

Note of PSA Meeting Monday 6th February 2023

Held at Queensferry High School

Attendees :-

Liz Martin, Chair
 Susan Evans, Treasurer
 Sarah Bennett, Secretary
 Gillian Denholm, QHS
 Morag Maclachlan
 Gillian Rhodes
 Rebecca Saunders
 Meriel Young

Apologies :-

Alison Burns
 Sandie Fawl
 Shirley Johnson
 Julie Campsie
 Dawn Robertson
 Lisa O'Mallay
 Emily Waite

Ben Lewis, Depute Head, QHS
 Kevin Thomas, Depute Head, QHS

	Action
1. Welcome and apologies	
LM welcomed attendees to the meeting and noted apologies.	
2. Introductions	
Attendees of the meeting, both members of the PSA and QHS staff introduced themselves. Welcome Morag.	
3. Approval of previous minutes and updated actions	
Minutes from 1 st and 22 nd November 2023 were approved. <u>Actions from previous minutes</u> <ul style="list-style-type: none"> LM reiterated that the PSA are looking for new members and more importantly a new Chair and Secretary. Rebecca Saunders and Gillian Rhodes agreed to be joint co-chair the PSA until a permanent Chair is found. LM finishes up, along with several other members at end of April 2023. A New Secretary is also needed – main role is to take and type up minutes. Gillian Rhodes had updated the QHS Website with PSA information. The PSA has obtained insurance. 	ALL
4. Treasurer's Update	
There is a approx. balance of £3.8k in the bank. LM and SE are seeking to resolve a few teething problems regarding signatories. It may be that a new account needs to be opened? SE to investigate problem. GD agreed to become a signatory, LM will be removed from being a signatory.	
5. School Update Information	

Nothing was reported	
6. Previous Events	
6.1 Christmas Market	
<p>The Christmas Market had been a huge success took in approx. £2.5k. From this we paid out for 3 x Sumup card machines, thank you gifts, purchase of the food items, the 2 Christmas Dances for the pupils and the Insurance renewal. There had been an issue with WiFi connectivity and the fact that stallholders were unable to operate their card machines. Gillian Rhodes suggested the use of a router for future events and was happy to practice with her own. Action 1 – BL and KT to check whether a guest WiFi could be made available at these events.</p>	BL/KT
6.2 Christmas Parties	
<p>Both evenings were a success and everyone seemed to enjoy. PSA provided the food for both evenings, thank you to the helpers on the nights.</p>	
7. Future Events	
7.1 Quiz Night	
<p>The Scout Hall can be used for the Quiz Night. There will no bar facilities but attendees will be able to bring their own drinks and snacks. We can't advertise that there will be alcohol there. The event will need to take place on a Friday evening during the Easter holidays as the Hall is used on other nights. Alternatively a Saturday if the hall is free, outwith school holidays. Action 2. LM advised that if the event is to go ahead then a sub-group will need to be formed to organise the evening. LM to email PSA members.</p> <p>Update post meeting – Scout Hut has been booked for Saturday 22 April. Graeme Easton is happy to host, create quiz and provide sound system. For this to go ahead then we need someone to organise it. There is a hall fee of £75.</p> <p>There was a discussion around how the PSA can bring awareness of the group to parents/carers reminding them that their purpose is to raise funds which will benefit the School and their children. There was a suggestion of a dedicated PSA Facebook Page and re-introducing the PSA introduction which previously took place at P7 information evenings and S1/2 parents' evenings.</p> <p>7.2 School Show – 21 and 22 June 2023</p> <p>The PSA will sell raffle tickets to raise funds at the school show on the 21 and 22 June. Action 3. KT to ask Laura Cameron from the Drama Department to contact PSA nearer the time. Also, if a third night is to happen, PSA needs to know in order to have enough raffle items.</p> <p>7.3 Dance Shows</p>	<p>LM</p> <p>KT</p>

<p>Dates have yet to be agreed.</p> <p>7.4 S6 Leavers' Arrangements</p> <p>The S6 Graduation Ceremony will take place on the 20 April with their last official day being the 21 April. The School is considering options for an event on the 21 April, possibly at Conifox. BL is to contact Conifox to discuss costs and availability.</p> <p>At the meeting LM raised that we gave the S1-S3 year groups £2.5k to the Skills Academy and felt that the S4-S6 pupils had missed out on any funding when they were the pupils in the school when we were able to raise funds, pre covid. It was agreed that £3k would be put aside, £1k for each year group to use for their S6 Prom / last day.</p> <p>The PSA will provide funding of £1k to the S6 cohort for the next 3 years and this money, for current S6 pupils could be used towards the event on the 21 April. The S6 Prom will take place on the 13 June.</p>	
<p>8. Any Other Business</p> <p>8.1 PSA Social Event</p> <p>There will likely be a social event towards the end of May. Further details will be shared nearer the date.</p> <p>8.2 S6 Prom – Assistance with outfits</p> <p>There are a few S6 boys who will struggle to pay for a new suit for the event. PSA were asked if anybody knew of any places who would donate old stock or if anybody had suits they could donate. It was suggested that we could ask around if we knew sizes required. Action 4. KT to consider.</p> <p>8.3 PSA Facebook Page/Selling Page</p> <p>SB had considered a PSA Selling Page where parents/carers can sell uniforms, sports shoes, study guides etc with donations going towards PSA's Fundraising. Action 5. SB to take forward.</p> <p>8.4 Note out to whole school</p> <p>SE to draft a note to be sent out to the Whole School asking for support on the PSA, advising that the PSA will fold unless we get new members/support, especially with permanent role of Chair and Secretary. Explaining monies we have raised and what we have paid out to the benefit of their children.</p> <p>Action 6. SE</p>	
<p>9. Date of next meeting</p>	
<p>21 March 2023. tbc</p>	

Actions

1.	BL and KT to check whether a guest WiFi could be made available at these events.	BL/KT
2.	LM to contact PSA members to recruit a group to organise the Quiz.	LM
3.	KT to ask Laura Cameron from the Drama Department to contact PSA regarding raffles at the School Show nearer the time.	KT
4.	KT to consider how to assist boys with the purchase/hire of suits for the S6 Prom.	KT
5.	SB to take forward PSA Facebook/Fundraising Page.	SB
6.	Note to Parents for PSA Assistance	SE