**MINUTES OF FISHERMOSS PSC MEETING**

**HELD ON 16th April 2023 @ 18:00**

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| **Attendees** | Margaret Ferguson (MF); Lobke Starr-Vaanholt (LSV); Marianne McKessar (MM); Dawn Anderson (DA); Catherine Middleton (CM); Sally Fraser-Hay; Audrey Docherty; Amanda Stephen, Fiona McRae |
| **Apologies** | Brenda Sangster |

| **Item** | **Discussion** | **Actions** |
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| **1.** | **Welcome (MM)** |  |
|  | MM 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)** |  |
|  | Crowdfunding raised an amazong £7202.13 + £6000 (already set aside from PSC funds) for books, total **£13,202.13**  Books have arrived and will get stamped and then moved onto shelves.  Thank you cards to be send to company sponsors, plaque needs to be created and thank you notes for in books.  Sets of new books to be showcased at the parents evening so that everyone can have a look. |  |
| **4.** | **Head Teacher Update & School Requests (MF)** |  |
|  | Reading books ordered and have arrived. Still need to be stamped with school stamp and then can be moved onto shelves. Weren’t able to buy everything on wish list, but discount for remaining books on wish list extended for futher 12 weeks after first purchase.  Tempest photography  £700 commission from received from tempest photos for school photos being added to book fund.  Defibrillator was going to be installed in holidays, but got delayed. Will get done asap. |  |
| **5.** | **Spring Fayre (MM)** |  |
|  | Advertising ongoing and raffles being organised.  Plans for spring fayre and PSC stalls were discussed and agreed.  PSC Stalls   * Hook a duck – lend from Bourtree * Knock the tins (borrow bean bags from school) * Slime making workshop * Bouncy Castle in hall * Face painter * Rainbow Hampers * Chocolate tombola – donated Westend garden maintenance * Bake sale table * Beat the goalie – Fishermoss Football Club * Second hand uniform stall * Raffle table – Kerry Anne * P7 stall – Punch ball and tattoo?   Ask Hazel or Kirsty to sort out used uniform for stall as they can’t attend fayre and check if there are any to try on uniform. Ask about deadline for uniform to be ordered by?  MF will contact academy to book the grassy bit next to the school for bouncy castle and football game.  Raffle tickets to be sold beforehand? Decided to just sell at event. | MM check with Kirsty about uniform and deadline for orders  MF to contact academy to arrange let for grassy area |
| **6.** | **AOB** |  |
|  | * PSC Paypal account has been closed. Account had originally been set up as ‘Fishermoss Primary Council’ and therefore identification was impossible and Paypal deemed it fraudulent. Fortunately, we were able to remove remaining funds and transfer to PSC account. * Funky Panter has offered to update banners for spring fayre for free. |  |

**Date of next Meeting: TBC**

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

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| **Meeting/Agenda Item** | **Action required** | **Responsibility** | **Timeline** |
| 16/02/23  Item 5 | * PSC to investigate options for a theatre group to come to school for next academic year. | MM | Ongoing |
| 16/02/23 item 3 | * KD to chase company about payment for P7 uniforms | KD | Ongoing |
| 16/02/23 item 2 | * Previous minutes to be posted on school web page | JG, LSV | Ongoing |
| 16/04/23  Item 5 | * MM check with Kirsty about uniform and deadline for orders | MM | Complete  May 2023 |
| 16/04/23  Item 5 | * MF to contact academy to arrange let for grassy area | MM | Complete  May 2023 |

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

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| **Meeting/Agenda Item** | **Action required** | **Responsibility** | **Timeline** |
| 24/11/22 item 3 | * MM and MF to coordinate installation of defibrillator | MM, MF | Complete  May 2023 |
| 24/11/22 item 4 | * Organise Fishermoss has got talent | PSC | Complete  June 2023 |
| 16/02/22Item 3 | * Organise Spring fayre | All teachers | Complete  May 2023 |
| 16/02/22  Item 3 | * Hare to be completed by 29th May 2022 | All teachers | Complete  May 2023 |
| 16/02/22 item 4 | * Organise Crowdfunding page for ‘The gift of a good book’ campaign. | LSV | Complete  March 2023 |
| 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 |