**Minute of Monday, 30 September 2013 at 6.00 pm**

**Present:**

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| Alison Lucas(AL)  Allison Heron (AH)  Chari Laurie (CL)  Donna Mason (DM)  Elaine Watson (EW)  Elkie Astley (EA)  Fiona Gibson (FG)  Gail Currie (GC)  Gillian Dunn (GD)  Julie McConnachie (JMcC)  Kay Penman (KP) | Kerry Higgins (KH)  Kerry Murray (KM)  Kevin MacKay (KMacK)  Kirsty Little (KL)  Lorna Mitchell (LM)  Mary McNay (MMcN)  Michelle McBurnie (MMcB)  Nadine Mawer (NM)  Suzanne Grant (SG)  Suzanne McGarva (SMcG) |

**Apologies:** Donna Kirkand Tanya Russell

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| 1. **Apologies**   Apologies were received as noted above. | **Action** |
| 1. **Welcome by the Chairperson**   KL welcomed everybody to the meeting. |  |
| 1. **Minutes of the last meeting 25 June**   The minutes were presented and agreed, following a proposal and seconded from Kerry Higgins and Elkie Astley respectively. |  |
| 1. **Capture Expectations**   KL wanted to capture the groups’ expectations for the meeting. These were as follows:   * Update on gardening and playground improvements * Know what we are doing next * Social Activities, what’s happening for the children * More men to attend the meetings |  |
| 1. **Review Ground Rules**   KL presented the ground rules to the group and asked members to confirm if they were still relevant. Members were happy with these and had no changes to make. |  |
| 1. **Items of Business** |  |
| **6.1 CPA Constitution – amendments for consultation**  KL reported to the group that the CPA officer bearers had met to review the CPA constitution. KL presented the constitution highlighting the minor amendments in bold for approval by the group before this is circulated to the parent forum for approval.  The group had discussion around the first objective *“To work in partnership with the school* ***and nursery*** *to maintain a welcoming school which is inclusive for all parents”*. The word nursery was originally taken out of the constitution so the school and nursery was seen as one entity and not separate. Members raised the issue that when their child was at nursery they did not think they could be part of the CPA meetings until their child was at school.  After looking at guidance on “Constitutions Made Easy” by The Scottish Parent Teach Council, KL raised with EW about adding a paragraph about what to do if a member of the CPA brought the committee into disrepute and what measure would be taken. EW contacted Jo Cochrane from Education Services to taken some advice. Jo has provided some wording to be added to the constitution.  **Agreed:**   * To change ‘and nursery’ to read ‘ including nursery’ * To add in a paragraph detailing what would happen if a member of the CPA brought the committee into disrepute * To circulate the CPA constitution to parent forum for approval |  |
| **6.2 Review suggestions/feedback from parents on return slips**  KL read out the completed suggestions/feedback return slips to the group.   * *Why are we CPA meetings on held on Wednesdays*   It was agreed to hold the CPA meetings on different nights to give everyone the opportunity to attend.   * *Encourage more parents to come along and good communication with parents*   KL reported that the CPA is continually being discussed in the play ground to raise awareness. A more regular CPA newsletter would be sent out  once a term and more use would be made of the notice board outside the school gate. It was suggested that pictures of the group and events might attract new people to attend the meetings.   * *Electronic communications:*   Suggestion around getting information sent out electronically as people have easier access to smart phones and email. EW reported that the school newsletter is still being issued in hard copy or by email until the school blog is up and running. When the blog is available the newsletter will be made available online and there will also be a specific page on the school blog for the CPA, so agenda and minutes and be displayed.   * *Diary home for parents*   Suggestion around giving parents of nursery children advance information about what topics the children will be covering so parents know what direction the children are going and how they can help them at home. AL informed the group that they are continually working on topics and details of what the children will be working on, is put on the nursery notice board. This information will be added to the school blog when it is up and running.   * *Outdoor area and garden outdoor play equipment*   This will be covered in item 7.2 |  |
| **6.3 School Disco**  KH reported that after the AGM meeting on 17 September she contacted Jingles Disco. Unfortunately, Jingles Disco is fully booked for Halloween this year. However, KH suggested a Christmas Disco as Jingles is available on 3 December. The group decided that it was better to have a disco than not have one at all. Because bookings have been an ongoing issue KH provisionally booked Jingles for Halloween next year. Halloween falls on a Friday, so it has been provisionally booked for the Tuesday before. The same time has been booked 4pm – 9pm so the nursery can be included. The price has gone up by £10 this year which takes it to £140.  **Agreed:**   * School Christmas Disco on Tuesday, 3 December. * Let for Disco needs to be organised |  |
| **6.4 Christmas Cards**  The children have started to design their Christmas card and some parents have been in helping again this year. The same procedure will happen this year – cards will be printed at the Print Unit; Envelopes will be purchased separately; cards will be sold in packs of 12; designs will be on display at the Parents Open evening on Thursday, 3 October. Orders will be placed and payments taken at the open evening. KL asked for volunteers to help at the opening evening to take order.  **Agreed:**   * + CL to confirm printing costs with Kenny Wallace at the Print Unit.   + Group call to be sent out to parents informing that orders must be paid for at the open evening.   + KH; DM and MMcB agreed to help at the open evening taking orders for Christmas cards. |  |
| * 1. **School Photographer** * *Suggestions on the slip – to co-ordinate photography at events*   The suggestion was around having co-ordinated photography at school event e.g. sport day; concerts etc and parents getting copies of photographs.  EW said that she had been approached to give clarification on the policy on taking photographs of your own children. EW clarified that you can take pictures and videos as long as it is for your own personal use and does not go on any social media.  EW will clarify with parents whether or not they can take photographs when events arise.  Link to Digital Image policy on Council website: <http://www.dumgal.gov.uk/CHttpHandler.ashx?id=4097&p=0>   * *Feedback about school photographer*   Some feedback has been received about the school photographer Tempest that has taken over from Angus Leigh. Concerns by parents have been raised about size of photographs; obtaining frames to fit photographs; the quality, selection of deals and price.  EW informed the group that Tempest is due to come on 29 October to take individual photos and will come back at a later date to take the group photos. It was suggested that we should ask Tempest what they can offer us and should give them the feedback received. EW will clarify with Diane Jackson, School Support Manger what we can do and what the next steps are. EW did state that nobody is under any pressure or obligation to buy the photos. |  |
| 1. **Sub-groups Update** |  |
| **7.1 Trim Trail**  GD reported to the group that she had gathered a lot of information about trim trail; garden things to put in; surfaces and the possibility of funding opportunities. GD also had information on a company that will carry out a survey, suggest ideas and complete the installation. The company also has a part payment plan which you can take over 3 years. This allows for funding raising plan to be put in place.  The group had discussion around filling out funding forms; where to site the equipment.  EW informed the group that the pupils have been working on plans. Each group had to come up with their ideas and the winning groups presented their ideas at assembly on Friday, 27 September. The pupils had identified traditional equipment like swings, willow tunnel and had identified the side grass area as an area not used. Suggestion for handprints on the wall of the school when pupils leave; talked about a Muriel on the wall to brighten it up. EW will be taking the pupil council on a visit to Holywood Primary and Lincluden Primary on Friday, 11th October to look at their play equipment.  Next steps is to figure out if the ground is suitable working with health and safety; have a joint meeting with the children to get their views and ideas; and cost out equipment and companies.  **Agreed:**   * AH and KM volunteered to work with GD in a subgroup. |  |
| * 1. **Garden**   GD informed the group that lots of digging had been happening including finding frogs! Two of the quadrants have now been prepared, ready for matting and gravel to be laid. Quotes have been gathered for the cheap gravel and discussion with the sellers has taken place. The washed gravel (pebbles) is the best type to go for as there are no sharp edges. Hoddom quoted £14 per tonne and 10 tonne is required. To buy in bulk is £25 plus the vat. It would cost just over £160 for the loose and £235 for bulk bag. The gravel would be delivered and tipped at the edge so we would be required to transfer it to the garden.  GD has also written a few letters explaining our cause and has sent one to Locharbriggs Quarry to ask for some sandstone so the children could create their own rockery. NM informed the group that the best person to speak to at the quarry is Beverley Hills.  The prison service has agreed to make up flower boxes. Graham Dunn who works at the prison service said that the Governor is waiting to hear back from finance as they are going to pay for it. Graham needs to know as soon as possible a list of our requirements.  NM and MMcN informed the group that the Gardening Club has been busy working on the quadrants; flowerbeds in roundabout and starting the compost bin next week. EW to give money for plants for planters there.  **Agreed:**   * To ask the gardening club to create a plan/design and ask what they would like * FG volunteered to be part of the gardening sub-group |  |
| **8.Financial report update**  KH presented an update to the group. KH and GC have now received the form to sign from the bank to maintain the bank account and to be approved signatures on cheques. KH advised that the Bank statement as at 30 august is £4700.79. However, not everything has been paid out from last school term e.g. leavers dictionaries, P7 leaving do, trips etc. |  |
| 1. **Community Council Update**   GC presented to the group a letter Stephen Shellard had received regarding the road structure for the new hospital at the Garroch. A detailed planning application with regard to the new road configuration is available on the ePlanning system at [www.dumgal.gov.uk](http://www.dumgal.gov.uk) There is a 21 day consultation period from 17 September during which all interested parties may make submissions.  You can view agenda and minutes of the Troqueer Landward Community Council on their website: <http://www.troqueerlandward.org/> |  |
| 1. **Any other business**   **Dumfries & Galloway Standard £10,000 giveaway**  FG has registered Cargenbridge Primary School for the Standard’s £10,000 cash give way. The Standard will publish the groups that have been successful. The more tokens you collect, the more cash you will get. Anyone can cut out the tokens and donate them to one of the groups who have enrolled in the Wish, then all the groups have to do is hand them in after the deadline and wait to see how much money we get.  **Outdoor Seat**  GC raised the issue about the seat required to be install. All seats bought are purchased through Dumfries and Galloway Council.  **Outdoor area**  GD started a discussion about the area across the bottom of the big hill where the wall is and netting. AH and FG had suggested buying something to put on there for example, treated plywood covered with chalk board paint so the children would be able to use it. This would help hide the rocks and the weed. It was noted that it couldn’t be blocked off as it is there for drainage purposes. It was also noted that P7 have been talking about having chalk boards in outdoor class room.  **Head teachers report**   * Pleased to say that everyone has settled in well to their new classes. All new P1 and nursery pupils are becoming familiar with their new routines and enjoying their new challenges and learning. * Our new staff members Mr Parkhouse and Miss Duffell are settling in well * P6/7 Team teach situation is going well and a meeting was held for parents to inform them of how the class was being run. There was a good turn out and parents seemed pleased at how well their child has settled. * Nursery staff have participated in little big maths which is for early level. The nursery will introduce some of this programme after the October holidays. * School Glow Blog is taking a bit longer to get up and running than anticipated. Lorna Purdie, Glow Dev Officer will be supporting us to get everything in place before it goes live. There be an Info evening for parents on 6th Nov. * Our “Pupil Voice” groups are all up and running – PC, House/Vice, Bike Crew, JRSO, Librarians. Have discussed further possibilities for House and Vice Captains to have more responsibility. * Staff have all participated in a refresher Child Protection Training Session, organised through the cluster * All pupils have been assessed in reading using PM Benchmarking. This has highlighted for each pupil areas of strength and next steps. Overall areas which need to be looked at across the school are summarising and comprehension and understanding of text. * Well done to all those who participated in Active Games, in particular the Netball team and Sara Collier. * NM, MMcN, MP attended training on the Cumbrian Reading Intervention, which sets out intensive support which can be given to pupils who find reading difficult. * 3 members of staff have joined curricular support groups NM Science, NL Technologies and NS Social Studies. This will support our curriculum for excellence development in each of these areas. * I Bike project will continue and Miss Stewart will be the link person with R Davies * Further planning has been taking place on our new reporting procedures being introduced this year. * After school clubs up and running * Healthy Me topic has been successful and in groups the children have created posters highlighting their ideas to develop the playground. PC will visit Lincluden and Holywood on the 11th October * Miss Wilson in Nursery continues to work for the authority developing opportunities to support parents of pre schoolers. * Busy practising for Harvest Assembly, every class have a song and P2/3/4 will lead the assembly. * Dupont World Quality Day project will take place again this year in November. Theme is how Dupont are environmentally friendly and how they recycle. Each class will be given a challenge and the same format as the last two years will be followed. * Parent helpers have started and induction meetings have been organised. They are a great support to teachers and we thank them for their commitment.   **Agreed**: HT report will be a fixed item on the agenda.  **Events and Activities**  EW asked the group if they had any ideas of what we should be doing over the year. A lot of members thought some sort of beetle drive or bingo night has always been a success. It was also suggested that there would be one event held each term. It was noted that the McMillian Coffee morning had been a big success with £540 raised through raffle tickets, donations for dress down day and the coffee morning.  The group agreed to organise a ‘Bonfire Bingo’ on Friday 8 November at 6.30 pm – thanks to JMcC for coming up with the name! NM agreed to donate the bingo machine. MMcN and GD volunteered to help.  **Christmas**  The group discussed Christmas presents for nursery children and the pantomime trip for the school children.  **Agreed:**   * CPA will pay something towards the ticket and provide goodie bag for snack. * KD to organise the Christmas present for nursery children   **Parental Involvement Meeting**  EW had received a letter about the parental involvement meeting which takes place on 6 November at St Joseph’s College, Dumfries. Unfortunately, the Glow meeting is on the same night so EW is unable to attend with KL. GC offered to attend the meeting with KL if she is available. Parental involvement meetings are organised for head teachers and chairs of parent association to find out what is going on in the authority and what support is available. |  |
| **11.Capture Concerns and Benefits**  KL asked the members if they had any Concerns and benefits.  **Concerns:**   * + Length of the meeting KL: confirmed that this first meeting had a lot to get through on the agenda but most meetings would not last as long   + Upper school is not very well represented   + Ground rules – this will not be presented at every meeting, however, changes can be made on an ongoing basis   + School Newsletter – concerns that the CPA meeting doesn’t stand out and should be made bigger.   + Communication – the CPA will send out a newsletter every term   **Benefits:**   * + Nice to see so many people at the meeting who are interested in the school   + Very positive meeting   + Want to do their bit and help out   + Lower school is very well represented. |  |
| **12. Date of next meeting**  The date of next meeting will be held on **Tuesday, 26 November at 6pm**. |  |