


Masterton Primary School Parent Council Meeting – 3rd of September 2024. 6.30-8.30pm

In attendance: Luisa Walker, Stephen Humphries (HT) Amada Fyfe Samantha Somerville, Ross Blanchflower, Karen Stewart, Kirsty Leonard, Naveedah Mohammed (DHT) Eleanor English (DHT)

Apologies: Donna Henderson, David Adamson, Kelly O'Reilly

Item	Update	Action
Welcome and Apologies		
1. Previous Minutes	Accepted as read	
2. Matters Arising		
1. Coin Counter	No update	
2. Digital Banking	Some scoping still not found the correct model. Still to identify 4 people to be signatories for the current account to speed up the process of payments.	4 posts identified to be signatories – Treasurer, Secretary, Chair and one vice post e.g. vice treasurer. To be set up as soon as possible and old names on the account to be removed – Luisa to discuss with Donna/Kelly.
3. Visualisers	Have been purchased and currently being used throughout the school. These have been given to the school on loan from the Parent Council.	
4. Shared start	School have reviewed this and timed the last start – on average time taken to get into the school was 6 minutes from the end of the que.	The school to have two entrances for parents to enter the school - infant and senior side.
5. Class trips	Class trips are to be looked at in depth by the school. It was mentioned that the Royal Highland Education Trust may be able to assist, and that Lucas Kitchen have been working with schools. It was also asked if anyone in the school is minibus trained, currently Mrs Mohammed. Is trained. Free bus passes was also mentioned.	Masterton to develop this area in depth. Information will be used to identify opportunities as early as possible to help with costing. Masterton will also identify a suitable payment system if parents/carers are required to support school trips – one that will be affordable especially for those parents/carers with more than one child at the school or where a trip has a large expense attached.

<p>School Policies</p> <p>Taking pictures and videos at school and school events.</p>	<p>It has been brought to the attention from various observations that not all parents/carers may know the Fife Council Policy on taking photos or videos at school events unless the school have given permission. The main reasons include not all families give permission for their child or young person to have their image taken or there may be child protection concerns. There have been occasions when parents/carers have taken pictures/videos or facetime which can/may cause upset.</p>	<p>Masterton Primary School to circulate the policy to the school community and send out reminders before <u>all</u> school events of the policy.</p>
<p>Treasurers report</p>	<p>No formal report, however a few areas for noting for the meeting.</p> <p>Ipay worked well at the last disco for collecting entry fee. Need clarification if this has been transferred over to the Masterton parent bank account</p> <p>It was discussed and agreed by the committee that when events are taking place via FROMPs that they have a standing £500 float in advance of events to help finance resources. Receipts and any underspend will then be returned to the Treasurer. Cheques also require to be raised before events when totals are known for resources such as DJ's.</p> <p>Asda rewards scheme is currently allowing people to nominate a school for funding. When families buy goods between August and November, and use their Asda rewards a proportion of the total spend will be collated. At the end of the offer period any</p>	<p>Luisa to check with Kelly, Stephen to check with Louise.</p> <p>Treasurer to liaise with FROMPS for dates of events and to organise relevant monies</p> <p>Karen to post information on Facebook for parents and carers to encourage sign up to the scheme.</p>

	monies collected will be transferred to Parent Councils.	
Head Teachers Report	 <p>a. Masterton Primary School Parent Council</p>	
FROMPs Report	Next event will be the easter disco, I pay worked well, but on the night there were a few individuals attended who had not registered at the event therefore no details were held in case of emergencies. Mr Humphries was present, so he was able to access school records to assist.	
Gala Report	<p>Gala went well, there are a few people interested in supporting future events which will help with handover from Amanda when the time comes. Planning will begin for 2024 soon (21/06/2024).</p> <p>The Chair raised that it would be good to purchase resources to support volunteers at school events and gala e.g. high vis vests with the school logo and a proper trolley to manage equipment at the gala between leaving the bus and getting to the glen. 20 vests were mentioned in blue to represent the school. The parent council agreed to fund this from funds</p>	Vests and trolley to be purchased. Luisa and Amanda to progress.
Vacancies and comms post	<p>We have managed to fill the secretary post, they should be able to make the next meeting and will be introduced. They have begun by setting up an email address specifically for the parent committee. This post will be formally accepted at the AGM.</p> <p>Kelly has indicated she will be stepping down at the AGM as treasurer, Dona has kindly</p>	

	<p>agreed to take forward this post and move from vice treasurer to treasurer to help with handover from Kelly. This will formally have to be accepted at the AGM, but a note of thanks is noted for Kelly support in this role.</p> <p>Karen has agreed to help with communications to parents and will develop any relevant information that can be circulated on social media or other routes.</p>	
AGM date	1 st of October 6.30-8.30pm	
Date of Next Meeting	19 th of November 2024 6.30-8.30pm	
Close of Meeting		