Muckhart Primary School Parent Council - Meeting Minutes

31st August 2020

Location: Google Meet

7:00 – 8:30 P.M.

In attendance: Lesley McGlinchie, Becky Graham, Kirstie Nelson, Alex Monaghan, Jayne Price, Ruth Stewart, Jen Campbell, Katie Bacon, Eilidh Wallace, Sarah Cunningham, Val Whyte, Liz Logan, and Allison Coppock

**Welcome & Introduction**

Becky Graham welcomed all the attendees and thanked them for their time. A great turn out of attendees.

1. **Minutes of meeting on 24.06.20** – all approved.
2. **Return to school update – Mrs McGlinchie**

The children have settled in really well, respecting the amended rules and following the guidelines. The staggered start and drop off is working really well. Bubble’s have been queried considering siblings and children going to the same child minder, however these guidelines need to be followed as best we can to keep the school open. Parents would be reminded that we still need to follow the 2m distancing rule, particularly on the path. Mrs McGlinchie will contact Health and Safety about getting some markings put out on the driveway just to remind parents of the distance.

Becky thanked Mrs McGlinchie for all her efforts to keep the children safe and happy on their return to school

1. **Financial report and Parent Council money handling– Alex Monaghan**

Report circulated. Large amount of expenditure later in the year (the marquee and the Christmas tree invoice). We are sitting just about £3000. £2700 has been allocated as expected expenditure which leaves only £350 approximately by the end of June so we will need to consider some fundraising. As shown in the financial report, money has been allocated to school trips, Golden Days, Halloween, Maths resources, Lockerbie etc. Some items that we had planned to spend money on have had to be taken off the list, such as sports kit. This wasn’t considered a priority for this year.

Alex has researched the guidance for Parent Council money handling and proposed we use the guidelines provided by CONNECT as it is practical and clear. Alex suggests we have a small discretionary spend of up to £100 that Alex, Becky and Deby could authorize without seeing further approval from Parent Council members. Through discussion there was debate as to whether the one member of the council could have the power to veto an expenditure over £100 – Becky Graham shall research this further when she updates our PC’s constitution.

1. **Parent contact list and GDPR – Becky Graham**

The Parent contact list historically contained a lot information. This will be amended to just include the e-mail addresses. This information will not be circulated among the parent body. We will have to ensure we have the proper Data Protection policies in place, so our GDPR will be updated and shared on the school website for parent’s perusal. At the beginning of each session we will contact all parents to let them know that hold this information and reminding them that they have a right to choose as to whether they would like to opt out. We shall also remind them of how this information is used; so that the Parent Council can communicate by e-mail. Any correspondence will be bcc (blind copied). The e-mail will only be used for disseminating information about Parent Council and to share council issued updates.

When this e-mail is sent out it will be accompanied by a copy of our updated GDPR policy. The Facebook policy is currently being revised by Jayne Price and will be reissued soon.

1. **Fundraising** –This will look a bit different. The Soup and Sweet will sadly not be able to go ahead this year, however there are several ideas: a hamper, a book sale, a pre-loved buy and sell site, Christmas cards.

Jayne Price will organize an Usborne book sale. A closed group is set up on Facebook that you have to join, by joining you will be able to access the catalogue and make your orders. These can then be bought online and will then be delivered to the school and a percentage of the proceeds will go towards the Parent Council.

Kirstie Nelson will arrange various hampers.

Ruth Stewart will organize the Christmas cards.

Jayne Price and Allison Coppock are happy to organize the Christmas trees with Jonathan Bacon volunteering to help deliver the trees again.

Jen Campbell is more than happy to set up a Pre-loved buy and sell website. This would involve people using our buying/selling group to sell their pre-loved items and they can choose to donate a portion or all of their proceeds to the Parent Council. Kirstie Nelson will contact Terresa Geisler as she set up the Dollar Muckhart Buy and sell site. She also suggested reading up on the Gumtree and eBay guidance too. Alex Monaghan suggested payment be made directly to the Parent Council bank account which will avoid the exchange of cash.

Katie Bacon suggested a take-away Soup and Sweet. This is a consideration, however there are a lot of restrictions and guidelines that need to be met, particularly as we would be doing it out of the Coronation Hall as well as the COVID considerations. A MacMillan Coffee morning is being hosted in the village hall in September so we will learn from them in order to consider hosting a take away soup and sweet.

Sarah Cunningham suggested an auction of skills. This has been done in the past, attached to a quiz night and with great success; people could offer different services such as gardening. Alex Monaghan suggested we do an online quiz and roll in the auction with it as well. cahoot, House party, Zoom or Google Meet could be used to run the quiz.

A calendar of proposed fundraising events would look like this:

September/October – Usborne book sale

October/early November – Christmas cards

November – hampers

December – Christmas trees

February - quiz and auction

April - soup and sweet take away

1. **AOCB** – the Community garden. Jonathan Bacon has kindly helped to maintain the community garden and is happy to continue to maintain the grounds. Heidi Nelson will continue to manage the vegetable patches.

Date of next meeting, the AGM 2nd November