

Masterton Primary School Parent Council

Tuesday 21st November 2023

Attendees: Ross Blanchflower, Fiona Waddell, Haajira Hussain, Kirsty Leonard, Karen Stewart, Luisa Walker, Stephen Humphries, Sharon Saxton, David Adamson, Amanda Fyfe, Becca Hamilton, Lorraine Scoullier, Nicole Hendrikx

Apologies: Rhona Hynd, Debbie Farquharson, Caroline Ndlovu Mutungwazi, Kelly McLauchlan, Kelly O'Reilly, Suzy Brown

Chairperson's Welcome / Introductions / Apologies

Luisa welcomed everyone to the meeting and informed the Parent Council that the AGM has been rearranged for 31st January 2024. Luisa acknowledged the need to go back to basics with the Parent Council and wanted to use this evening's meeting to discuss each of the roles within the Parent Council along with some guidance and rules on Parent Council. Luisa had prepared a Powerpoint document which we were unable to get through fully at tonight's meeting due to time but has been attached below:



20231121-Parent
Council Meeting-Chai

Approval of Minutes from previous meeting held 29th August 2023

Approved & published.

Reporting and Outstanding Items Feedback

- Headteachers Report – please see Powerpoint below for Headteachers report



20231121-Parent
Council Meeting-Hear

Regarding the point contained in Mr Humphries report regarding issues in the Upper School with social media and messaging apps, the Parent Council agreed that it was good that the communication accidentally went out to all parents in the school as it meant people with children in P1-3 were also made aware of issues around social media. David advised that he has access to documents from his work around social media and will circulate these to parents for information. David also advised the Parent Council that he has contacts in the Police and would speak with the Community Police to organise some workshops around social media.

Treasurers Report

Financial Year Oct 22 - Sept 23

- Expenditure £5,497.41
- Income £8,190.79
- Profit £2,693.38

- Account balance £7,745.86.

FROMPs generated a profit of £3,907.14. Great achievement.

Financial Year Oct 23 - Sept 24

- The Halloween Disco brought in £1,819.91 in cash, £1,035.97 was spent so £783.94 profit 🙌 well done again FROMPs.

Chairpersons Update

Luisa asked Becca to re-send her the breakdown of the answers provided by parents on the questionnaire sent out in August 2023. David also asked for a copy. Becca will send this after the meeting.

Luisa informed the group that an email had been received with various points and she would like to discuss and address the points raised within the email.

- Luisa advised that in light of this email, the Parent Council would like to help and support the Fromps team further.
- One suggestion within the email was that contact details of all parents within the school be shared with Fromps to assist in the organisation of future events. Luisa explained to the Parent Council that she had discussed this with the school but as the events are usually outwith school hours, it would not be possible to share this data. Stephen did advise that there is a system that only 4 people have access to within the school where contact details could be accessed on the night of an event but would place a burden on the 4 staff members to attend each event if this was to be utilised and would therefore not be possible.
- Another point from the email was that people are spending their own money and being out of pocket under the current method of cheques being issued to reimburse. It was suggested in the email that the Parent Council could perhaps look to move to an online banking process. Luisa advised that she was unsure if this would be possible but that the Parent Council could instead consider increasing the number of signatories to 4. Becca mentioned that the school office prefers to have certain payments in cash from the treasurer rather than cheque and that the treasurer then has to take this out of their own money and be reimbursed. Luisa asked Stephen and Sharon if it would be possible for the school to accept cheques instead of cash in these instances. Sharon is going to check with the school office and let the Parent Council know the outcome.
- Within the email, it was mentioned that only 2 people from Fromps organised the recent Halloween disco and that this would have been stressful for the 2 individuals. Luisa highlighted that the school and the Parent Council appreciate the efforts of the Fromps team organising the events and that it also should be highlighted that the efforts of the volunteers on the night of the events are also appreciated. David advised that after discussing this email with a member of the Fromps team, there were some members of the Fromps team that did not feel included and that it felt like there was a clique. Ross informed the Parent Council that he assumes his wife is one of the 2 Fromps team members that have been mentioned in this email who organised the recent Halloween disco and that he can say on behalf of his wife that she would not have said that only 2 people were involved in the organising of the event and that this email must not have come from Fromps. He stated that his wife is unaware of the email that has been sent to which Amanda (who is a member of the Fromps team) also confirmed that she had no knowledge of this email. Amanda said it now makes sense as to why Sharon had replied to an email from her stating that organising a Christmas fayre on her own would be stressful and this must be why the school are doing this event instead of Fromps. Sharon advised the Parent Council that she is finding that the school do

not currently have a main point of contact for Fromps and it makes things harder to plan and organise as there is not as much of a connect between the school and those organising the events. Sharon advised that previously, a staff member from the school used to meet with the Fromps team which was useful as it ensured there was a connection between the school and the people organising events. Due to Covid, this meeting stopped and was never started back up again. Luisa advised that she is keen that the Parent Council support Fromps in obtaining that connection with the school.

Pt 3 – Processes and Procedures to Support Parent Council

Luisa referred to Slide 9 on the Chairpersons Powerpoint: Guidance on Expenditure. Luisa was keen to run this past the Parent Council to obtain everyone's thoughts. Amanda asked why the minimum amount in the account is to be £3000? Luisa confirmed this was agreed at the last meeting to ensure a healthy balance is kept in the account in case needed. It was asked what the majority number is when agreeing things at Parent Council meetings. Stephen stated the maximum number that can join a Parent Council is 16 but that anyone can attend the meetings. Luisa confirmed that she will double check the majority figure and get back to the Parent Council. Karen asked for clarity on what is meant by 'sustainable' on point one to ensure there is consistency. The Parent Council agreed that a sustainable resource would be an average of 7 years. Luisa will add this to the guidance and re-issue.

The plan for spending the money currently in the Fromps account was raised. The Parent Council previously asked all parents within the school for their opinions on what they would like to see the money being spent on and it was suggested during tonight's meeting that the Parent Council also obtain teachers opinions and pupils opinions on how they would like to see the money being spent. Luisa asked Stephen and Sharon if they could canvas this to staff and pupils to which they agreed. To be reviewed at next meeting. Amanda asked why the school money and Parent Council/Fromps money was separate and that this could be seen as working against each other. Amanda gave the example of how initially, Fromps had suggested that they do the Christmas Fayre but Sharon came back and advised this would be too much stress for one person to do and that the school will organise this instead. If Fromps were organising the fayre, the money would go into the Fromps account but as the school are organising it, the money will go into the school account to be used to fund the new reading scheme and Amanda asked why there is two separate ways of storing the money and why the Parent Council don't support the Parent Council/Fromps money being used as one for the reading scheme. Lorraine explained that the reason the Parent Council had previously been reluctant to fund the new reading scheme is because the school had previously communicated that the funds raised from the past few years Masterton Mile events were going towards the new reading scheme and it was felt that the Parent Council/Fromps funds could be used for other things. Nicole highlighted that it is great that a plan is going to be made and that she would like to be a part of the working group that may be set up in the future to discuss spending the funds.

Any Other Business

Before closing the meeting, Luisa highlighted again that the hard work of the volunteers in Fromps is recognised and greatly appreciated by all.

Actions From the Meeting:

- Becca: Re-send the results from the parent questionnaire with Luisa and David
- Sharon: Check with school office if they can accept cheques in future instead of cash.
- Luisa: Check what the majority figure is for a parent council to approve guidance.

- Luisa: Add the average of 7 years on the sustainability point on the expenditure guidance
- Review results from spending ideas from teachers and pupils during next meeting
- Luisa: Send the presentation showing the workings of the Parent Council to all
- David: Offered to obtain documents from his work to circulate to parents on the use of social media and will speak to Community Police to organise sessions/workshops around social media

Emails from Ross Blanchflower and Kelly O'Reilly have been received after the event of this meeting. These emails have been attached to the issuing of these minutes for reference.

Date of Next Meeting/Formal AGM

Wednesday 31st of January 2024