Alves Primary Parent Council (“APPC”)

**MINUTES**

Meeting: Thursday, 31st May 2018

(7.00pm – 9pm)

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| **Location:** | Alves Primary School |
| **Attendees:** | Chairperson: Nicola Manson (NM)  Co-Chair: Nicole Petrie (NP)  Treasurer: Christine Reid (CR)  Secretary: Rachel Atkinson (RA)  Head Teacher: James McLennan (JMnL)  Teacher Rep: Nicola Blair (NB)  APPC Members: Jan Masson, Susan Munro, Nicola Manson, Val Cook |
| **Apologies:** | Gavin Morgan  Ian Robinson  Mike Bradley  Shakeel  Nicole Petrie  Caroline (Requested to be removed as an active member but kept in the loop) |

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| **Item** | **Matters Discussed and Decision Made:** | **Follow Up:** |
| 1. | Introduction and Welcome |  |
| 2. | Additions, Changes to Agenda |  |
| 3. | **Previous meeting: 22nd February 2018**  The minutes of the previous meeting were discussed and the following items raised:  **APPC Constitution** - This has been posted for review on the Alves Glow blog and is awaiting feedback.  **Flag pole** – it was advised that this was currently on the ‘back burner’. It is unclear if the APPC would have permission to erect it and who would be responsible for safety/maintenance. JMcL suggested writing to the current Acting Director Graham Jarvis to obtain a definitive answer. Alternatives for use of funds suggested:  - Upgrade of the Alves village playground as this would meet funding  criteria as a benefit to the community.  - Purchase of “Natural Play” equipment  - Maintenance/upkeep of the war memorial and surrounding  garden/planters/flower pots  - Purchase of APPC/school gardening tools (rather than using those  belonging to parents  **Action: CR to email contact at the council for further information re upgrade of village playpark.**  **Action: Gather further information and costs re. “Natural Play” equipment.**  **Bike Shelter**  Action: Nicole to source material and communicate progress via email  **First Aid**  First aid training will be given to pupils during ‘Health Week’ 4th – 8th June 2018.  **2nd Hand Uniforms**  Pricing queries raised by parents were discussed. It was agreed that current prices would be continued. There is help available to parents via the Moray Food Bank if required. It was also agreed that KM would continue to use her discretion regarding individual circumstances.  **Right of the Child**  It was highlighted that as ‘Duty Bearers’ the APPC has a responsibility to ensure the rights of every child. The requirements for achieving ‘Gold’ status were discussed and the following suggestions made for APPC in order for them to assist in attainment:  - Arrange for parents/family members to visit pupils to demonstrate any particular skills that they think the children would enjoy learning  - Continue to actively promote & assist with events via the APPC Facebook page  - APPC to link directly with pupil business and events groups  **Wall Art** – JMcL advised that he is in receipt of quotes for the wall art and apologised for the delayed response. He also explained that, due to contractual requirements by the Moray Council, and in order to reduce costs, the MC in-house printing team to need to be contacted in order to obtain a quote. JM agreed that she was happy to continue leading the project but requested the relevant sizing information.  **Action: JMcL to take wall measurements and forward to JM**  **Fundraising Meeting** – get info from Christine on this  The purchase of a ‘trolley’ was discussed, as raised in the previous fundraising meeting. It was suggested that the APPC go ahead and purchase one to trial.  **Donated Items For Sale –** CR advised that there were items donated to the APPC (books/DVDs etc) still available. It was agreed that CR would bring books in for MMcW to look through items and liaise with the Junior Librarian in order to see if there were any suitable for use within the school. An Enterprise Group Book Sale was also suggested.  **Shoe Sure** – Shoe donations for UNICEF’s Shoe Sure campaign are continuing to be delivered to the school. It was agreed that additional advertising would take place in the new term to encourage new families to participate.  **Daffodil Tea –** The annual event was well attended and pronounced a success. Close to £900 was raised.  **Ground Force Day –** This was also well attended and it was agreed that holding it on a Friday, straight after school finishes, seemed the most suitable time for families to attend. It was agreed that future sessions would be held at a similar time/day.  **School Trip** – The school’s trip to Fort George was discussed and a list of parent helpers was requested. In order to keep travel costs to a minimum, parent helpers will travel separately from the pupils in their own cars. This also means that lifts for additional teaching staff who are attending can be provided.  **Action: New newsletter to confirm correct date for school trip**  **Rag Bags** – it was agreed that this event should be held annually as it provided very successful  **Car Parking** – Item remains under action  **Age Related Loneliness –** Holding a community event/events during ‘Health Week’ had been previously discussed. It was acknowledged that the schedule for the week was already full and that the APPC should begin planning in advance with regards future events. It was agreed that planning should begin in September, following the start of the new school year. | **CR**  **NP**  **JMcL/JM** |
| 4. | Fundraising  Due to time constraints it was agreed that a further meeting should be arranged to discuss possible fundraising ideas and events |  |
| 5. | Plastic Cup Use Within APPC Events  The use of single use plastic (such as pre-packaged drinks and plastic cups for popcorn) during APPC events was discussed. CR advised that bowls and cups have been purchased and would be used at future events. The mess/spillage during events was also discussed and the following changes suggested:  - Designate a specific area (in the small hall e.g.) for pupils to consume snacks/drinks  - Pupils split and sent by class when it is snack time  It was agreed that this may reduce congestion and mess. |  |
| 6. | Update on Army unit at Garden Party 2018  So far it hasn’t been possible to contact the Army representative for the area with regards to having a presence at the Garden Party this year. It was agreed that having personnel in attendance with equipment or a vehicle would be appreciated by the pupils. The possibility of ‘team-building’ games was also discussed.  **Action:** **Chase up Ruth (Army Rep) to confirm attendance** |  |
| 7. | Sponsored Read/Books for School Usborne  The suggestion to take part in Usborne’s Books for School initiative was discussed. JMcL explained that the school had only recently arranged to partake in a similar initiative with The Book People. It was agreed that a duplicate was not required at this time.  During the discussion of school books the use of black and white photocopies for the P1/2 class was raised. It was suggested that this wasn’t particularly engaging for the children and fundraising for the provision of additional books was suggested. Both JMcL and NB advised that the distribution of photocopies was generally an irregular event, additional resources are available for specific need children and can be borrowed when required. It was also advised there were items of a higher priority to be considered for purchase at this time. |  |
| 8. | Event Shelter  Training/demonstration of the newly purchased event’s shelter was discussed and it was agreed that this should be arranged for the Sport’s Day BBQ on Friday, 1st June 2018. This will be advertised on Facebook and parents encouraged to attend. |  |
| 9. | Update on Alves Hall/Car Boot Sale  Information on the hire of the Alves village hall was presented for consideration. The hall is available at £8 per hour from start /end times; with an additional hour provided before and afterwards for setting up and tidying up. After JMcL enquired about the reason for hiring the hall it was explained that it provided more parking availability. It would also provide an indoor venue for tables. JMcL advised that he would happily open the school hall for use and, if the sale was made an indoor event, this would open the playground for use as parking space. The kitchen would also be available for teas/coffees etc. This could therefore be done at no additional cost to the school or the APPC.  It was agreed that a date should be set for the last week in July. Further discussion should be held via email due to time constraints placed upon this evening’s meeting.  **Action: SM to design poster/flyer for distribution locally and on Facebook** | SM |
| 10. | Sports Day  Arrangements for helpers (refreshments etc) have been made. |  |
| 11. | Beach Party  In hand/arranged. |  |
| 12. | Garden Party  Further discussion should be held via email due to time constraints placed upon this evening’s meeting.  **Action: JMcL to provide CR with the dimensions of the hall for bouncy castle** | JMcL/CR |
| 13. | Chairperson’s Update  The next Parents Forum was discussed and the chair requested that at least 2/3 representatives attend on behalf of APPC. Alves Primary has always been represented and it would be positive to maintain our attendance.  The 3 Harbour Sponsored Walk in aid of Diabetes UK was discussed and the chair wished participants luck.  **Action: Advertise further on Facebook and provide link for donations.** |  |
| 14. | Head Teacher Update  JMcL discussed the ongoing budgetary challenges currently faced by Moray Council.  JMcL also advised that next year’s new NQT would be Catherine McCaferty and that she was scheduled to visit the school and introduce herself to staff and pupils over the next week or two.  Potential changes to class numbers were discussed. The increase in pupils due to begin in the new school year Alves may mean moving to 4 classes instead of 3.  JMcL confirmed the new finish time of 3pm for all age classes and reassured APPC members that, despite the 5 minute reduction of the lunch hour, children are provided with ample outdoor activity and that this should have no negative impact.  JMcL feels that Alves Primary has enjoyed an extremely successful year. The school has earned an extremely high reputation and continues to receive compliments about the pupils and staff. Events such as the Book Quiz and Inter School Sports competitions have proven opportunities to showcase Alves Primary Pupils’ positive attitudes and excellent manners. JMcL thanked APPC members for their continued support and their contribution. |  |
| 15. | Treasurer’s Report  *Ask Christine for some input here…* |  |
| 16. | A.O.B  a. Date of the next AGM – confirmed as 13th September 2018  **Action: Advertise AGM date in the next newsletter**  **b. Scientific Calculator**  It was suggested that the APPC could purchase scientific calculators for school leavers as a gift.  **c. Suggested Donations at Events (such as Alves Funky Theatre)**  The idea of requested donations at free events such as Alves Funky Theatre productions was floated. It was acknowledged that the idea was a valid one but that, given the diversity of family circumstances, caution should be taken to not make parents feel pressurised in to making donations they couldn’t afford.  **d. Transport Costs for Curling Event (next year?)**  JMcL raised the cost travel expenses and enquired as to whether this was something the APPC would considering assisting with. | **SM** |
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