same for the Fair.

	<ul style="list-style-type: none"> • FR noted that the Fair organisation maybe needs to start earlier with planning possibly pre summer. • FR requested feedback for events, DC noted that sweetie jars weren't at the fair and would be good for future. • FR noted an idea to use tokens for sale at fair and centralises the costs. • DC had feedback that some of the kids were expecting sweetie jars at the fair but there wasn't any. FR noted the suggestion was late and not enough time to organise for the Fair. CL noted sweetie jars could be done for Xmas. • KM noted we could have fewer external sellers as they perhaps detracted from the fundraising going directly to the school. • WS observed that baking sold out quick and seemed cheap. • FR noted from feedback that everything appeared cheap, and prices could have been higher possibly increasing overall fundraising. • KM noted there were a lot of parents at discos and if we needed that many. FR was going to review year group split to help how many turn up at each disco in future and perhaps reduce parents attending.
Kirsty update	<ul style="list-style-type: none"> • The 8th December is earmarked for an open morning for parents which has moved from November. This is at the end of the maths week where all learning is maths based and also includes Xmas activities. KM invited PSA to sell Teas and coffees etc. • On 30th November kids are making crafts based on a 'winter's tale' for the 8th December. • Panto – the school will pay for coaches and part of the ticket cost. School to request £5 from parents to cover part of the coach cost (if parents can). KM requested £3k from the PSA to cover the Panto tickets. FR agreed that she was comfortable with supporting as did CL and WS. • In addition to agreeing the £3k request, FR noted we shouldn't have too much cash sitting in the account and any earmarking of funds for Astro/grass should be given consideration, however, there should be separate fundraising for this. • Parents invited to come to church in final week of term. • P7s also planned to take part in an Xmas themed escape room at the church.
Financial position	<ul style="list-style-type: none"> • Cash in the bank was £22k of which £3k is the required minimum balance, £3k for football development and £6k for the current football balance to be used to cover the cost of sports halls etc for the remainder of the school year. Cash in the school account also totals £1,500 left over from the school discos last year.

	<ul style="list-style-type: none"> • Autum Fair raised £1,970 after expenses and the Halloween Disco raised £1,200 after expenses. • CL noted we have now received the card reader which can be used at future events. • CL and NR have an action to look at processing gift aid claims as none made in the last couple of years. • FR noted that Lou is taking over from Carol on football from next year and is currently shadowing Carol. • CL looking at the potential for football cash to have its own account but will discuss with Lou in due course. • CL presented the first cheque from Stikins for £35. Stikins provide named labels for clothes and provide us with a 30% commission of sales. KM to highlight in her newsletter to parents. CL has asked for a PSA Ambassador to get more awareness of Stikins out around the school. • Border Embroideries (BE) have confirmed they will send us a payment of £440 following last year's clothing orders. CL noted that BE could reduce price, however, PSA don't get commission. DC noted that getting money is better as going to panto is a good opportunity for the kids and getting commission is worth it to help contribute. • DC noted that if parents need new uniforms, we have second hand uniform at the PSA as an option if people needed new uniforms. • KM thought it didn't sound worth it for a £1 uniform reduction. • Jill McIntyre had an expense receipt for £25 missing in June and all attendees agreed that it should retrospectively be approved for payment (had already been paid). • KM confirmed she has received an Earth calling invoice of £1,900 and all attendees agreed to pay as agreed in prior term to pay. CL noted we can use the £1,500 sitting school account and pay the difference from the bank account.
Teacher Gifts	<ul style="list-style-type: none"> • FR asked the question around simplifying the process or changing and had asked reps in advance for feedback. • WS noted P6s wanted to keep it the way it is. • Question from FR: Should we have one collection at Xmas or separate collections for Xmas and Summer along with support staff. WS noted it was clear P6s wanted to keep the same and preferred one amount. FB noted that the P4 parents felt the same. • FR highlighted, last year a justgiving link for each class was set up but suggested one for each year group this time and all agreed. • KM noted teachers must declare any gift over £10. • FR asked if CL could get the links live by November pay days ahead of Xmas. • CL asked if £12 the right amount, FR noted it is low e.g. £5 for a gift seems low if giving a gift individually. Agreed to

	<p>collect £12-£15 as a suggested donation but keen not to use PSA funds if we don't raise enough.</p> <ul style="list-style-type: none"> FR asked why crossing guards are kept separate. Action to find out. 																		
PSA plans	<ul style="list-style-type: none"> FR outlined the plans for the remainder of the year: <table border="1"> <thead> <tr> <th>Activity</th><th>Proposed Date</th></tr> </thead> <tbody> <tr> <td>Teas & Coffees at open morning</td><td>8-Dec</td></tr> <tr> <td>Magic Show</td><td>24/31 Jan</td></tr> <tr> <td>Spring Disco</td><td>22-Mar</td></tr> <tr> <td>P7 Show</td><td>27-Mar</td></tr> <tr> <td>Parents summer social</td><td>May/Jun</td></tr> <tr> <td>Staff at Sports committee sports day</td><td>1-Jun</td></tr> <tr> <td>Supporting with teas & coffees at adhoc events</td><td>TBC</td></tr> <tr> <td>Summer Raffle</td><td>Jun-24</td></tr> </tbody> </table> FR asked for suggestions/objections – none noted. KM suggested baking donations for P7 show to help fundraise. 	Activity	Proposed Date	Teas & Coffees at open morning	8-Dec	Magic Show	24/31 Jan	Spring Disco	22-Mar	P7 Show	27-Mar	Parents summer social	May/Jun	Staff at Sports committee sports day	1-Jun	Supporting with teas & coffees at adhoc events	TBC	Summer Raffle	Jun-24
Activity	Proposed Date																		
Teas & Coffees at open morning	8-Dec																		
Magic Show	24/31 Jan																		
Spring Disco	22-Mar																		
P7 Show	27-Mar																		
Parents summer social	May/Jun																		
Staff at Sports committee sports day	1-Jun																		
Supporting with teas & coffees at adhoc events	TBC																		
Summer Raffle	Jun-24																		
AOB	<ul style="list-style-type: none"> FR, on behalf of Carol Walker-Lyon, requested 10 new books. KM agreed that was ok. FR requested if the PSA could fund keyboards for I-pads on behalf Emma (P6 parent). KM noted there are keyboards available and they should get in touch with the school to organise. Winter Art was requested by the school office, however KM noted no longer required given the panto funding request. KM noted that the school have an eco-group and will be looking for donations for a tech drop to recycle/give to charity. The Xmas Tree is coming on 1st December. WS suggested a recipe book idea but maybe not in time of Xmas. KM noted maybe a Valentines recipe book or spring book. LB noted could this be an ebook to help the environment. NR noted you can create ebooks on amazon and sell via that platform. KM noted it could be part of homework for kids in the New Year. 																		

Date of next meeting	Next meeting TBC
----------------------	------------------

ACTIONS

Action number	Details	Responsible	Due date
1	Process Gift Aid Claims	CL / NR	Feb-24
2	Set up Justgiving Link for teacher gifts	CL	Dec-24
3	Why are crossing guards gifts separate	FR	Dec-24