

**MINUTES of MEETING**

**Held on Thursday 13th September 2018  
from 7.20 to 9.30 pm   
at Alves Primary School**

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| **PRESENT:** | **Chairperson:** | Nicola Manson (NM) |
|  | **Vice Chairperson:** | Nicole Petrie (NP) |
|  | **Acting Secretary:** | Susan Munro (SM) – *Rachel Atkinson unable to attend* |
|  | **Treasurer:** | Christine Reid (CR) |
|  | **Head Teacher:** | James McLeman (JMcL) |
|  | **Teacher Representative:** | Nicola Blair (NB) |
|  | **Parents / carers:** | Shakeel Ansari (SA) Katie Long (KL) – new member |
|  | **Co-opted member:** | Jan Masson (JM) |
| **APOLOGIES:** | Katherine Morgan, Gavin Morgan, Rachel Atkinson (Secretary), Val Cooke | |

| **Item** | **MATTERS DISCUSSED AND DECISIONS MADE** | **FOLLOW UP** |
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| 1. | **INTRODUCTION and AGENDA**  **NM** welcomed everyone to the meeting which followed the successful AGM and appointment of the new Parent Council.  The Agenda was distributed prior to the meeting - no amendments were required. |  |
| 2. | **MATTERS ARISING FROM MEETING HELD ON 31ST MAY 2018**  The minutes of the previous meeting were discussed, and following items raised: |  |
| 2.1 | **New Project – War Memorial landscaping improvements**  **JMcL and CR to meet** **re war memorial** to determine what work needs to be done. **KL** and **SM** both have possible suppliers for wood. | JMcL / CR |
|  | **JMcL** advised that new gardening tools for school are not required.However, there may be a need to purchase tools for use by parents/community for upkeep of planters etc when works have been completed. |  |
|  | **CR and NM** **to contact B&Q, Harbro and Mackenzie & Cruickshank** re possible supply of tools and plants. | CR / NM |
|  | **SM** queried whether improvements could be made to walled planter by entrance gate (opposite bike shelter). **JMcL to ask for Mrs Martin’s advice** - either cut back existing plants or move to another area and replant. SM also suggested painting of brick wall around bed. **JMcL to consider painting of brickwall.** | JMcL /  Mrs Martin |
|  | **NB** requested that APPC consider and include UN Convention articles when making posts on this issue. **SM to post UN articles on Facebook.** | SM |
| 2.2 | **Natural Play Equipment**  Long discussion about possible play equipment for playing field. Good ideas and suggestions put forward by **NP**. **JMcL** noted that many of these suggestions may be thwarted by current restrictions by Council . |  |
|  | **NM to write to Councillor James Allan** (who has recently been in contact with APPC via Facebook page) to ask for his assistance in determining what we can and cannot do regarding the playground and playing field. | NM |
|  | **CR** suggested if answer from Council is an absolute “NO”, then we should purchase moveable playground equipment instead. |  |
| 2.3 | **Bike Shelter** |  |
|  | **NP** has contact who has been out to see bike shelter and should be able to give quotation for re-roofing with corrugated plastic material.  **SM** contacted Terry Bayford of Highland Timber Buildings (builder of shed) and they are also supplying quote for an alternative option of timber cladding and a possible noticeboard on the side facing the ramp from front gate. | NP  SM |
| 2.4 | **UN Convention on the Rights of the Child NB** noted that the school are due for another inspection towards the Rights Respecting Schools GOLD Award (the highest stage) on 27th September. |  |
| 2.5 | **Second hand books / DVD’s CR** to give unsold books to school library – a few at a time. Only “U” rated DVD’s. | CR |
| 2.6 | **Pupil Council**  JMcL noted that Pupil Council is currently being reconstructed as children already have regular opportunities to discuss issues and give opinions etc at weekly business group meetings. |  |
|  | **JMcL to seek children’s opinions on APPC events** – e.g. themes for discos, improvements at events etc. | JMcL |
| 2.7 | **Thanks to APPC for gifts to pupils**  **P7 Pupils** - Noted that “Thank you” card had been received from Niamh Masson for gift at the end of last term.  Thanks also from **NB** on behalf of P1/2’s for Book bags.  Thanks greatly appreciated by APPC members. |  |
| 2.8 | **Book Bags**  Book bags had been very popular and CR has already ordered more for sale at £5.00 each to P3 upwards. | SM / CR |
|  | **Flyer to be sent out** offering for sale after October break. |  |
|  | Bags to be given free of charge to children who receive free school meals. **JMcL to arrange list.** | JMcL / CR |
| 3. | **FANCY DRESS DISCO – Thursday 25th October** |  |
|  | * **CR** to arrange for pumpkins to be delivered directly to school if possible for carving by children. More tea lights to be purchased. * **CR** to purchase prizes for best costumes. * Changing room to be used as a refreshment room – “Deadly Den”. * Doughrings on a string and Apple dooking * Broom Limbo and Splat the Bat – possible new games * Increase price to £2.00 to include unlimited juice and biscuits/cakes. Free Glow stick and ??? on entry. **CR to investigate alternative to sweets on entry**. * Mini raffle – request for donations on Flyer. * Flyer by SM * **JMcL to try and arrange for earlier availability of hall for decoration.** * Appeal for more helpers. | CR  CR  CR   SM  JMcL |
| 5. | **RAG BAG COLLECTION – Friday 2nd November 2018**   * NM has arranged for another Rag Bag collection to take place. **NM and SM to help with loading** onto truck along with pupils. * Flyer by SM | NM / SM  SM |
| 6. | **SCHOOL UNIFORM** |  |
|  | JMcL advised that Dallas Designs have been having problems and now have an alternative supplier. Examples provided for approval by APPC. Noted that yellow t‑shirt was a brighter shade of yellow & quality not so good. Approved by APPC, but **JMcL to ask Dallas Designs if t-shirt can also be provided in 100% cotton.** | JMcL |
| 7. | **P7 GRADUATION PARTY / DISCO** |  |
|  | **SM** asked if it might be possible for APPC to arrange a Graduation celebration / party for P7 pupils before they move to High School e.g. disco at Elgin Youth Café or trip to cinema and a meal afterwards. JMcL happy for APPC to do this. SM to investigate possibilities and to provide children with options for them to choose. | SM |
| 8. | **ELGIN YOUTH CAFÉ – Community kitchen / internet safety**  **SM** had spoken to Peter at EYC re possible Graduation party.  EYC advised they have other opportunities to schools e.g. P7 weekly transition sessions, internet safety and the community kitchen during Health Week. EYC may also be able to send out member of staff to Alves to give food (no cooking) demonstrations – e.g. fresh fruit skewers.  SM to speak to EYC re catering for Health week (APPC may arrange for coach). What could they provide on internet safety – presentation for parents? | **SM** |
| 9. | **HEAD TEACHER’S REPORT** |  |
|  | **Parking**  JMcL noted that since the start of new term, parents had been very good and were parking very considerately. JMcL to contact Council to see if Recycling containers could be removed to increase number of spaces available.  JMcL has been investigating with Moray Council but has been unable to determine ownership of the car park area. | JMcL |
|  | **General News**  **Staff** - New member of kitchen staff, Karen, has commenced in the kitchen working with Liz.  **School roll is 67**. Unlikely to get fourth classroom this year now.  **Pupil equity fund** - £12,000 used to fund additional hours to both SfL teaching and Classroom Assistant.  Reminder to parents in P1-3 to complete forms for free school lunches to ensure school obtains a proper share of the PEF.  **Parents’ Evening** – Tuesday 25th and Wednesday 26th September. |  |
| 10. | **ANY OTHER BUSINESS**  **Possibility of APPC converting to Charity status** Following fundraising meeting, SM had carried out a quick online search revealing various parent councils in Moray that have converted to a “charity status” (registered with “OSCR” - Office of the Scottish Charity Regulator) e.g. St. Gerardine’s, Rothes, Lossiemouth High School, Millbank, Applegrove, Craigellachie, Aberlour. SM to investigate pros and cons. | SM |
|  | **Next Parent Forum Meeting**  Elgin High School – 6.30 to 7.30 pm on Wednesday 26th September. |  |
| 11. | **NEXT MEETING – Thursday 15th November – 7.00 to 9.00 pm** |  |