

PTSA and Parent council Joint AGM meeting 9 September 2025

Present: Anne Clouston, Jacqueline Scott, Heather Gray, Emma Masson, Fiona King, Tracy Otway, Michelle Bradley, Oliver Woodruff, Toby Joyce, Catriona King, Mary Wright, Emma Masson, Chris, Suzy Ensom, Pamela Loudon, Helen Ewan

Apologies: Jayne Galinsky– Co-Chair Parent Council

Head teacher report 2024/2025

It has been another successful year.

The biggest point is the building and staffing. For the first time in 14 years the pupils and staff have returned with no building work happening. Gradually across the term classrooms were reinstated. Finally, we have a working kitchen.

Biggest change in staff has been the administration side – administrator Rebecca Booth and business manager, Piers Steptoe have both retired. Louise Wood, administrator and Louise Gillies business manager have both started. Staffing has been constant mostly, with a few new additions.

There were three main priorities across the school all based on professional reading book groups:

This is Dyslexia by Kate Griggs – whole school approach to supporting learners with dyslexia

On the Write Track by James Clements – consistency in the teaching and expectations of writing

Rosenshine's principles by Tom Sherrington – ensuring consistent learning and teaching approaches across all stages

Events

School have continued with their annual events and added in others eg Primary 7 had a family ceilidh, a fun evening that will be repeated in January. There was also the Primary 7 hills challenge, the beach picnic and various external visits for each stage of the school.

Every stage has also performed in a show. Primary 1 moved away from nativity and focused on doing a much more inclusive performance based on class learning. In 2024 the Christmas celebration was based around festivals of light, which was a more inclusive theme.

HMIE visited at the start of this term which involved a lot of preparation. The report will be out in 6-8 weeks. Feedback received as staff was positive. It was a fair process. Thanks to those parents and carers who did the survey. Also thanks to those who met with HIME and to former pupils who also helped out. The senior leadership team within the school completed a self evaluation as the start of the process with inspectors then sharing learning in classes and holding meetings with various people involved with the school. The collation of all the evidence will come together in the final report. The inspectors left on Wednesday lunchtime and then HT went to Benmore to spend time there with the Primary's.

It's been a busy start to the new term.

P6 are off for EPIC days next week and school are gearing up for Friday Morning with the MADD event when the pupils will attend the Oscars. Dress to impress!

Parent council report

Oliver Woodruff

Jayne sends her apologies.

In the later year Parent Council have:

- made comments on budgets cuts and this was successful.
- Represented the school at the Trinity Community Council meetings. Looking for more volunteers to represent the school going forward.
- RBS have closed the bank account because of low number of transactions, only one per year from CEC. Agreed that it would be investigated to use TPSA account instead.
- Responded to a CEC issued Empowered learning survey came. Similar comments made by other schools. CEC will hold a group session and Parent Council will attend.

Discussed the possibility of applying for grant funding for a community based project in the local area. Projects need to contribute to goals of eliminate poverty, meeting net zero or making Edinburgh a good place to live. Panels decide on allocation. Schools can't apply but parent councils can. Previously Parent Councils have asked for money that would not just help school but the wider councils. Successful applicants have playground improvements/ bike ability project (bike storage)/create a mural/after school project on outdoor learning/sustainability in shared garden space. Still about £11,000 still available. Up to £5000 available. Recommended that we consider this – deadline is 30 Sept 2025 but there will likely be another round of funding available next spring. Pamela – suggested a PA system. Any other ideas, email to Oliver Woodruff.

CEC have sent an email looking to train PC members to help with recruitment and selection of head teachers. If anyone wants to do this training, please come forward.

PSA Chair Report August 2024 – September 2025

Chair Anne Clouston:

A big thank you to our TPSA volunteers. It's been great to welcome a few new faces alongside our regulars—especially as some of us will move on soon with children in the upper years. Many PSAs in Edinburgh have merged with Parent Councils due to low numbers, so we're pleased to still run as a separate committee.

Our events take a lot of people power, so if you'd like to get more involved, please get in touch. We not only fundraise for expenses beyond the school budget but also help build the school community and enhance pupils' learning journey.

Thank you to our co-treasurers Tracy Otway and Emma Masson. Tracy has a P7 so this is her final year, Emma follows close behind with a P6.

They will both begin handing over their treasurer roles to Catriona and Chris over the year ahead. Thank you to our new treasurers!

Overall the PSA events raised almost £10k last year – which is down approx £2k on last year 2024/2023 and down £4k on the year before 2022/2023, however we remain very grateful to everyone who has supported us and helped to achieve this!

That includes Mrs Scott, deputies Aimi and Cheryl, staff, parents and carers who've supported events, and—of course—special thanks to the TPSA team for the many hours they give to organising and running events and clubs.

TPSA Fundraising Events:

September's Movie Night was unfortunately cancelled as the hall was in use as a classroom but we did manage February – with a sell-out showing of Minions – the return of Gru.

We introduced snack bags, instead of the snack stall, to avoid over-consumption which was a success, and meant an easier clean up at the end.

It was also our first alcohol free movie night, raising in total £1.2k which was down a few hundred pounds versus previous movie nights, in part due to the alcohol free bar and the removal of the snack stall.

Another first was the selling of tickets on Citizen Ticket which was also a success and hopefully less stressful for parents than queuing up.

Halloween Sponsored Dance-A-Thon – this is held during school hours which is more inclusive than an evening return of pupils. It also avoids the heavy volunteer demands of the evening Halloween party, which was almost cancelled in previous years due to lack of helpers.

This year it raised £2.2k. Thank you to school for hosting this.

Christmas Lights Switch-on & Raffle – raised £1.2k which is amazing for an unticketed and short event... and the Christmas Raffle raised £3k – which is another brilliant amount!

Finding the raffle prizes is a colossal job as we've exhausted many local businesses – so any help in contacting businesses or pulling in favours from your own workplace or family/friends would be greatly appreciated!! Thank you to everyone who helped last year, to the companies and individuals who donated and to everyone who bought tickets.

Easter Party

The P1 & P2s enjoyed the Easter party and raised around £300.

May Fair & Fun Run 2025 – We had another sunny and successful May Fair in the back playground, raising £3.7k which includes the voluntary fee to enter the Fun Run (£245).

The May Fair takes an army of volunteers, so thank you to all parents, carers, staff, and PC helpers for the tombola—and to the TPSA who pre-cooked burgers at home for the fourth year running (hopefully the last, now the school kitchen is back!).

Thank you to the P7s who hosted the Beat the Goalie football game (we might be calling on you again next year!)

In terms of other initiatives...

The 50/50 Club Lotto continues to tick along. Entries are £1 per month. With 50% of funds offered as a prize and 50% going to TPSA funds. This past year it raised £650.

We continue to promote this via email, Facebook, and a flyer in the P1 packs, though attracting new members remains difficult. A few signed up this year, but with others leaving as their children move on, funds have plateaued. Another email will go out soon to boost interest.

TPSA Clubs:

The TPSA ran clubs in knitting, drama and football.

Heather Gray and Fiona King are again sharing the role of Club Co-ordinator – a huge thank you to both of you.

Clubs continued to be very popular however ran at a £2k loss last year, mainly due to Drama. To address this, Drama is now booked directly with the theatre company, who handle hall costs and can recruit non-Trinity pupils.

We have continued to look for an alternative venue for Football as Heart of Newhaven is too small, with no success. We welcome any venue suggestions for football.

A big thank you to Helen Davey, Sarah Lytle, Catherine Warmerdam for continuing to volunteer their time at the weekly knitting club. The year ahead also sees Gillian Sanderson join the helpers.

Finally, the big question—how do we spend the funds raised? Below is a summary of what TPSA funds supported over the past year, with some of the larger figures included.

A variety of play items to enhance the middle playground for the younger years such as a trike, mini trampolines, a play tunnel, pull-along ride-in kart and space hoppers.

Poms poms for the cheerleader group

Science & outdoor learning resources

Water trays for classrooms and drying racks for paintings ~£1800

Mighty Writer which is a literacy tool ~£1500

New books, including phonics books

IKEA furniture, sofas and trolleys, to create reading nooks around school ~£900

Resources for dyslexia and the read write group

A gardener to overhaul the pond in the Secret Garden ~£1350

The new chickens

The skipping rope workshop (not quite last year, but a really nice thing to fund!)

And finally Christmas activities such as crafts and the silent disco.

There are lots of other things—too many to list here—but I hope this gives you a flavour and shows just how valuable the funds raised for school really are.

None of it would be possible without our volunteers and everyone who comes along to events and supports our initiatives, so a big thank you once again! And if you'd like to get involved, we'd love to hear from you.

Finance report Parent council

Helen Ewan:

All funds received from CEC (approx £770) were transferred to school.

Will apply again for that Parent Council funding.

PSA treasurer report

Emma Masson:

We raised just under £10000. Spent about £13000, more than raised which is good. Approx £27000 in bank.

TPSA are making an effort to spend what is raised.

Take lead and suggestions from school as a priority but we are open to suggestions.

Trinity Primary Parent
Staff Association

INCOME AND EXPENDITURE REPORT

1 Aug 2024 - 31 Jul 2025

Receipts

Payments

Net

PSA CLUBS

Total PSA clubs	10,995	13,103	(2,108)
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SOCIAL/FUNDRAISING EVENTS

Movie Nights	1,752	482	1,269
May Fair	5,345	1,611	3,734
Winter Festival/Fair	4,680	485	4,195
Total Social/Fundraising events	11,776	2,578	9,198

OTHER INCOME & Activities

Nearly New Uniform / Christmas Jumpers	-		-
50:50 Club	1,274	633	642
Easy Fundraising	64	-	64
Parties - Xmas, Easter, Halloween etc	2,198	15	2,183
Donations	-		-
Total Other income	3,535	648	2,888

Total profit raised 9,978

EXPENDITURE ON
SCHOOL

Equipment for TPSA fundraising	-	-	-
Playground / secret garden	-	1,237	1,237
Dontaions to school incl p7 tops	-	12,176	12,176
Total Expenditure on School	-	13,412	13,412

MISC PSA EXPENSES

Membership, Insurance, Licences	-	176	176
Gifts & leaving presents	-	273	273
General expenses	-	-	-
Total Misc PSA Expenses	-	449	449

TOTAL RECEIPTS/(PAYMENTS)	26,307	30,190	
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Net Receipts/(Payments) for the year			(3,884)
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Parent Council bearers election:

Oliver Woodruff- Co-Chair
Jayne Galinsky– Co-Chair
Jacqueline Scott – Head Teacher
Cheryl Burthinussen- Depute Head Teacher
Aimi McIntosh – Depute Head Teacher
Michelle Bradley – Minute
Helen Ewan- treasurer

Angela Hassard - Parent
Suzy Ensom - parent
Toby Joyce - parent
Oana Filipov - parent
Krystella Bamford - parent
Line Knudsen – parent
Jenni McLean - parent
Pamela Loudon – parent
David Fulford- parent

TPSA Office Bearers Election:

Honorary President – Jacqueline Scott
Chair, Communications Co-Ordinator & Lets Secretary – Anne Clouston
Treasurers – Tracy Otway & Emma Masson
Minutes Secretary – Heather Gray
Club Co-Ordinators – Heather Gray & Fiona King
Heather Gray seconded the motion.

AOB

Jacqueline Scott extended her thanks to the Parent Council and TPSA. Huge thanks from her and the staff to all of the parents and carers on these two groups.