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| Sunnyside Primary School | School badge |
| **blend2** |
| Parent Council Meeting |
| **Date:** | 26th November 2018 | **Time:** | 7:00pm |  |  |
| **Attendees:** | Leeann Currie (Chair), Claire Dilleen, Helen McNaught, Gillian Goodwin, Victoria Struthers, Michelle Campbell, Will Kay, Natasha Woods-Wakefield, Ruth Murray, Cllr Kenny Earle Denise Penman (HT), Phil Mathis (DHT), Emma Cuthbert (PT)Angie Ross (Senior EYW Nursery)  |
| ***Apologies:*** | Charlene Anderson |

**1.0Welcome and Apologies**

* Leeann welcomed everyone to the meeting.
* Apologies received

**2.0 Minutes of Previous Meeting and Outstanding Actions**

* 1. Basic Skills Cycling Course, scheduled for later this week.
* Recyke-a-bike to provide bike-ability course. All pupils will now take part in the basic training. Advanced bike-ability will be offered later in the year. All pupils have been advised to wear warm clothes.
* Going forward, it is planned that the bike-ability programme will start in P5 (Level 1) and move onto Level 2 in P6 and Level 3 in P7.

2.2 School Fundraising Charity

* To be confirmed. Fund-raiser for Children in Need planned.

2.3 Uniform Questionnaire

* 172 parents & 240 children have completed the survey.
* Survey results to be analysed and an updated uniform policy to be issued after Xmas. This will give parents 6 months preparation. **Action DP**
* Preference for P7’s uniform to be different
* Black is currently the preferred choice for bottom half, although Gillian pointed out that grey has always been the bottom half colour.
* Scotcrest to be contacted, once uniform agreed. **Action LC**
* PE Kit will not be ‘uniform’.

2.4 DHT Post – interviews complete and post appointed.

* Mrs Sinead Jones has been appointed as Depute Head Teacher.
* Mrs Jones is currently a principal teacher in Glasgow. It is hoped that she will take up her post in January, however she plans to visit the school on Friday 7th December to meet staff and pupils.
	1. CCTV
* Facilities Management have comfirmed it will cost just under £4000 to upgrade the system.
* Installing a few extra cameras will cost in the region of £1500.

2.6 Tesco / Asda Tokens – to be discussed

2.7 Christmas Fayre

* Reminder to be sent to all Staff that help is required at the Xmas fayre. **Action DP**

2.8 Story Teller Book / Scottish Opera

* Scottish Opera booked for January.
* Mac-A-Story booked for Nursery to P5. This will also involve staff training and a follow up workshops.

2.9 Payment Schedule Trips (Dalguise) **Action DP**

2.10 First Aid Training

* Leeann to contact Coalfields Trust to enquire about First Aid training. **Action LC**
* Sports Development basic training is planned for February – approx cost £50.

2.11 Sports Development classes.

* Teachers are being issued with a list of pupils attending classes & pupils are being reminded to attend.
* PE students to assist SD activities

**3.0 Mrs Cuthbert Update**

3.1 The School is working with the Education Team in the centre to raise attainment in reading.

3.2 Library

* There has been on-going work in the library to improve the nursery, it has been gutted, displays improved, comfy chairs introduced.
* The dewey system has been removed, with books now grouped by Author initial colour. Non-fiction books are grouped by topic.
* Pupils have been interviewed for librarian roles.
* Volunteer forms are to be issued to parents who have previously expressed an interest in volunteering in the library.
* The library is much improved and Ian Keene (Spiers) has said it is one of the best in Clacks.
* Ian Keene has been into school explaining availability of ebooks. There are 3 boxes of books in the library which the school can have. PC to donate money towards books.
* Novels have been purchased for class sets. Kipper, Biff & Chip books are still used to supplement new reading scheme. Picture books to be updated.

3.3 Letter P1 & P2 reading parental engagement sessions

* 3 different themed sharing sessions are planned.

3.4 Cardboard magazine holders required. Ruth may be able to source some.

**4.0 Chair Update**

4.1 DHT Appointment

* Leeann was involved in the interview for the new DHT.
	1. SPTC roles and responsibilities
* Email received from Diane Cherry; Improving Outcomes Engagement Officer, with PC roles and responsibilities.
* Natasha’s email to be provided to Diane Cherry. **Action HM**
* Additional controls to be put in place to ensure money is counted at the event by more than 1 PC member. Money also needs to be banked or held in a safe overnight.

4.2 PC Training Courses

* Training Courses are available in how handle money, insurance, etc. On-Line courses are also available.

4.3 PVG Checks for PC helpers

* DP confirmed any volunteers working with children on a 1:2:1 must be PVG checked.
* Parent volunteers who are ‘in and out’ helping and not working on a 1:2:1, do not require a PVG (but cannot be on a 1:2:1 with pupils).
	1. Use of Canteen
* Canteen must be booked for future events due to allergy issues within the school.
	1. Parent Council Leaflet to be developed. Action : HM

**5.0 HT Report**

5.1 Angie Ross (Senior EYW) from the Nursery attended the meeting to give an update on nursery activities.

5.2 Staffing Update

* Melanie Higgins (Early Years worker) has joined our nursery team. She took up position on Monday 19th November.
* Mrs Lynsey Henry (learning Assistant) has been appointed as a learning assistant to support the nursery over the lunchtime period and to ensure that children who attend all day have quality learning experiences during this time. It is hoped she will join the team in January.
* Mrs Dunn has resigned to focus on her family. Mr Fergus will cover class and is already in class on a Friday covering / working alongside Mrs Dunn.

5.3 Food Families Future

* The school is working on the Food Families Future initiate in conjunction with Children’s Scotland. This aims to support young people and families in holiday times.
* Mrs Penman has made visits to schools outwith the authority to see how they operate the scheme.
* Other parties involved include the 3rd sector; lady who runs the Gate Food Bank and the NHS.
* Angie Ross& John Ferguson are on a working party to drive forward. Victoria and Gillian are interested being involved in the steering working group.
* Permission has been granted to use the school kitchens.
* NHS to provide a Community Chef, who will train volunteers to gain food qualification / training elementary food prep.
* All options being considered including a supper club over 6 weeks, lunch club over summer, etc.
* Mr Mathis is meetings with Tesco & Asda to discuss them supporting the initiative with food / donation. Possibly with blue tokens scheme.
* Aim of the scheme is also to build relationships with local business
* Will Kay volunteered the support of PE Students.

**6.0 Nursery update - Angie Ross**

6.1 Christmas Fayre

* Nursery children are making Xmas decorations to sell at the fayre, along with hot chocolate and reindeer dust and salt dough.
* Mrs Ross to check who can help. Mrs Ross and Mrs Horton can help with set up

6.2 Parental engagement on Nursery Snack.

* Variety of foods are being trailed by pupils and parents.
* Changing from fruit, to making pizza and homemade soup, etc.
* Nursery snack menu will be revamp after consultation.

6.3 Book Fayre

* Nursery pupils attended the book fayre.

6.4 Carol Concert

* Nursery will also be involved

**7.0 Treasurers Update**

7.1 £2,914.09 in the bank. Available balance - £700

7.2 Planned expenditure:

* Learning logs £700
* Scottish Opera £640 & Story Teller – Feb / March time
* £360 outdoor classroom

7.3 Income:

* £60.80 Bags to School.
* £15.73Tesco Money

**8.0 Greenfield Update – Cllr Earle**

* Public meetings were held 6 & 4 months ago.
* Development starting end of year 2018 into Jan. The plan is that the extension will be demolished.
* Concerns were raised over the building site, and the temptation for pupils to go in.
* Potential issues with walk to school routes.

**9.0** **Outdoor Classroom**

* There continues to be issues with the outdoor classroom (roof and benches warping)
* There should be an annual inspection on it, but the Council are not keen to complete these as there are concerns with the structure and it’s construction therefore they are reluctant to take responsibility / ownership of it.
* Alan Kane was not an approved Council provider and no building warrant was applied for. Retrospective building warrant was required.
* Structural engineers report to cover roof.

**10.0 Parent Forum Input**

10.1 Book-Fayre

* Considered an additional expense to parents.
* Mrs Penman confirmed the Book People bookfayre will be in the summer term, which is likely to be more reasonable.

10.2 Allergy in School

* Parents / Carers / Pupils are being continually reminded about the allergies in the school and the type of snacks which have nuts in them and must be avoided, e.g. Picnic bar, oreo bar, nutella sandwiches, etc.
* School disco’s and PC events. Parents are responsible for the pupils allergies at these events. Note to be added to disco notice.

10.3 P& Leavers – hoodies to be replaced by Year-books

10.4 Xmas Fayre extra resources - Leanne to contact Mr McGhee (Alloa Academy) and ask if any pupils are interested in volunteering. **Action LC**

10.5 Trip Money – PC contributions towards trips to be reviewed. P5 fundraising to reduce cost of £18 trip.

10.6 Xmas Fayre – Victoria provided an update on the Xmas Fayre.

**11. Date of next Meeting**:

 Monday 21st January

**12. Summary of Actions arising from Meeting**

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| **Ref** | **Action** | **Owner** |
| 2.3 | * Uniform policy to be issued to parent early in 2019
* Scotcrest to be contacted with new uniform requirements
 | DPLC |
| 2.7 | Staff to be reminded that helper are still required at the Xmas fayre | DP |
| 2.9 | Payment Schedule to be issued for Dalguise | DP |
| 2.10 | First Aid Training to be organised | LC |
| 4.2 | Natasha’s email to be provided to Diane Cherry | HM |
| 4.5 | Parent Council Leaflet to be developed | HM |
| 10.4 | Alloa Academy to be contacted asking for helpers for Xmas fayre | LC |