**Minute of Tuesday, 26 November 2013 at 6.00 pm**

**Present:**

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| Alison Lucas(AL)Chari Laurie (CL)Di Maxwell (DM)Donna Kirk (DK)Elaine Watson (EW)Fiona Gibson (FG)Gail Currie (GC)Gillian Dunn (GD) | Julie McConnachie (JMcC)Kerry Higgins (KH)Kerry Murray (KM)Kirsty Little (KL)Lorna Mitchell (LM)Mary McNay (MMcN)Nadine Mawer (NM)Suzanne Grant (SG) |

**Apologies:** Allison Heron; Donna Mason; Elkie Astley; Kay Penman; Michelle McBurnie; Suzanne McGarva and Tanya Russell

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| 1. **Apologies**

Apologies were received as noted above. |
| 1. **Welcome by the Chairperson**

KL welcomed everybody to the meeting. |
| 1. **Minutes of the last meeting 30 September**

The minutes were presented and agreed, following a proposal and seconded from Suzanne Grant and Gail Currie respectively.  |
| 1. **Capture Expectations**

KL wanted to capture the groups’ expectations for the meeting. These were as follows:* In take for P1 next year
* Christmas cards
* School photographer
* Snacks for pantomime
* Crackers for Christmas lunch
* Jobs for the disco
* Length of meetings / length of minute
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| 1. **Items of Business**
	1. Parental Involvement Meeting – update by KL

GC and KL attended the meeting which Andy Pattie opened. The meeting covered the following topics; Primary Partnership Process; Maths testing; mental maths strategies; Budget and multi 8 strategies of recruitment process for teachers; parent councils and school inspections and National Forum. They thought this was a very worthwhile meeting and good for office bearers roles if need support or training.* 1. Cluster Working Review – update by EW

EW reported to the group that she has been appointed as designated head teacher for the 3 schools when the partnership starts. No date has been given as yet and EW is not in a position to start as yet. Aiming for all schools to be up and running in August 2016.* 1. Learning Town Meeting – update by EW

GD, NM, EA and EW attended the Learning Town Meeting which was held at Dumfries High School on 14th November. There are now 4 developed options which will be considered by Education Committee on 13th December 2013. The members present at the meeting went through the options and completed a scoring sheet which will be sent to the Council. These will be collated up until 12 December 2013 to help inform the Outline Business Case.These papers are on the website [www.dumgal.gov.uk/dumfrieslearningtown](http://www.dumgal.gov.uk/dumfrieslearningtown) with a video of Clare Rentine presenting the 4 options.* 1. Bonfire Bingo Review

KL reported that the bingo had been a successful event and demand was high for the tickets, but a good night had been had by all. This event raised £574.50 (£452.72 after payments deducted). Feedback raised concerns that some felt it was an expensive night and confusion over the home baking for tables. KL clarified what was on the intitial letter that the home baking was for the home baking stall and tea; coffee and biscuits were available at the interval.* 1. Christmas Disco

EW reported that the letters have gone out and there are lots of people wanting tickets. It was noted that Nursery parents must stay with their child at the nursery disco.KL asked for volunteers to help with duties on the night e.g. taking tickets; supervising the hall and toilets and making sure children are signed in and out of the building. KH was going to make the trip to the cash and carry to buy the water and crisps. |
| 1. **Sub-groups Update**
	1. Trim Trail & Garden

GD provided an update to the group regarding the progress on the garden. * Stones: GD had emailed Hoddom to organise the delivery of the stones and this was possibly happening on Tuesday. A plea for volunteers to help shovel the stones will go out by text message to parents. The price of the stones has been confirmed at £134.60.
* Wood Chip: GD also is putting out a plea for a big trailer or tractor to get some wood chip from Kingons at New Abbey.
* Raised Beds/Planter Seats: GD also spoke to Graeme Dunn and plans are in the hands of the joiner, prison; making raised beds and planter seats. The Prison was very impressed with what the kids had done.
* Willow structure – The willow structure has now been assembled in the nursery garden. Thanks to Sarah Dillon; Sarah Dempsey, Michelle McBurnie the children; parent helpers and the gardener Liz. GC informed the group that she could source tree stumps if we would like to make benches; stepping stones and seats.
* Visits to Schools: EW informed the group that on the last day of term before October holidays, the pupil council visited Shawhead and Lincluden. The children saw two very different play grounds, tyre swings; hills; willow den; hut and chat shed; big sandstones; basket ball net and trim trail.

FG and GD have got someone who has experience in filling out funding application forms to help to help them apply for funding. They are also going to contact one of the companies and ask them to come out to carry out a free survey’s of the ground and provide an estimate. EW will contact Alan Kerr, Clerk of Works to find out what is feasible or not. |
| 1. **Head Teacher’s Report 26th November**
* School Glow Blog is up and running. We had some parents come along to the information evening to find out more about it. Children have had a focussed week adding posts about WQD. Comments from parents are limited. Hopefully this will pick up as they become more confident with it. We are still in the process of uploading all info onto it.
* All classes are working hard to develop skills in retelling and summarising and comprehension and understanding of texts. I have undertaken learning visits to all classes to see this in action and I can see an improvement in confidence in this area and there is some good work taking place in the classes in this area.
* INSET - NM, MMcN, MP attended further training on the Cumbrian Reading Intervention, RD,NL,NS will attend PE Course. Nursery staff will work on their nursery development plan. The school is being used for 3 courses on Thursday.
* Members of staff are still participating in curricular support groups NM Science, NL Technologies and NS Social Studies. This will support our curriculum for excellence development in each of these areas.
* Successful Get Bright Day I Bike project and some people have placed orders in the bike sale
* Learning Conversations on 10th and 12th Dec. As these are new arrangements we will ask for feedback afterwards to see how beneficial it has been.
* Busy practising for Christmas Assembly, every class have a song and P1/2 will lead the assembly. Nursery will have their special event and Nursery Parent and Child Art and Craft Session is back.
* Dupont World Quality Day project was extremely successful again. The focus on recycling captured the children’s enthusiasm. Again those from Dupont were very impressed with the quality of the work. We have discussed how we can work with them more often throughout the year.
* I had a good turn out for Parent Drop In and we had a good chat about a range of things. It was discussed that perhaps we need to revisit CfE with parents and organise a session to inform, update and revisit many aspects and new developments of CfE. We discussed Big Maths/basic processes and how they are taught and Reading Assessments. Parents would like more info on these areas. We have created a rationale for the school. Share this with parents and send out to all parents after the holidays.
* Photographer. I did talk to the lady about your concerns. She took on board these and will feed them back to the appropriate person in the company. Many of your concerns were concerns already expressed in other parts of D&G. She said that you can buy photos on a disc and then you can use them as you wish. We are not in a contract with this Company. We have booked a day for her to come back and take group photos. It has been suggested that we ask parents which style of group photo they want. We do get a lot of commission from this company which does help in this current climate.

Pupil Council visited Holywood and Lincluden and saw 2 very different playgrounds. |
| 1. **Financial report update**

KH reported that the balance was currently sitting at £4926.73 and everything has been banked and current debits have been paid. |
| 1. **Community Council Update**

EW gave an update to the group who attendance the meeting in GC absence. Discussion took place about the roundabout at the Garroch/Hospital/Glen; traffic calming measures on Waterside road and the playing field.Community council minutes can be viewed at:<http://www.troqueerlandward.org/minutes.html>  |
| 1. **Any other business**

KL circulated a thank you card from Mrs Scott thanking the CPA for the orchid she received for her time as Secretary of the CPA. SG also thanked the CPA for the orchid she also received for her time as treasurer of the CPA. |
| 1. **Capture Concerns and Benefits**
* In take for P1 next year - EW informed the group that January is the month for enrolment and parents will be required to go to their catchment school to enrol. EW confirmed that 19 P7 will be leaving, however, school roll is currently sitting at 109, so 9 will be taken off to get school roll back down to 100.
* Christmas cards: all cards will be distributed out tomorrow.
* Nursery Presents – the nursery presents have been wrapped.
* School photographer- feedback was taken on this years photographs and the ffedback was positive
* Snacks for pantomime - The CPA will donate and make up the snack bags which will contain water, crisps and a fun size chocolate bar. EW informed the group that there were 2 adult tickets left over for members of the CPA to come along and help. FS and KH volunteered
* Crackers for Christmas lunch – CPA have offered to buy the children crackers for their Christmas lunch.
* It was agreed that the CPA would send out a diagram showing how the CPA money has been spent with the next newsletter
* Jobs for the disco were allocated
* Length of meetings / length of minute – tonight was a long meeting due to going through the learning town options. Meetings will last 2 hours maximum.
* Bench– The school received money from the community council before it was disbanded in the old form to purchase a bench. GC is currently looking into possible options. EW is going to check the school funds as the money may have been paid into this account instead of the CPA account.
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| 1. **Date of next meeting**

The next CPA meeting will take place on Wednesday, 22 January at 6pm. |