

Masterton Primary School Parent Council

Tuesday 29th August 2023

Attendees: David Adamson, Debbie Farquharson, Amanda Fyfe, Anne-Marie Greer, Becca Hamilton, Nicole Hendrickx, Stephen Humphries, Haajira Hussain, Rhona Hynd, Kirsty Leonard, Kelly McLauchlan, Lauren Mair, Caroline Ndlovu Mutungwazi, Kelly O'Reilly, Noelia Pose Ruibal, Sharon Saxton, Karen Stewart, Fiona Waddell, Luisa Walker

Apologies: Ross Blanchflower, Suzy Brown, Lorraine Scoullier

Chairperson's Welcome

Luisa welcomed everyone back for the new school year.

In addition to sharing the Parent Council Charter (issued via email prior to the meeting), Luisa & Stephen presented the parent council constitution.

- Scottish Schools Parental Involvement Act 2006 created Parent Councils. Prior to this there were School Boards.
- Parent Council's main role is to represent the Parent Forum. The Parent Forum is the whole parent body of the school. The Parent Council is accountable to the Parent Forum.
- They also have other roles such as helping in recruitment of HT / DHT, participating in consultations with HMIE etc.
- The HT role is to provide advice, guidance, and support.
- The Parent Council constitution has 5 office bearing roles:
 - Chairperson, Vice Chairperson, Secretary, Treasurer and Vice Treasurer.
 - Non office bearing posts should total 11 (including co-opted posts) allowing for a total of 16 members.
 - There should be a minimum of 5 members.
 - The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

Office Bearers for 2023/24 will be appointed at the AGM next month.

Approval of Minutes from previous meeting held 25th April 2023

Approved & published.

Headteacher's Report

School Improvement Plan 2023/24: Stephen presented the School Improvement Plan Priorities for the coming year:

- Priority 1: RME
- Priority 2: Literacy & Reading
- Priority 3: Parental Engagement
- Priority 4: Personal Achievements

School Core Hours: Given Masterton Primary School's PPP status, Stephen explained the school core hours (7am-6pm, Monday to Friday) and the "blocks" system in place to enable the school to host events outside these hours e.g. discos, fayres, parents evenings etc.... The school can use up to 30 blocks of 2hrs per annum at no additional cost. Anything over this is chargeable.

We currently have plans to use 25 or 28 blocks of the 30 up to March '24 so we need to be cautious of this.

The group discussed whether we should meet virtually as a parent council to free up some blocks or meet earlier in the day? Or meet elsewhere?

Action Luisa: Luisa will issue a poll with various options for voting on and we can agree meeting format moving forward after the October AGM.

Financial Update

The current bank balance is £7835.63

Kelly proposed that we agree a minimum/maximum balance guideline for the account. After discussion, we agreed minimum should be £3000 and when we reach £5000, we should seek input from the school & parent body as to how funds should be spent.

Minimum annual spend is usually less than £2000, which covers:

P7 yearbooks

P1 blue bags

Christmas Baubles

Kelly also noted that per the constitution, we need to fill a vice treasurer position at the upcoming AGM.

FRoMPS Update

The committee have not met since summer fayre. This event went very well, raising £1237.35 profit. Of this approx. £200 was raised from the football stall – this money was advertised as being to raise funds for a girl's football kit.

Action Stephen: Stephen is looking at a girl's football kit and may have options to receive free kit. The boys also require a new kit.

The committee are in the midst of preparing for Friday's disco. All volunteers have been contacted and Mrs Stevenson will issue entry/exit plans email later this week.

The Halloween disco is planned for Friday 27th October and planning will start after this week's disco.

Gala Update

The 2023 Gala went very well and was enjoyed by all who attended. Amanda reported that she has some funds left over, which are to be carried forward for next year.

The 2024 Gala will take place on Saturday 22nd June; theme to be agreed.

Stephen thanked Amanda for her support for this event.

Outstanding Issues from Previous Meeting

Lapwing Drive Speed Limit: We will remove this item as a point for this meeting. The parent council has done all we can. The road is till 40mph just now, but public consultation is in progress.

Clothing Bank: We discussed running this as a thrift shop at school events e.g. parents' nights; P1 visitor sessions etc...

Action Debbie: Debbie will find out more about how a school she has previous experience of run something similar.

Becca advised that with work on FRoMPS and returning to work full-time, we would need others to run such an initiative.

iPads: We will remove this item as a point for this meeting. The parent council has done all we can. Stephen did advise that he attended a meeting today where this was mentioned and the school estate are now looking at this following the press activity.

Event Payment Options: Kelly has done some research into what payment options we can put in place for school events. A lot of card payments options are not feasible as we are not a registered charity. Will continue to research.

Kelly did propose to buy a cash counter for the school; There is wide range of price options available.

Action Kelly: Kelly will investigate purchase of a cash counter further and come back with recommendation at AGM.

Action David: David will ask banking contacts for recommendations.

Action: Amanda: will ask scout colleagues for details of what they use.

Active Schools Update: We restarted after school activities in Term 4 with classes on offer from Multi Sports, Dunfermline Athletic and Rugby Development. DAFC have recommenced this term and we expect to hear from active school's coordinator soon for more.

Composite Classes Update: Masterton has 5 composite classes this year and 15 classes total. Stephen explained that when creating the class structure, we try to create space at every year to accommodate any new in-catchment children at the start of term. This was the driving factor in the current model.

Classroom locations have been adjusted so children are located near peers rather than mixed.

Use of Funds: Following the recent poll issued to parents (deadline was 12noon today), Becca reported on the feedback:

Should the school funds cover a Blue Bag AND Tie for P1? This was 50/50 split; maybe concerns of environmental friendliness.

Should the school funds cover a P7 yearbook AND gift contribution? 60% yes 40% yearbook only

Should the school fund cover school disco entry? 43% yes; 57% no

Other things – top 5: (170+ responses)

- Educational trips
- Playground equipment
- IT Equipment
- Class resources
- End of term fun day/treats for last day of term

Lots of other suggestions were made.

Action Becca: Becca will share the full results.

Next steps are to agree a spending plan. Luisa proposed a sub-group come together to produce a spending proposal. The group should bear in mind that activities such as school trips must be linked

back to curriculum and for school trips transport costs must also be considered (can we make use of free school bus passes).

Action Luisa: Luisa to poll the parent council for the working group volunteers and get the group started.

Action Sharon: Sharon to share a summary of projects covered throughout the school year groups, to assist you with any planned work around school trips (*complete see email 05/09/23*)

Any Other Business

Reading - The school has a reading focus this year and is seeking funds for book areas in each classroom. The parent council agreed to a spend of £20 per classroom. This £300 has been delivered to the school post-meeting. Note further funds for books may be sought.

Event Visibility – It was noted that last year’s P7 Leavers’ Event wasn’t publicised much in advance last term. Earlier visibility would be great; in case funds are required. Stephen will regularly re-issue Dates for the Diary throughout the year, and this will be added along with other events e.g. Ceilidh

Second Depute – The group discussed whether we should we have a second depute given the school roll is over the 375 threshold? Stephen explained that there is a fixed 3-year cycle for this. When this was last fixed our school roll was 370 (2 years ago). The next review will be next year so anticipating a second depute will be triggered at this time. The group asked if they could do anything to support this.

Action Stephen: Stephen will raise with education and report back at AGM.

Playground Equipment – topic for discussion at the next meeting.

FROMPs Cupboard – We need a review / clearout of the FROMPs cupboard. Can we write out tables/chairs?

Homework – The staff are working on consistency in delivery & content of homework. P1-3 will receive homework via the SeeSaw app and P4-7 will receive homework via the school website.

Date of Next Meeting(s)

Wednesday 4th October (AGM); 6:30pm in School

Tuesday 21st November

Wednesday 31st January

Tuesday 23rd April