

# Cargenbridge Parents Association

Minutes of meeting on Thursday 9<sup>th</sup> November 2017 at 18:30

Cargenbridge Primary School

## Attended

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Lorraine Anderson, Gail Currie, Scott Drennan, Gillian Dunn, Kirsty Little, Fiona Martin, Martin McGarey, Catherine Mackenzie, Nadine Mawer and Elaine Watson

## Apologies

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Elkie Astley, Karen Burgess, Brian Currie, Kerry Higgins, Talisa Irving, Donna Kirk, Nicola Milligan and Lorna Mitchell

## Welcome and Apologies

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KL check off previous items to get jobs done and checked off.

## Minutes of previous meeting

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- a) Approval of prior meeting minutes

First approval by GD, second approval by GC. AGM which preceded the previous CPA meeting will be approved at the next AGM.

- b) Matters arising following meeting

None.

## CPA Business

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- a) Diary of events for the next 2 terms

Discussion on looking at planning for activities in the run up to Christmas and for the following term.

The first suggestion was what the school Christmas event should be. The Christmas PJ Movie night was done last year and suggested this be done again. The school used to go to local pantomimes but these were moving around and then stopped. The Theatre Royal was considered but don't do anything during the day apart from weekends so wasn't a viable option. Conclusion reached that the Christmas PJ Movie night be done again. The date for this was set as Tuesday 12<sup>th</sup> December at 18:00 to 20:00. Two movies had been shown previously but the suggestion was that four movies be shown, one in each classroom. EW noted that this was fine as long as there was enough staff to monitor the four classrooms. SD to book let and send out the letter to parents for event with permission slips attached and include a request for parent helpers on the night. EW to check website list for suitable movies and to ask the children who are coming which movies they would like from the shortlist.

Agreed the movie night will be for the primary classes and will not include the Nursery due to the time. Instead, it was agreed that gifts are bought for the Nursery. FM to look into the choice of gifts and LA offered to wrap the gifts.

Discussion moved to Choir in the community at Drungans Drive which had been done last Christmas. EW spoke to Mrs Gallacher and the initial suggestions were to perform at the care home, Kilnford and at Loreburn centre. EW confirm with Mrs Gallacher.

For next year, there is usually an event in late January/early February. FM put forward idea about a Board game café. Also suggested was a Bingo event which was agreed as the event to take place. CM offered to be the bingo caller. The date was set as 2<sup>nd</sup> February 2018 at 18:30 and agreed there will be no charge for the event. Refreshments will be made available. A small raffle will also be held. KL to apply for alcohol license for events. SD to send out letter for event and arrange let.

b) Finance update (MMcG)

MMcG described the income and expenditure since the last update. The Christmas card packs sold well and were up on last year's sales. Only expenditures were for the Halloween Disco, Hall lets and some mulch for weed control. Money still needs to be paid out for Christmas expenses.

MmcG commented that the Halloween disco means an awful lot to the children on Halloween night and that it should be on the calendar going forward. Discussion around keeping as a fixed event on the calendar going forward. EW commented that the kids were looking for games in the main hall (e.g. dancing games) so possibility to include for next year. KL to contact Emma Currie to book DJ. GC to book Molly Mixture. Expected date of next Halloween disco Tuesday 27th November 2018.

c) Funding application

SD noted that a number of responses had been received for ideas to put forward for the funding application. Suggestions put forward included:

- Purchasing new cameras for the school to use in events and for recording school activities and learning.
- Musical equipment
- Foreign language resources
- iPads/tablet
- Chat shelter
- Small climbing wall with soft landing zone
- Maze, either painted, fences or walls
- Outdoor concrete table tennis table
- Marked out rounders pitch on school field
- Zip wire
- Better cycle parking
- Road junctions, etc painted on playground to help with Bikeability training

Brief discussion on what CPA funds could be used for and what could go forward for funding application as the nature of funding may determine which would be best for application. These ideas are to be discussed further.

d) Trim trail

EW noted that any future additions to trim trail will require a Clerk of Works to assess and sign off. Discussions moved to enhancements for the playground as a whole and to the school gym for the benefit of all pupils. MMcG raised point about the silver drains being quite slippery in wet. Also raised idea of some coverage of the playground to soften ground. Potential options looked at an estimate cost of £20 sq/m but doesn't require a foundation. EW noted this would need a Clerk of Works to assess. MMcG to send link to SD to send out to members for review. EW to check with Clerk of Works on requirements.

Netball stands were quite popular but consensus on how to develop these long term. Suggestion put forward for netball/ basketball court markings with concrete posts for fixed nets.

Noted there is still an issue with drainage on trim trail. MMcG suggested that if looking at changing part of the playground surface, maybe include flooring under the trim trail to deal with the drainage issue. Need for consensus with members to be taken forward.

CM noted that the raised beds are showing exposed nails and will need to be repaired so will need to get quotes. Alternatives for longer term solution looked at including using material other than wood such as Solway recycling materials. Discussion to be brought to next meeting.

e) Planters

Two planters from Lockerbie Tesco were brought to the school and the Gibsons donated trees to go in. EW asked about putting lights up for Christmas time on the trees; some fairy lights and bobbles. GC brought up at Council meeting that we had wanted to do more for the community. One suggestion was a Christmas tree and GC had enquired on cost of a tree. Suggestion put forward to ask for bobble donations. GC to get lights.

Painting of planters also discussed. Fiona Gibson had offered to paint these with the idea of the Cargenbridge School logo on them and plants up either side. They will need masonry paint and there is still some left over at the school. GD to organise who and when for painting. Committee agreed to buy paint if it can't be mixed for colours.

f) Stage

Emma Currie asked KL if could buy a stage for outside wall mural, thinking couple of pallets with plywood on top combined with a donated dress up box. Discussed around options for this. Gibson family have offered a couple of pallets and some decking boards which need power washed. They have also offered to construct but there will be a small charge. KL asked if OK to proceed with arranging this. Consensus from attendees to go ahead.

g) Christmas cards

Christmas cards have been proofed and are away to the printers with the belief that all parents have orders in and have paid up. EW to speak with Fiona Denholm regarding envelopes. Food bags and elastic bands to wrap them in to be organised by GD. KL to ask Chari for food bags. School to look at price for envelopes and order if OK. Need to send out request for help on packing envelopes.

h) Disco feedback

Covered at b) Finance Update. EW noted it was great success as did many of the attendees. The decorations were kept for future events. Noted that balloons burst easily when blown up but they were old balloons. The bouncy balloons proved popular.

i) Safety barriers/traffic calming

Louise Hastings has been contacted by Kimberly Philips (Ward officer) and is now looking into it. EW to update on progress. Already spoke to Kimberly, Claire Renton contacted and Colin Grant is aware of these items. Works have been sanctioned within school boundary. For outside the boundary, the person at the Council previously dealing with this has left the position. EW will continue to follow up.

j) No Parking signs

Commented that some damage to signs observed due to winds coming from behind the fence. Printing company replaced but would not be likely to do so going forward. Discussion for need to find a solution to prevent damage again. EW to keep an eye out for parking obstructions. Discussion around potential solutions for parking. EW to ask Education Dept. about painting roads within the school grounds. For existing parking signs, the ideal solution would be to affix to solid boards. EW to send out request to affix two boards to back of signs.

k) Blog/display of minutes

SD to email finished minutes to school office to get on notice board, nursery notice board and school blog.

l) Community council update

Agreed to let community council know in advance of events to publicise within the community.

## Headteacher's Report

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a) Facebook

The Facebook page is administered by KL and Donna Beatty. Issue arising in that every now and again, administrative intervention is required after genuine questions spiral into back-and-forth discussions. Query raised and discussion on whether to have a school ran Facebook page as opposed to a Parent's forum page, with further discussion around communications for events planning. EW noted the policy on Social media by DG Council would be something to consider in the implementation of any page.

MmcG noted that the guidance from STPC is that Facebook is to be used for information and recommends two admin officers. If something is posted which is considered offensive, then the user should be removed. Discussion around what is subjectively offensive as can be different to different people.

Agreement that the focus of the Facebook page should be used to ask questions to clarify information about events in school.

KL and EW to discuss administration and transition of ownership of Facebook page going forward.

b) Nursery fence

Quote received for the Nursery fence with £1,583.50 being the cheapest quote. EW noted that the new system in place requires that people have to be registered with website to put quotes and that the new system requires action to be taken when a quote is received. Previously, the agreement was to split the cost three ways. CM commented that the Nursery cannot contribute at present and so the proposal is to split half and half between the school and the CPA. Attendees took a vote on splitting cost this way and agreed to go ahead on this basis. CM suggested the Nursery could do a sponsored walk and backpay. Anything raised through Nursery sponsorship to be paid back in. EW to contact Clerk of Works to proceed.

c) Microphones

Used for end of term, Mrs Gallacher found PA system at price £185 before October holidays. Attendees took a vote to provide funds for purchase and agreed to buy.

d) Parental Involvement

EW noted that the first meeting discussed the aim of the Parental Involvement group, what parental involvement was and what we do well. EW to email SD with minutes to circulate to members. Next meeting Wednesday 15th 15:00 with the aim to create action plan to move forward. All welcome to come along.

Item to be kept on CPA meeting agenda going forward.

e) Cycle events

EW commented that a lot of the children liked the idea for cycling events, with 19 pupils in P4/5 enthusiastic about team cycling. This is something that we can take forward and introduce wider participation. EW and GC took actions to enquire further on availability of people to come in and take the sessions.

f) Chess club

Discussion around sessions for pupils to learn to play chess. EW to check what resources are available in the school.

g) Maths club

Discussion on running Maths games during class time. This could be something ran by P7. NM to discuss with P7.

Other suggestions by pupils for activity clubs included:

A scooter club,

P2, 3 and 4 suggestion for activities on times tables, and

P1 and 2 put forward basketball, games and a running club.

h) Cooking equipment funding

EW commented that the funding application to get portable cookers was unsuccessful. Meeting held with Kilnford and had some really positive ideas to take forward. One idea was for the children to design their own flavour of sausage and Kilnford would make and sell it. EW to provide MMcG copy of funding to look at to assess for 2018 funding applications.

i) Tigtag funding

Tigtag is a science resource. Currently work in progress to negotiate a combined price for all the schools as individually it is more expensive.

j) Grass at back not cut/eco group

EW noted that she would be meeting with Anna on 10 November 2017 to discuss.

k) Healthier school dinners

EW noted that a query had been raised by parents on whether children were wanting vegetables and if they were getting it on the plate. There was concern that if an item had been ticked on sheets, it was not necessarily on plate. EW to speak to Mrs Lennox regarding serving matching to sheets.

## AOBs

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Discussed Christmas newsletter. GC to look into.

EW noted O2 internet safety session - nothing done as yet. EW to follow up.

Discussed a mud kitchen for the playground. EW to consult children. Only £50-60 to build.

EW mentioned the Sports Scotland award and that the school will get two flags, so will need two flag poles. EW to enquire.

Gillian (Chloe's Nana) donated knitted toys to the school. Discussed holding a raffle to win. Suggested that children lead that and organise.

EW to send out CPA email address in newsletter.

## Date of next meeting

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No meeting set for December. The next meeting date was set for Tuesday 16th January at 18:30.

Meeting brought to a close at 21:00.