**P7 Parents’ Meeting Minutes**

**White Cart**

**Thursday 3 March**

Marie McBeth, Jane Henderson (to discuss Williamwood ties) Ishay Carmon, Tina McLennan, Michelle Eve, Gillian Gourlay, Zoe Nicklin, Pauline Stirling, Islay Morrison, Liz Marshall

Apologies – Carolyn Strong, Karen Mowat, Tracy Robertson, Fiona Duncan, Erica Carmichael, Claire Macintosh

Note: Prior to the meeting MMcB collated info on last year’s P7 leavers’ party (cost/format) to feed into the meeting (from Miss Taylor, last year’s P7 parents, Parent Council)

**1. Williamwood Ties**

Current P7 roll - 45

Background - Jane Henderson (JH) sent round an e-mail to P7 Parents’ mailing list + PC committee on 29/2;

“*Academy Uniforms in EK can do the Williamwood HS tie for £2.85 +vat each - however, as they will be making these up the min order is 50, and you may get slightly more than 50 or slightly less (so if we need 44 we should be fine).*

*They will need at least 8 weeks to produce these - and they need an official order in writing from the school Parent Council.As Man’s World sell the ties for £6 each I think we should go for this*.”

Historically the PC secretary has sourced Williamwood ties from regular ERC supplier, Man’s World – “*quality is good/carry a constant stock. Also is usually a last minute purchase due to not knowing final numbers*”. PC Secretary this year has said he is happy for someone to take on purchase of Williamwood ties.

Academy currently supply Busby Primary for nursery uniforms and Busby Primary school ties.

MMcB suggested getting hold of sample Williamwood tie to bring to the P7 WC meeting, however as Academy do not hold Williamwood stock and will have to make up an order specifically for Busby, JH could not bring along a sample Academy Williamwood tie, but did bring along a sample high school tie.

Cost comparison – Williamwood ties

Academy – c.50 ties (dependent on how many can be cut from cloth) @ £2.85 + VAT (20%) = £171

Man’s World – 50 ties @ £6 (incl VAT) = £300

**Recommendation**

P7 parents present at meeting were in agreement this represented a good cost saving which could be well-spent on other P7 activities and felt the tie was of a good enough quality and would be in favour of this tie over Man’s World.

**Action**

MMcB to source a current S1 Williamwood tie & bring both ties to PC meeting on 15th March and a decision to be made at PC meeting.

**2. French Dictionaries for P7s**

MMcB previously canvassed opinion via e-mail amongst P7 parents who have older children at Williamwood whether those children make use of their French dictionaries and feedback was yes, especially in exam situations. P7 parents at the meeting were in agreement to continue the tradition of giving a French dictionary to P7s. It was also agreed to insert a printed label ‘Presented to (pupil name) on (date) by Busby Primary School signed by Head Teacher

**Actions**

* Zoe Nicklin to look at sourcing best option (price/type) dictionaries – speak to PC Secretary re previous years’ orders/speak to Norma in Busby Primary school office re possibility of ordering via The Book People (no VAT payable) vs online options
* Tina McLennan to create & print off stickers and insert into dictionaries

**3. P7 Leavers’ Party**

**Date**

* The school has come back and said the new date of the P7 leavers’ party (which teachers will be able to attend and support) is **Tuesday 21 June** in the school

**Actions**

* Gillian Gourlay to contact Norma in Busby Primary School office to confirm times and cost of the let for the P7 leaver’s party including party start and finish times, access time for set-up and time we need to be cleared up by

**Breakdown of 2014/2015 costs (sourced from Mia Thomson – P7 parent 2014/2015);**

|  |
| --- |
| **P7 Leavers' Party Costs 2014/2015** |
| Description | Cost |
|  |  |
| Disco | £30.00 |
| Balloons | £40.00 |
| Banner | £20.00 |
| Photo Cake | £20.00 |
| Austin Voucher | £15.00 |
| Mr Carmichael Voucher | £15.00 |
| Pizza | £100.00 |
| Photographer | £60.00 |
| Plates | £15.00 |
| Napkins | £2.00 |
| Cutlery | £7.00 |
| Glasses | £6.00 |
| Shloer | £18.00 |
| Fruit | £2.00 |
| Crisps | £9.00 |
| Haribo | £6.00 |
| Cupcakes | £44.00 |
| Cola | £15.00 |
| Lemonade | £15.00 |
| Balloons (Net) | £12.00 |
| T-Lights | £12.00 |
| Batteries | £2.00 |
| Glitter Curtains | £11.10 |
| Hall Material, Balloons Etc | £150.30 |
|  |  |
| Total | £626.40 |

**Total sums donated by the Parent Council to P7;**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Christmas Lunch** | **Ties & Dictionaries** | **P7 Leaver’s Party** | **Total** |
| **2014/2015** | £220 | £565 | £330 | £1115 |
| **2015/2016** | £225  |  |  |  |

i.e. last year’s P7 parents had to raise c.300 themselves to fund leavers’ party (via fundraisers in church hall etc.)

**Format & Costs of P7 Leaver’s Party 2015/2016**

* Theme - It was agreed to keep the format similar to last year’s party and keep the theme black & silver as there are (reportedly) decorations left over from last year’s P7 party and to reuse decorations where possible. (Miss Taylor has the net in school which is filled with balloons and hangs above the gym hall and can be reused this year)
* Banners - Miss Taylor told MMcB said that there are usually 2 banners in the hall; 1. P1 pics 2. class of 2016
* DJ – this year Frances Turnbull’s nephew is not available, so look for alternatives. We had good feedback from children about Justin who did this year’s Halloween parties (MMcB contact) <http://www.funkykidspartyglasgow.co.uk/>
* Photographer – new photographer to be sourced (P7 year photo + ?..)
* Piper to pipe P7 pupils into hall and then perform a few ceilidh dances. Last year Austin Thomson. Also Mia Thomson has said Calum Stewarton’s grandpa would perform this year possible.
* Food – pizza (sourced last year from Pizza Hut) & cupcakes & sweets (+ cutlery/tablecloths – possibly source from Costco ?)
* Blackout windows in gym hall
* Red carpet – last year the Busby hotel provided a loan free-of-charge
* Yearbook was discussed and agreed that if it was within budget, it would be a lovely thing to give the P7s as a memento of their time at Busby. Miss Taylor is very supportive and would be willing to help as much as possible – the online template is straightforward, but takes time collating and uploading photos (Miss Taylor has used Cauliflower books in previous years e.g. £7.50 per 32 page book. We would need min. 1 page per pupil i.e. 45+page book). Tina McLennan also mentioned company which she has used for Christmas cards - Artprojectsforschools

**Actions**

* MMcB to locate last year’s decorations from last year’s P7 parents
* Find info on last year’s banners/company ordered (from Valerie Bruce) & organise for this year - ?
* Source & book DJ - MMcB to contact Justin
* Photographer – Tina McLennan to contact Jane Henderson in first instance to see if Jane would like to be involved
* Ceilidh dances/Piper –Austin. Ishay Carmon to contact Austin to see if he would be available this year in first instance. Gillian Gourlay to contact Calum Stewarton’s grandpa to see if he is available
* Pizzas – Ishay Carmon to contact local pizza places e.g. 3-in-1 in Clarkston to see what kind of discount they would give us
* Meeting with Miss Taylor & P7 parents in school post Easter holidays – Miss Taylor to set up
* Yearbook – Liz Marshall to investigate costs/contact Miss Taylor to discuss how to organise with school/P7s
* Contact Busby hotel re red carpet - ?

**P7 Costs - Fundraising income vs Parent Council contribution**

* This year P7 pupils & parents have raised £513 via bag packing (Asda) and we have another slot on Sat 23 April at B&M East Kilbride where we hope to raise a few hundred pounds and possibly do another P7 specific fundraising activity in May.
* There was discussion of how P7 activities are going to be funded this year compared to previous years i.e. P7-specific fundraising funds (via Parent Council) vs % PC contribution.
* It was also discussed that it is sometimes viewed by parents from other year groups that ‘P7 pupils receive more money from the Parent Council than other year groups’. The parents at the meeting agreed that it would make sense, if from the very start of the year it was made transparent (to all parents) that every year x be made available to P7 for P7 activities and that this would be the case every year and when your child reaches P7 then they will benefit. It was also felt as the school is now reaching capacity and P7 has been 45 for the last few years and c.£1000 was allocated to P7 last year, that this sum seemed a reasonable sum to allocate each year and parents would be expected to fundraise to make up any difference to meet the cost of all P7 activities

**Actions**

* MMcB to raise this at the next Parent Council meeting on 15.3.16

 **Fundraising by P7**

* Asda bag packing raised £513 (Plus c.£50 donated to Yorkhill)
* Bag packing Saturday 23 April 2016 @ B&M – will raise? It was felt that we cannot allocate a budget to organise the leavers’ party until we know how much B&M bag packing will bring in. **If you can come along & bag pack, there are still some spaces – thx !;**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B&M bag packing Sat 23 April  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 11am-12pm | Cara/Julia |   |   |   | Marie/Niamh | Ellie & Pauline |   |   |
| 12pm - 1pm | Cara/Julia | Ross/Gillian | Fran & Fiona  | Lou & Fiona  | Marie/Niamh | Ellie & Pauline |   |   |
| 1pm-2pm | Annie/Claire | Ross/Gillian | Fran & Fiona  | Lou & Fiona  | Charis/Karen | Cameron/Tina | Emma/Al |   |
| 2pm-3pm | Annie/Claire |   | Sally & Susan |   | Charis/Karen (to 2.30) | Cameron/Tina | Emma/Al |   |
| 3pm-4pm | Keir & Islay | Libby/Ishay | Sally & Susan | Luke & Zoe |   |   |   |   |
| 4pm-5pm | Keir & Islay | Libby/Ishay |   | Luke & Zoe |   |   |   |   |
|  |  |  |  |  |  |  |  |  |
| There will be 4 tills open from 11am, increasing to 5 tills and then possibly to 6 tills, dependent on how busy it gets until 5pm.  |  |  |
| B&M have asked that we have 2 children  + 1 adult  per till i.e. we will need c.8 children + 4 adults per hour  -  if it gets busy, B&M say 1 child could go on another till (with 1 adult overseeing 2 children).  |  |  |

* Car wash (7 or 14 May ) - put on hold –costs of school let may be prohibitive vs income raised- to be discussed at next P7 Parents’ meeting post 23rd April - can be set up quickly though (poss dates 7/14 May)
* Hamper /raffle – if B&M doesn’t raise much money –hamper is an easy fundraiser - to be discussed at next P7 Parents’ meeting post 23rd April
* Film afternoon – Michelle Eve has offered the church hall (if free) on Thursday 5 May – P7 pupils to manage – cannot charge entry fee, but can charge for home-baking/snacks

**Actions**

* Michelle Eve to check if church hall free on Thurs 5 May

**Other**

* Class P7 – still need a class rep – if you would like to volunteer, please e-mail MMcB - thanks
* P7 pupils, parents & teachers - family fun ceilidh (possibly with food) - was discussed as an nice-to-have, not a fundraiser, but a social event. Possibly 4 June Michelle Eve offered the church hall, but there is an issue as cannot sell alcohol and can’t promote BYOB. Other possible venue is Clarkston Bowling & Tennis which can take 120 (MMcB member) - £96 hall let or Masonic Hall

**Actions**

* MMcB to send straw poll out to P7 parents to gauge level of interest – ask school if note in P7 bags possible
* Michelle Eve still to check if church hall available
* MMcB to check if CB&TC hall available

**P7 leavers’ party organisation/helpers** - Marie McBeth, Jane Henderson, Ishay Carmon, Tina McLennan, Michelle Eve, Gillian Gourlay, Zoe Nicklin, Pauline Stirling, Islay Morrison, Liz Marshall, Carolyn Strong, Karen Mowat, Tracy Robertson, Fiona Duncan, Erica Carmichael, Claire Macintosh, Susan Mercer, Laura, Julia

Please let me know if you would like your name added to the list – thx !

**Next steps**

* Those with actions to feedback via e-mail to P7 mailing list/PC committee
* Parent Council meeting 15.3.16
* Post 23rd April – next P7 Parents’ meeting to allocate other leavers’ party tasks – MMcB to set up
* Meeting with Miss Taylor post Easter holidays – possibly 3rd or 4th May – Miss Taylor to set up