



Giffnock Primary Parent Council
Minutes of meeting Monday 11 January 2016

Present: Kirsty Mason (Chair), Susan Grant, Lesley Campbell, Fiona Walker, David McLelland, Victoria Greenlees, Councillor Waters, Pauline Ferguson (HT), Kirsty Rawley (DHT), Diane Johnston, Lilly Hill, Ailsa Hill, Murray Husband, Kate McCheyne, Leigh Perrott.

Apologies: Ruth Gorman, Emma Bowie, Helen Hogg

Minutes of last meeting: To be reviewed and approved at next meeting

1. Engaging the parent group/events calendar (Chair):

KM raised options around emailing and through PC representatives.

HT confirmed that PC comms go through the school. Either through newsletters or on the website. PC can email the school to request inclusion or a dedicated message.

DM suggested having the Facebook page moderated to allow wall posts again. This is a time consuming task.

HT asked if we needed a Social Media Policy. DHT to circulate with the group.

HT Suggested adding to future agenda item to allow time for AH/DM to investigate further.

HT will include OC representatives in next School newsletter

Action(s):

AH/DM to bring Social Media investigation results back to future meeting. Date to be confirmed.

2. Key themes/areas of focus for the coming year (Chair):

HT suggested looking to get Marie Baxter booked to attend meeting to cover off Active Schools. Suggested also to get teachers from other schools potentially to attend.

DHT suggested adding Marie and PC members to the Community Wall.

KM suggested getting wider community engagement, such as karate clubs. *AH* suggested GHA through contacts available. It was recognised that a lot of these links exist and Marie Baxter is a valuable resource to leverage this for the school. *DHT* suggested looking at the School Improvement Plan if looking at other areas such as Dyslexia Clubs

DT suggested looking at 6th year High School students to help run clubs in Primaries.

AH indicated a need to publicise the PC meetings. More through email, Facebook, SMS. MH suggested a communications plan, aligned to the event calendar

DHT suggested that a welcome pack from the PC would be a good idea for new parents. Action to be assigned.

HT suggested running informal meet the Parent Council sessions, with coffee (& biscuits!)

Action(s):

ALL to submit ideas, priorities around themes to MH for collation and distribution prior to next meeting

MH to produce draft events calendar based on DHT version

HT to invite Marie Baxter to 25th April

MH to develop plan for website section and accuracy

3. PC training – and confirmation/possible dates

Proposed for next meeting on 22nd Feb.

Action (s):

DHT to confirm contact details for trainer to KM (Chair)

4. Progress with Equalities group

Group meeting on 14th Jan. DHT going to cluster meeting

DHT indicated that feedback wasn't due until April meeting. Working group scheduled for 22nd January @ 2.30pm

Action (s):

DHT to bring feedback to April (or closest to) meeting

5. Roles and responsibilities of office bearers (AH)

AH raised for reference and circulated SPTC guidance on role bearer responsibilities.

LP asked question regarding uniform purchase/order. It was suggested to get them out for P1 inductions.

LP indicated that PC Accounts will be reported to the PC quarterly

HT indicated that the PC should think about the funding mechanism and² how it might be improved

SG is pulling together historical fundraising detail to help inform future decisions

Action (s):

MH to added uniform dates to PC event calendar

LP Mans World to be invited to uniform days as well

6. PVG checks (Chair)

HT confirmed checks are done through schools

MH suggested the creation of a register, however thought needs to be given to Data Protection (DPA) as indicated by Councillor Waters and Council policy

SG pulling together current PVG status. PC should hold status register at a minimum of volunteers.

Action (s):

MH to investigate DPA position on the PC holding this information.

SG propose next 3 names of volunteers to get School funded checks

DHT looking into adding to parent database checks

7. Departure of the P6a teacher, Mr Birmingham, and the two children who have left (Pauline)

HT stated that this is a school matter and has been handled appropriately in that regard. The PC is not the correct forum and parents with questions should be directed to HT meeting on Fridays.

8. Report back from the fundraising team and Xmas activities (Susan)

SG reported that currently 7 names on fundraising committee, 5 of which are on the PC. Current plan is to meet prior to PC meeting.

SG is looking to identify targets for fundraising over next two terms and is looking for a bank of volunteers. Perhaps a capability for volunteers to register online.

SG reported that amount raised by Christmas Fair was £1225.25. The PC appreciate and recognise the effort from the fundraising committee in achieving this.

SG investigating the assault course and alternatives for this year. Some ideas were tabled to have sponsor forms distributed prior to Easter and work has begun to identify a suitable date.

9. Reporting on finances remaining at end of year (preparation/format - Leigh)

LP confirmed that finances will be reported quarterly and will become a standing item on the agenda.

10.AOB

HT announced that new Cycle Shelter has been approved and will commence in due course.

Councillor Waters updated the PC on the issue of roads changes around the School. The proposed change to one way on Orchard Park, as presented in the consultation has been approved barring any legal challenge. Proposed road orders are being produced.

11.Next meeting

Monday 22nd February 2015 at 19:00 in the Staff Room at Giffnock PS