

<b>Minutes of Trinity Primary PSA (TPSA) Meeting</b>
<b>Venue:</b> Zoom
<b>Date:</b> 1 <sup>st</sup> Sept 2020 @ 7 pm
Attendees: Fiona Moon (Chair), Jacqueline Scott, Fran Wallace, Cheryl Berthinussen, Helena Lawrence, Kirsty Martin, Sarah Lytle, Kevin Head, Emma Masson, Suma Inglis, Anne Clouston.
Apologies: Helen Duncan, Suzy Ensom, Tracy Otway
<b>Agenda Topics:</b>
Update from Mrs Scott > children are settling well and thanks parents for their co-operation with the new rules.
<b>1. Financial Support</b> JS > requested an update on funds available. There will be some receipts for materials spent on the Secret Garden, which is in even more use than before and children are enjoying using the space. <b>ACTION JS:</b> pass receipts onto FM.  EM > confirmed approx. £30k in bank. More accurate update of account at AGM. JS > two main areas needing TPSA funds are <b>front playground outdoor library &amp; new reading materials for within school.</b>  <b>Front playground</b> – outdoor space is key at the moment. Drainage work was completed over the summer. School are trying to get the after-school club shed moved but facing some delays. <b>Outdoor library</b> - JS will be going out to contractors soon for the front playground landscaping, seating and bookshelf containers. Help from parents & carers will be unlikely due to current situation. Ballpark figure for landscaping etc is approx. £6k. Steve Dale has contacts for two council approved contractors.  <b>Reading materials</b> – books have to be quarantined for 72 hours when returned and school wants to extend the current offering to ensure the book offer is more diverse and features a good range of backgrounds – fiction & non-fiction. An equalities group will also be set up within school to ensure the curriculum is diverse and as equal as it can be. Staff will be partaking in a 3 hour training program on this, from Edinburgh Council.  Digital Learning – JS is waiting for a steer from the Scottish govt and Edinburgh council on how they are funding digital access. No school budget or TPSA funds requested for this currently. Log ins for Office Teams has been rolled out across the school so everyone is on one platform. The Digital Survey sent to parents & carers had positive results.  Annually TPSA funds are also requested for Christmas activities and P7 Tshirts. Ad hoc funds are sometimes requested for the school fund, to purchase items directly which can give a cost saving versus the purchasing platform Oracle.
<b>2. Lets &amp; Clubs</b> The council is not allowing any Lets to be booked which means no TPSA clubs or evening events. In addition, JS confirmed that no school clubs are allowed except breakfast & after-school which are considered 'care' clubs. No clubs can be school led, even if held outdoors, to limit the contact between children.

Guidance changes regularly but it will be after October at the earliest and will be based on the situation at that time.

Edinburgh Council are not currently running the Active Schools program.

HL asked on behalf of one of the club organisers, if he could hire a hall himself to run the club. JS confirmed that it could not be TPSA hosted or school led. There are also layers of Covid protocol in running a club.

**ACTION AC & HL:** include a club update from HL in the upcoming communication to parents.

### **3. Tea towels & Christmas cards**

JS agrees that Me & My Buddy tea towels and Christmas cards should go ahead.

Anna Turtle confirmed via EM, that she can co-ordinate tea towels again.

Christmas cards - co-ordinated by Sarah Lytle.

Completed paperwork from homes will need to be quarantined for 72 hours before handling.

Further conversation is needed on logistics between JS, FM & SL but JS suggested parents could print their own form from the website. As some households are without a printer, the key participating year groups P1 > P3 could be given paperwork.

Early bird deadline is 16<sup>th</sup> October so action is needed asap.

**ACTION JS, SL & FM:** Arrange call to discuss further.

### **4. Nearly New Uniform**

Agreed that an inventory should be taken of uniform stock and an online form created for parents & carers to request pieces.

School staff can access the stock and send requested pieces home with the child.

Donations: ask parents/carers to hold onto them for now. School currently can't accept any more items which need to be quarantined. Hopefully there will be a further update after the September weekend.

**ACTION FM & FW:** inventory Friday 11<sup>th</sup> September. Masks will be worn and cupboard accessed via the fire escape near lane.

**ACTION JS:** remind Sandra, support worker, of the uniform resource.

**ACTION AC:** include uniform info on upcoming communication

### **5. Fundraising Ideas**

FM thanked everyone for sending in such great ideas. Due to time constraints in meeting, she will send an email of ideas round for comment.

**ACTION FM:** email fundraising ideas

### **6. AOB**

HL double checked if Winter Fair will be going ahead. Confirmed that as Lets can't be booked the fair is a 'no' for now, unless the guidance changes.

**NEXT MEETING: Joint TPSA & Parent Council AGM – Tuesday 22nd September 7pm**

