**Minutes - Uplawmoor Primary School Parent Council Meeting**

*2 March 2020 – 5.30pm – 6.30pm*

**Parent Council Members**

Present - Claire McKellar (CM), Jill Skelton (JS), Toni Leggatt (TL), Robyn Sorley (RS), Mary Ann Gorman (MAG)

Apologies – Vicki Creanor (VC), Emma Green (EG), Lorna Street (LS)

Staff Members – Miss Dunn (JD), Mrs Harvey (NH)

**Agenda Items**

1. Minutes from the previous meeting on 2 December 2019 were approved.
2. Head Teacher’s Report

* Any school closures due to snow will be communicated by group call and on Twitter.
* Staff updates
  + Mrs Rasoul has retuned from maternity leave, and due to her working pattern is temporarily working in another school.
  + Mrs Orr has had her secondment extended until June.
  + Miss O’Dowd is covering for Mrs Orr and will remain even if Mrs Orr returns this year.
  + Mrs Ferguson will be retiring at the end of the year and interviews are being organised to fill this position.
* School Improvement - aiming for gold Family Focused Award – parent group to be formed.
* Parental Involvement Calendar – this is still a work in progress and a full version will be produced for the new school year in August.
* Change to lunch hour – lunch will be moved forward by 10 minutes to maximise staffing options. (No concerns raised by the Parent Council members (PC) on this change).

1. Update on PC Training

* Connect Training – Connect have provided a wide variety of resources to be made available to parents, perhaps in the school family space.
* Interview Training – CM, JS and EG have now completed interview training.
* Parent Council Chair Meeting – Skills Development Scotland provided an update on skills and development and have indicated they would be happy to visit the school if this is useful. On fundraising, there was a reminder that where raffles are not drawn on the same day as the tickets are sold, a gambling licence is required.

1. Documentation for discussion

* Standards and Quality Report – JD noted this would be provided by the school and there was no further action for the PC at this time.
* Local Improvement Plan – CM to review and provide any comments on behalf of PC.
* Scottish Government Consultation on Parental Involvement – process for involvement is complicated and likely to put parents off. TL to investigate how other schools are approaching obtaining feedback.
* A general point was raised around the visibility of the PC. Suggestions were made that PC representatives could attend school events, including Parents Evenings. PC could also raise profile in monthly newsletter.

1. Fundraising

* Fundraising group not currently active and no further events planned.
* Buses for swimming require to be paid for and TL noted that there should be enough money in the account to allow for this.
* CM to check if £40 refund for the gambling licence has been received.
* CM suggested a ‘menu’ of items showing what the school would like to buy if they had sufficient funds would be helpful in increasing visibility on what funds raised by parents could be used for.
* General discussion on whether the PC and fundraising group should be combined – further discussion required. CM to organise follow up discussion.

1. Matters raised by parents and AOB

* Assessment – RS noted she had been advised P3 parents were concerned that their children may have had assessments with no warning. JD confirmed there had been assessments and noted it was not standard practice to communicate assessments to parents. JD suggested summative reports confirm how assessment information is used and general information about when in the school year assessments take place.
* A query was raised about whether asking children to bring lunches in disposable bags was environmentally friendly. JD noted that where lunch was provided by school, it was in recyclable packaging.

1. Date for next meeting

* The next meeting and AGM will be held on Monday 1 June 2020.

**Minutes - Uplawmoor Primary School Parent Council Follow Up Meeting on Fundraising Group**

*11 March 2020 – 8.45pm – 9.30pm*

Present - Claire McKellar (CM), Jill Skelton (JS), Toni Leggatt (TL), Robyn Sorley (RS), Mary Ann Gorman (MAG)

Apologies – Vicki Creanor (VC), Emma Green (EG), Lorna Street (LS)

**Agenda Items**

1. Fundraising Group

* The current fundraising group is a separate legal entity to the PC and is not currently operational.
* The members of the fundraising group are happy for the current fundraising group to be dissolved.
* Agreed the current fundraising group will be formally dissolved at the PC AGM in June.

1. New Fundraising Group

* CM proposed that a new fundraising group should be formed as a sub-committee to the PC.
* Agreed that a minute of amendment should be prepared creating a new sub-committee to deal with fundraising.
* CM to prepare a minute of amendment for approval at the AGM.

1. PC Constitution

* CM noted that the current PC constitution requires to be updated to allow more members.
* Agreed CM to update PC constitution for approval at the AGM.

1. Update on Current Fundraising Group Bank Account

* Alison McKenzie has confirmed that signatories on the account have not yet been changed. Alison remains a signatory and has kindly agreed to remain as a signatory to allow the account to operate if required.
* Agreed - signatories to remain for the moment and will be updated as required once the position with the fundraising group has been finalised.

1. AOB

* Parents Evening – agreed that CM and anyone else who is available would go along to both Parents Evening to provide information about PC and look for volunteers for new fundraising group.