**MINUTES OF FISHERMOSS PSC MEETING**

**HELD ON 16th February 2023 @ 19:00**

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| **Attendees** | Margaret Ferguson (MF); Lobke Starr-Vaanholt (LSV); Marianne McKessar (MM); Dawn Anderson (DA); Catherine Middleton (CM); Michelle Gray; Brenda Sangster; Angela Purves; Claire Rennie; Dawn Anderson (DA); Audrey Docherty; Vicci Tait; Michelle Murphy (MM). |
| **Apologies** | Amanda Stephen; Hazel Wilcox; Kirsty Dundas; Zarina Dogma |

| **Item** | **Discussion** | **Actions** |
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| **1.** | **Welcome (LSV)** |  |
|  | LSV welcomed everyone to the meeting, thanked everyone for attending. |  |
| **2.** | **Previous minutes (LSV)** |  |
|  | Minutes were circulated prior to meeting and accepted. LSV to send to Jacqui who will upload to webpage.  A list of action points that are still outstanding from the previous meeting can be found at the end of the minutes. | LSV to send minutes to Jacqui |
| **3.** | **Chair Update (LSV)** |  |
|  | LSV referred to December PSC update that was circulated for an update on income and outcome. (See Appendix 1 - Newsletter Term 1&2).  **Financial update (per 31-01-2023):**  Opening balance: £10,942,81 (1 August 22)  Income to date: £ 10,716.94  Expenditure to date: £9,985.40  ***Current Balance: £ 11,809.35***  Total outstanding commitments: £1,316.50 (Arnold Clark Fund and Council Small Funding)  ***Remaining Balance: £10,492.85***  **Hare for Big Hop Trail** is arriving 14rd of March – teachers to discuss design ideas with children and then come up with a plan to decorate. Plan that was discussed is to assign an area of the bunny to each class and all children can place their fingerprints on the hare, with different colours being used by different classes.  Hare needs to be completed by: 29th May 2023.  **School uniforms update** from Kirsty – School has not received the money from company, so will chase up with Amanda and Hazel.  Saddened by the news of the sudden death of the school janitor Mr Arthur Pearson. PSC wondering if anything is being done in remembrance.  PSC voted to provide funding to plant of tree in his honour and everyone agreed with suggestion by MF to name the hare after Arthur. | Hare to be completed by 29th May 2023 – teachers to organise with their classes. MM going to meeting to pick up hare.  KD to chase up money owed for p7 uniform orders.  Tree to be planted in honour of Arthur Pearson funded by PSC |
| **4.** | **Head Teacher Update & School Requests (MF)** |  |
|  | MF acknowledged significant losses that we have experienced in the Fishermoss community, not only amongst previous and existing pupils, but also our janitor. This has been an enormous shock to all.  Delighted with support from parents for curriculum event; where 232 out of 274 families attended. Lots of positive feedback received and any feedback will be considered to make event even better.  **Replacing Reading Scheme**  As discussed previously, school books are in need of replacement. MF and MD met with and had discussions with rep and negotiated a 25% discount: prize down to **£36892** (from over £65000 previously). MD and MF were impressed with samples of the new books and will include more modern titles. The offer is only valid until 31st March 2023, so need to fundraise.  MF could possibly commit up to £20000 from staffing budget of the school. Exact numbers will be available at end of financial year.  Discussions about how to fundraise the remaining £16000. Given that there are considerable funds available at the moment MM, seconded by LSV suggested to set aside £5000 of our outstanding funds for this, in addition to the £1000 from Arnold Clark Fund. All voted in favour.  Therefore **£6000** will be put forward the cost of replacing the reading scheme by the PSC, leaving a deficit of **£10000**.  Suggestions for fundraising discussed in detail. World book day is the beginning of March and suggested to launch a crowd funding campaign then. Agreed to allow people to sponsor a book with a plaque created in the school showing all that contributed to the fundraising effort (e.g., Wordle with names of sponsors). £5 per book. CrowdFunder.co.uk probably best as no cost to us. Hoping to share broadly on social media and withing the community. Also, aim to find local businesses to sponsor.  AP has contacted to TECA to try to get free tickets (2 adult and 2 children) for Jurassic Life that could be raffled of.  **Leaver Ceilidh**  MF explained that the school has historically organised a leavers Ceilidh for P7 including dominos pizza, a ceilidh band (volunteers) etc. This is organised by the school at no cost to parents. LSV notes that at the AGM in Sept 2019 it was decided to set aside an annual recurring donation of **£240** for this, and this is expected to be sufficient to cover the event.  Some p7 parents have initiated fundraising efforts to fundraise for the Ceilidh which is not necessary. LSV to clarify to parents that there is no expectation for parents to fundraise. Should be clear that any fundraising efforts like an already planned Jumpin event are the responsibility of the organising parents and unrelated to school and PSC. | LSV to draft something and create go funding page.  LSV to clarify format of ceilidh to P7 parents. |
| **5.** | **Pantomime vs Cinema (MM)** |  |
|  | MM has investigated possibility of school going to pantomime in December 2023 instead of cinema trip. Tivoli was approached and has added us to mailing list nothing finalised, however their events only run evening or weekend.  HMT does do events during week and would give us 10% discount, £12.50 plus every 10th person free. They have a 1.45pm performance, which would mean a return to school until 5pm.  **Pros and cons discussed.**  Pros   * Memorable experience for children (some parents still remember their trips) * Would enable children to go to theatre that otherwise may not get this opportunity (due to lower cost)   Cons   * Cinema is private viewing, pantomime noisy and includes people children don’t know. Not a lot of safe places. Concerns about supporting all children and all learners. Very unpredictable and different experience to cinema. * Main issue is not with timing, but with safety, darkness coming out, finding correct bus amongst many etc. Not all sitting together.   Majority agreed that cinema trip should remain.  However, suggestion made to investigate the opportunity to get theatre production coming into school to give pupils a theatre experience as has happened before in the past. MM to investigate this option. This would be at the different time of year (not replacing cinema trip). Suggestions for Eminem theatre group and to possibly hold it at the Academy theatre.  In addition, suggestion made that a family event could be organised to enable families to buy tickets as a group so that group discounts would apply and families could enjoy the pantomime at reduced costs. This would be an evening event with parents responsible for their children and transport. | MM to investigate theatre group coming to school. |
| **6.** | **Events (MM)** |  |
|  | * **Fishermoss has got talent** – Friday 2nd June – Academy Let waiting for response.   Rehearsals booked for 14th March – 30th May Tuesday – 15:20 till 4.45 in school hall. Google form made to gauge interest. PSC to do tuck shop on the night. CM happy to help. Tickets suggested prize max £5.  May have to get additional PVGs to support rehearsals.  Use car park door for entry and exit for rehearsals.   * **2nd March - World Book Day** – Focus on fundraising for books. * **Family Photoshoot** – May Photography Fundraiser – Photo shoot on Saturday or Sunday. * **21st April – Fly a kite day** – Louise offered to do fundraising event – Prize suggestions – three top prizes * **16th May – National Bake Day** * **Spring Fayre (20th May)** – Hoping to make this a fun family day with stalls, workshops for children etc, 10:00 – 14:00. Suggested to have a Fishermoss parents bake stand (for national bake day which is in the same week) – Points raised about new regulations that require information on allergens etc. to be included with all food sold. MM to check regulations and if we could have a generic plaque for the stall with information on possible allergens. Ideas to ask scouts to do BBQ and ask Newtonhill pipe band and Fishermoss Football Club. | MM to finalise form – PSC to do tuck shop.  Spring fayre: MM to check regulations about allergens on food etc. Get ideas and start organising. |
| **7.** | **AOB** |  |
|  | * **King Coronation** – MM proposed to get an item for children to mark the occasion – money from kites could support buying leather bookmarks for all children. Estimated costs to be around £300. Everybody happy for this to go ahead. * Defibrillator and paperwork to finalise. Needs to be registered on Circuit after installation and then paperwork can be sorted. * Question about container that is currently in playground. MF explained this is temporary for bike skills training in week starting 20th Feb 2023. |  |
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**Date of next Meeting: TBC**

**Summary of Actions this and previous meetings:**

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| **Meeting/Agenda Item** | **Action required** | **Responsibility** | **Timeline** |
| 16/02/22  Item 5 | * PSC to investigate options for a theatre group to come to school for next academic year. | MM | Ongoing |
| 24/11/22 item 3 | * MM and MF to coordinate installation of defibrillator | MM, MF | Ongoing |
| 24/11/22 item 4 | * Organise Fishermoss has got talent | PSC | Ongoing; Rehearsals started and all lets organised |
| 16/02/22Item 3 | * Organise Spring fayre | All teachers | Ongoing; Deadline 29th of May |
| 16/02/22  Item 3 | * Hare to be completed by 29th May 2022 | All teachers | Ongoing; Deadline 29th of May |
| 16/02/22 item 3 | * KD to chase company about payment for P7 uniforms | KD | Ongoing |
| 16/02/22 item 2 | * Previous minutes to be posted on school web page | JG, LSV | Ongoing |
| 16/02/22 item 4 | * Organise Crowdfunding page for ‘The gift of a good book’ campaign. | LSV | Complete |

**Summary of Completed Actions from previous meetings 22/23:**

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| **Meeting/Agenda Item** | **Action required** | **Responsibility** | **Timeline** |
| 24/11/22 item 2,5 | * Previous minutes and policies to be posted on school web page | JG, LSV | Complete 01/12/22 |
| 24/11/22 item 4 | * Transfer funds for funding of school trips and other school requests | JG, AS | Complete  Dec 22 |
| 24/11/22 item 4 | * School walk-through and organise fayre lay-out | MM, LSV, MF | Complete Nov 22 |
| 24/11/22 item 4 | * DA to investigate costs of reading books further and PSC to discuss a plan of action to raise such a high amount of funds. | DA, MM | Complete  Feb 22 |
| 15/09/22 | * New policies to be posted on school web page | JG, LSV | Complete 01/12/22 |
| 15/09/22 | * Organise transfer money from justgiving page (after sponsored walk) and Paypal account to PSC account. | MM | Complete  15/09/22 |
| 15/09/22 | * LSV to attend PVG meeting on 4th October to become signatory for PSC | LSV | Complete Nov 2022 |
| 15/09/22 | * Advertise sponsored walk and crazy hair day via FB and email | MM, MF | Complete  Sept 2022 |
| 15/09/22 | * Source wrist bands to use for Halloween disco |  | Complete  Nov 2022 |
| 15/09/22 | * Organise Xmas Cards | MM | Complete  Dec 2022 |
| 15/09/22 | * School to organise cinema trip and PSC to provide funding for transport costs @ £1120 | JG, AS | Complete  Dec 2022 |
| 15/09/22 | * Organise volunteers for Santa run | MM | Complete  Dec 2022 |
| 15/09/22 | * Organise food drop. Contact larder to find out what is needed. | MM | Complete  Dec 2022 |
| 15/09/22 | * ALL to check for sponsors for wee hare | All | Complete Dec 2022 |
| 15/09/22 | * MF and teaching staff to discuss where money for books would be best spend and to look into cost of replacing reading books. | MF, MM, All | Complete Nov 2022 |