**Port Ellen Primary School Parent Council**

**Minutes of Meeting**

**16th March 2017 6.30pm**

**In Attendance**

Mary Swanson (chair), Maureen MacDonald, Sally Campbell (Treasurer), Maria Heads, Katie Bonar (joint secretary), Bonnie Wood (joint secretary), Kate Brown,

**Parent Chair Welcome**

The Chair welcomed everyone to the meeting.

**Apologies**

Sarah MacMillan, Maggie Harrison

**Minutes from last meeting**

The Chair read through the minutes of the last meeting.

Matters arising will be covered in the agenda items that follow.

Mary Swanson proposed the minutes and were seconded by Bonnie Wood.

**Fundraising**

Bonnie explained that she had submitted an application to the Supporting Communities Fund but had received a telephone call to say that the costs of the shed were ineligible as they were a capital cost for a fixed asset. We were given the option of keeping the application in for eligible costs of £300 which would give a grant of £150.

We are still awaiting to hear if the grant is successful.

The concrete base and materials need to paint and secure the shed are eligible. The group discussed including the cost of shuttering as part of the concrete base construction.

It was agreed that the project should go ahead in summer term regardless of grant for a shed sized 7x5 feet.

**Action: Mary to ask Nicky Pate to come and meet with Maureen, Maggie or Kate to discuss installation.**

**Fundraising Recipe Book**

Maria, Katie and Bonnie had encountered a number of problems with the online element of the recipe book agreed at our meeting in September. A new company ‘Fundraising Initiatives’ was been researched and a sample recipe book sent along with 80 chef hats.

It was agreed that this was a much better option as the new approach enabled pupils and parents to upload their own recipes. All agreed that this was a much better approach.

It was agreed to launch to the school after Easter – Bonnie, Katie and Maria to come to an assembly, give out the hats, login stickers, letters and get everyone engaged.

Ideas for sale venues were discussed including sports day and other school events throughout the year. The need for accuracy and spell checking the recipe book was noted.

**Action: Bonnie draft a letter before Easter with a view to parent council announcing project at assembly or business meeting. Special place in letter for login code.**

**Action: Maureen to speak to Maggie about a date for business meeting.**

**Tea Towels**

The new stock of 200 tea towels has arrived. There are a number of aprons left which need a selling opportunity. Feis Ile is an opportunity for selling this will be explored in due course.

**School Grounds Update**

On behalf of Pre 5 Maureen outlined a wish list for a set of outdoor wooden building blocks from Community Play Things. They are a very expensive product but the children would get a lot out of them. We could look at grant opportunities for this but agreed this would be considered after the recipe books.

Discussed the new ‘sunflower shaped’ tyre pots being sold on Islay Community Facebook Site.

**Indoor Improvements**

Good things are happening. The school is waiting for an order from Community Play Things from Argyll and Bute Council for the Pre-5 Unit. The whole room has been planned with the community play things in place. Everything is wooden and is a fantastically re-designed zoned space. Once the new items are in place there will be items surplus to requirements within the unit, these will be sold as a fundraiser.

Phase 2 of the Pre-5 Unit enhancements are very extensive and include a changing area in the toilets, parents waiting area, a safe bubble, door going outside, new flooring and fencing. These works are due to take place during the summer holidays.

A nurture area has already been created within the pre-5 unit with new sofas, book shelves etc. Already very valuable space.

**Easter Events**

There have been changes to the Easter events.

There is a change to the Easter Assembly, this is now taking place at 31st March at 10.30am.

Egg decoration will take place on Wednesday 29th March.

It was suggested that an Easter Egg hunt could take place after lunch on 31st March before school finishes for the holidays at 2pm.

**Action: Maureen to see if she can purchase eggs whilst away next week. These will be purchased from Parent Council funds – all school including Pre-5 Unit. If not then we will look at purchase through Amazon.**

**AOCB**

Port Ellen Primary school have reached the finals of the Education Scotland Science Award which is fantastic news – led by Mrs Harrison and Mrs Clarke as well as the pre-5 unit, the school has been producing excellent results. Education Scotland will visit the 3 finalist schools and meet with pupils, parent members etc. before the winner is announced at the awards ceremony for STEM (Science Technology, Engineering and Mathematics) in June.

Bowmore Primary School is going to be inspected so after the holidays Maureen will spend two weeks in Bowmore, putting just one day into Port Ellen during this time. The inspection is taking place w/c May 1st.

The meeting closed at 7.45pm.