MINUTES of the meeting of the Walker Road Primary School Parent Council

on Tuesday 10th February 2015 at 6pm.

Present

Lesley-Anne Yeats, Christopher Wright, Kath McGee, Kathleen Mulloy, Audrey Nagamura, Emma Wrigley, Jill Merchant (Head Teacher), Kate Tees, Emily Storey, Gill Graham, Lesley Anne Munro, Sarah Gerrard, Karen Simpson, Kathleen Mulloy

1. Apologies

Michelle Burnett, Steevi McInnes

1. Minutes of last meeting
* confirmed by CW and seconded by MB

3. Constitution, Roles and Responsibilities

* LY amended old one to include PTA & PC roles and sent to CW to review and will be distributed to all members to review and confirm at next meeting
* discussed whether should invite local councillors to PC meetings or hold a seperate event?

4. Headteacher’s report

* Green Flag
* Walker Road is now an Eco School and was awarded a green flag.
* teachers will get flagpole so it can be flown outside
* School Dinners
* trial for accord card payments delayed due to IT issues.
* school wont be able to accept cash to load cards, this needs to be done online or at Marischal College/Points
* School Blog
	+ presented to PC will be trialled this weekend and the go live if all well.

5. Projected Outlays / Financials

* Balance in Account
* Balance in Account is £5893.48. This includes £275 payment to Spree. £100 for selling them.

 It doesn't include £60.94 paid out for Valentine Disco stuff - sweets, glitter, glue.

 KMcG paid out £10 and has been reimbursed out of petty cash.

* + NESCU are transferring the money from the old account into out BOS account and closing it
* **Upcoming Commitments**
* Pay £1000 to P7's for hoodies and prom proposed by LAY seconded by CW.
* The amount paid to P7s for hoodies and prom is not set at £1000 and must be reviewed and agreed each year.
* Agreed to set up £100 petty cash for PTA. SG is treasurer, receipts must be kept and a receipt book for cash paid out so there is a full audit trail.

6. Planned Events

* **Valentine Disco**
	+ Letter issued to parents, 9 helpers responded
	+ MB will prepare floats on Monday
	+ Guess Bear’s Birthday will be drawn at P4-P7 disco, bear will be shown at assembly on Friday, tickets on sale 8.30-9.am and 2.30-3pm next Mon- Thurs @ 25p each
	+ Request teacher volunteers as PVG checks not complete
* PTA proposed the following events:-
* Prize Bingo Night on 26th March 2015, need more prizes including kids
* Xmas Fayre on 29th Nov 2015, book tables now, apply for let in march
* Shorts n Shades 25th June 2015
* P7 Prom 2nd July 2015

7. Update from Torry Community Council

* Email received from TCC Secretary providing support to Walker Road PC
* Next Meeting 19th Feb 2015

8. Any Other Competent Business

* Big Noise
* start working in schools after Easter Hols
* launch concert for P1, P2 and their Parents on 29th June
* opportunities to play at events
* Next Mtg on 25th Feb at Torry Academy - EW attending
* PVG/First Aid
* EW and SG to complete first aid training on 27th Feb
* Office bearers of PC and PTA to complete PVG checks where this has not been done – AN to action
* Training
* CW, LAY, AN to attend blog training on 27th Feb
* LAY to get more info on engaging with EAL parents from Parent Council Support
* Car Park
* Parents concerned about residents/parents cars driving carelessly in car park, JM has tried to address this before but nothing legally can be done. Raise awareness within school e.g. walk to school, big banner, eco group project?
* Parent Council/PTA Complaints Procedure
* To be developed by CW and published on blog so Parent Forum are aware of how to make complaints.
* P7 Year Books
	+ P7 pupils pitched an excellent request for funding for a year book, this will be £14 each. CW & LAY will meet with them next week to assist with how to go about fund raising for this, e.g. college students designing it, print houses printing it etc

9 Date of next meeting

Tuesday 10th march 2015 @ 6pm (aiming to finish by 7.30pm)