

**MINUTES**

**St Albert’s Primary School - Parent Teacher Council Meeting**

**Meeting date:** 28th November 2018 (Wednesday)

**Time:** 1.30 – 3pm GMT

**Location:** *St Albert’s Primary School, 36 Maxwell Drive – Glasgow – G41 5DU*

*(Staff room)*

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| **PTC Attendees** | **Role** | **Present (Y/N)** |
| Carene Blackwood | Chair | Y |
| Nadeem Ishaque | Vice Chair | Y |
| Nasreen Nadeem | Treasurer | Y |
| Tayaba Ishaq | Treasurer | Y |
| Samiea Ishaque  | Time Keeper | Y |
| Saadiya Bhatti | Parent | A |
| Aasha Ahmed  | Parent | Y |
| Nabila Azhar Tabassum | Parent | Y |
| Liana Cice | Parent | A |
| Ayesha Nawaz  | Parent  | A |
| Maysaa Halawi | Parent | Y |
| Rubina Sohail | Parent  | Y |
| Veena Rani | Parent  | Y |
| Musarrat Qasim | Parent | Y |
| Tony Hollern | Parent  | A |
| Noreen Rehman | Parent | A |
| Mr Kashmar | Parent | Y |
| Samaiya Ikram | Parent | Y |
| Iqra Ahmad | Parent | Y |
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| **St Albert’s Attendees** | **Role**  | **Present (Y/N)** |
| Clare Harker | Head Teacher  | Y |
| Karen McFadden  | Teacher / Secretary | Y |

* **Welcome & Introductions**

Miss Blackwood welcomed everyone to the meeting.

* **Apologies**

As above

* **Previous Minutes**

Agreed via email

* **Matters Arising**
* Update on building – Pupil council input

Mr Ishaque read draft letter and all members agreed on its content. Mrs Nawaz voiced concern over reports of asbestos. Mrs Harker assured members that regular checks were carried on asbestos levels and this was under control and safe. Mrs Harker advised that she will organise a meeting with Andrew Duff (in charge of building work) to find out when the refurbishment will take place. Pupil council will write a letter of complaint to the council and send with pictures. Mr Ishaque requested that the letter be ready for the 7th December.

* Miss Cohen input on Social enterprise

Miss Cohen discussed a new initiative for families to be involved in. Families will be able to swap skills to benefit others. This project will begin in term 3. Café Connect will also begin in term 3 .

* Awareness week dates

Miss Hunter to be involved in organising events

Children’s mental health week – 4th Feb

Downs syndrome awareness week – 19th March

Autism awareness week – 1st April

Cystic Fibrosis awareness week – 21st June

Cerebral palsy awareness week – October 2019

* **Head Teacher Report**
* Update from Mrs Harker

Recruitment – 2 Depute Head Teachers to be appointed and an EAL teacher.

1 parent to attend interviews

* **Treasurer Report**
* Update from Tayaba
* **School**

 Parents requested more information on what their child was learning. Mrs Harker advised that each

 class would provide an overview of the terms learning intentions.

* **Community**
* **AOB**
* **Action Plan**
* **Next Meeting**

January 2019

Fundraising

* **Matters Arising**
* Christmas fair arrangements – toy stall & food stall

PC will run a toy tombola stall and a food stall.

* Representative from City Mission

To attend Christmas Fair and share information

* Food bank collection continues

Reminder text to be sent to parents.

* **Action Plan**

PC will liaise to organise stalls

* **Next Meeting**

January 2019