

Minutes of the PSA Meeting 6 March 2024

Welcome and apologies	<p>In attendance: Nick Ramage (NR); Frances Ross (FR); Clare Lacey (CL); Kirsty Martin (KM); Clare Yates (CY); Carol Walker-Lyon (CWL), Kate Chandler (KC); Elaine McLeod (EM); Lisa Eardly-Brown (LEB); Morag Logan (ML), Laura Mackie (LM), Darlene Jeffrey (DJ)</p> <p>Apologies: Faye Bowden, Wendy Stuart, Louise McFadyen, Felicity Chisholm</p>
Approval of minutes	Minutes from November 2023 meeting were approved; proposed by FR and seconded by CL.
Actions Update	<ul style="list-style-type: none"> Outstanding action for Gift Aid Claim noted by CL that NR and CL are currently working through the claim and hope to have an update at the next meeting.
Chair Updates	<ul style="list-style-type: none"> Successful Xmas parent night out with a number of people attending and good time had by all. FR noted a list of events since last meeting; xmas night out, raffle, winter walk around with money being raised from tea & coffee and home baking. FR thanked everyone for helping out.
Library	<ul style="list-style-type: none"> CWL outlined the requirement for a new system as the old one was being decommissioned. The change over to the new system would be 22 March. CWL had issued a survey asking if people wanted the new system and for PSA to support 23 votes were received supporting the new system. No new volunteers for Library pre meeting. KC offered to help since it is a new system and could get training. CY suggested a sign-up sheet at events to help get people involved. FR suggested a small job description, so people know what they are signing up for. CWL noted that people require a PVG to support the Library. All those in attendance supported the proposal and agreed to fund £299 in year one and £199 each year thereafter for the new system.
School Field	<ul style="list-style-type: none"> FR outlined the plans within the school namely three areas of work; The area around the loose parts containers was to

	<p>be cleared and new bark put down with supporting sleepers to make the area safer and more usable. Part of the field in front of the large gym hall to be made concrete to give more usable playing surface. An area of access to the wonder woods to be made of bark so that the field is not constantly trodden on. Each phase requires c.£13k of funding. KM had previously indicated that they didn't want to take forward the third area the path to the wonder woods hence the focus on the 2 areas beside the gym and the c£25k fund raise target. The field itself is the next stage but with no specifics.</p> <ul style="list-style-type: none"> • PSA and parent council jointly working to raise funds for the school to get works done with the field itself being the final phase which will require a higher amount of funding. • FR asked rest of group how much of uncommitted spend would we be willing to donate. • KM noted the quotes will go up the longer we take to get money together. • CWL suggest Blackhall sports committee for a grant. • FR asked for volunteers to help raise funds. • KC asked timescales on work, KM noted once money is available work starts immediately and finished in a few weeks. • FR to pull something together ahead of parents evening. • KM will send a letter to Tom Farmer (possibly via the children from the school) and find out if he would be willing to donate. • FR proposed underwriting full £13k with £3k of football funding being part of that subject to football coach's agreement. KC seconded the proposal and LEB third.
Kirsty update	<ul style="list-style-type: none"> • More P1s next year (58) max 25 per class, 2 full P1s and a composite class expected. • World book day this week, children can dress up on Friday (even though the day is Thursday KM noted it is nicer to have it on the final day of the week) if they want, there is no requirement. • Parent consultations next week, parents can look round their child's classroom and look at work. KM and Mrs ransom-cook will be available to chat between 4pm & 7pm • Mrs Ransom cook finishing shortly and Mr Gardner back next week. • Mrs Middlemiss due back October, however, there is no guarantee as the date has been pushed back a few times. • Attainment meetings with staff ongoing. • A reminder that support is available following the tragic death of the pupil from Cramond Primary. • Craigcrook park & Craigcrook road are still subject to a safety review with the outcomes due shortly. • P7 school show is on the 27th March accompanied by P6

	<ul style="list-style-type: none"> Transition for P7s moving to high school will be due shortly – if a child is not in the catchment for RHS then it is unlikely the child will get a space. KM noted the Head Teacher at RHS said they are 'Full, Full, Full' 														
Financial position	<p>Cash in the bank is £22,312 with amounts held as; £3k minimum balance, £3k for football development, £3,378 football fund and £1,500 sitting in the school PSA account. This leaves uncommitted cash of c.£6.2k after allowing for payments due.</p> <p>CL looking for volunteer for Stickins labels, KC offered to take up role of ambassador to promote labels to help fundraise.</p> <p>P1 – CWL asked Chair to go along to P1 parent welcome and promote PSA and maybe a handout of uniform as we have a lot of younger uniforms.</p> <p>KC offered to take tops to nursery for new P1s.</p> <p>LEB offered to help with uniform.</p>														
Disco	<ul style="list-style-type: none"> FR noted the Spring disco is on 22 March and we require people to help out. Let and DJ already booked. CY and LEB noted they will be able to help. FR to send a Whatsapp and will put round a sign-up sheet. 														
PSA plans	<ul style="list-style-type: none"> FR outlined the plans for the remainder of the year (needs updated): <table border="1"> <thead> <tr> <th>Activity</th><th>Proposed Date</th></tr> </thead> <tbody> <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> <ul style="list-style-type: none"> P7 show need P6 reps to organise tuck shop. Need volunteer for parent social. Sports day focus on stall selling hair spray & glitter. DJ offered to help with tea & coffees Looking for donations for raffle 	Activity	Proposed Date	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
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AOB	CWL proposed P7 £10 is increased for inflation to £13, FR agreed														

	<ul style="list-style-type: none"> • CY leavers dance for P7s looking for KM approval. KM noted that she would rather it was a parent organised event and not officially through school. • KM asked if we could change our name from Blackhall Parent Staff Association to Parent and Carer Staff Association which is to be looked into.
Date of next meeting	TBC

ACTIONS

Action number	Details	Responsible	Due date
1	Gift Aid Claim	CL/NR	Jun-24
2	School Field outline	FR	Parents evening Mar-24
3	Spring Disco help required	FR	Mar-24
4	Change of name	NR	Jun-24