

MINUTES of MEETING

<u>Present:</u>	Chairperson:	Nicola Manson (NM)
	Vice Chairperson:	Nicole Petrie (NP)
	Treasurer:	Christine Reid (CR)
	Head Teacher:	James McLeman (JMcL)
	Teacher Representative:	Nicola Blair (NB)
	Parents/carers:	Susan Munro (SM), Katherine Morgan (KM), Valerie Cooke (VC) minutes

ITEM	MATTERS DISCUSSED AND DECISIONS MADE	FOLLOW UP
1	<p><u>INTRODUCTION AND AGENDA</u></p> <p>NM welcomed everybody to the meeting and apologies noted. The agenda had been emailed prior to the meeting and there were no amendments or changes required.</p>	
2	<p><u>ACTION POINTS CARRIED FORWARD FROM PREVIOUS MEETING 31st January 2019:</u></p> <ul style="list-style-type: none"> i. <u>Daffodil Tea</u> – NM & CR are able to help out & will be assisting serving refreshments – setup 1pm. KM will have a stall with 2nd hand uniform for sale & have APPC leaflets displayed to encourage new members. ii. <u>Parent Welcome Pack</u> - KM has created a welcome letter for new pupils and their parents which will be included in the induction pack provided by the school and given to all new pupils. SM has updated the parent council leaflet that is kept at the reception area at school. NM has a copy of it on a USB stick and Wendy also has a copy for future. iii. <u>Elgin City Football Match</u> 23/3/19 – A leaflet detailing the arrangements for attending the match, has been given to all the pupils that had noted that they wanted to attend. Meet at 2.15pm outside Rainbows at Moray Leisure Centre. iv. <u>Camping</u> – Definitely going ahead on Fri 14th June 2019 v. <u>Mobile Oven</u> – at the last meeting there had been a discussion with Erin Fraser re getting a mobile oven. JMcL does not want this as there is an oven in the kitchen which does not get used and he is working on seeing whether we can use this. vi. <u>Ground Force Day</u> – a date will be given once JMcL knows when the flowers will be ready for planting. It will take place on a Friday after school as this worked well last year. 	<p>NM/CR/KM</p> <p>JMcL</p> <p>JMcL</p>
3	<p><u>MINUTES FROM PREVIOUS MEETING 31st January 2019</u></p> <p>Proposed by CR, seconded by SM.</p>	
4	<p><u>HEAD TEACHERS REPORT</u></p> <ul style="list-style-type: none"> i. <u>Budget</u> – the Moray Council cuts that were discussed at the last meeting have all taken effect (also been reported in the news & local paper). Active Sports has been saved and local swimming pools. Moray Council still have a lot to save and are clawing money back. JMcL has a new budget with nothing carried forward, any surplus was taken away by the council. If supply teachers are required to stand in at the school, the costs will come out of this budget. 	

	<p>ii. <u>Moray Young Citizen Award</u> – Alves School’s nomination was put in for the primary category, however since it was such a good application it was transferred and put in against the Global Citizen nominations which it then went on to WIN!! The children thoroughly enjoyed the award ceremony and received a cheque for £500 which will be divided between all of the business groups and the children will decide how it will be spent. Photos and details of the award will be in the local paper. (A huge well done to all involved!)</p> <p>iii. <u>Diabetes UK Award & Green Flag Award</u>– JMCL will be notifying the local paper re the school’s success in also attaining these recent awards.</p> <p>iv. <u>New Bike Shelter</u> – looks great – JMCL is really happy with the improvement and the noticeboard is being well used by Wendy☺. A big ‘Thank you’ to all involved in getting quotes and arranging for the work to be carried out.</p> <p>v. <u>School Maintenance Works</u> – JMCL has sent a letter informing parents of the works that are going on just now, with the scaffolding up on some of the building. He wanted to reiterate that there is <u>no major risk to the pupils.</u></p> <p>There is a lot of ground water in this area due to an age old problem of drainage along the fields which Moray Estate and Scottish Water are looking into. This has caused the corner of the school building to sink. The subsidence has caused cracks to appear on the boiler house chimney- these cracks have been checked and measured. The repairs will be carried out in the school Easter holidays.</p> <p>A cherry picker has been in the playground recently so that all the buildings and roofs could be checked. The 2 older building are fine, it is the newer building that has the problem. With reference to the recent article in the local paper regarding the bad state of repair that a lot of the schools in Moray are in – Alves school is fine, except for its electrics and old boiler system.</p> <p>vi. <u>Daffodil Tea</u> – Arrangements are going fine. There will be an advert in the paper this week. Pupils from the UNA group have kindly invited elderly members of the community in Forres to the Daffodil Tea</p>	
5	<p><u>CHAIRPERSON REPORT</u></p> <p>At the recent PC Forum with Moray Council, NP relayed that the council had advised that there were going to be difficult decisions to be made with regards to their next lot of cuts.</p> <p>NP had discussed with them the idea of using parent’s skills in tackling issues for the school, however this is not allowed, even if these parents names are on the council’s contractors list. All works have to be directed through the council so that the work can be spread fairly.</p> <p>Next forum meeting is 15 May 2019 – NM hopes to be able to attend.</p>	NM
6	<p><u>TREASURERS REPORT</u></p> <p>CR handed out the income and expenditure report for period 1st April 2018 – 31st March 2019, along with a copy of the bank statement showing the bank balance as at 11 Mar 19 £1701.06. Petty Cash has £30.01 – giving a closing balance at the end of the financial year of £1731.07.</p> <p>(There will always be a balance in petty cash since the bank do not allow of the coins to be banked).</p>	
7	<p><u>AUDITOR</u></p> <p>CR has organised Karen Thomson to audit the accounts for 1/4//18 – 31/3/19.</p>	CR

8	<p><u>CLOTHING</u></p> <p>i. <u>RagBag Collection</u> - We have been offered a clothing bank from the organisers which could be stored in the school/playground rather than using bags. If we accepted, they would come and do a talk to the pupils about recycling clothing.</p> <p>Concerns were expressed that it might attract unwanted attention from vandals and since there is a clothing bank in the carpark across the road it was decided to not accept. NM will still ask if they would conduct a talk, as this would still be of interest & can also be used towards one of the global goals.</p> <p>Collection bags will be given home with pupils before the Easter holidays (black bin bags can also be used). Please give extended family members bags to fill too! JMCL kindly suggested that the bags can be stored in the school for a longer time if it will help to collect them in. Therefore bags can be dropped off after the hols up until the collection date of Thurs 25th April 9am.</p> <p>ii. <u>2nd hand clothing</u> – SM wondered if we could advertise good quality 2nd hand clothing to sell to other Alves school parents and the proceeds be given to APPC. Using the school's Facebook page was discussed but since it would need someone to administer it, it was decided that using the existing Moray Kids Buy Swap & Sell Facebook page which is accessible to a wider audience would be a better solution and if parents wanted to donate their proceeds to APPC funds it would be much appreciated.</p> <p>iii. <u>Back up clothing for P1/2</u> – NB requested that if there were any spare uniform for this age group she would appreciate some to keep for changes that may be required during the day.</p> <p>iv. <u>Uniform Sizes</u> – There has been a few issues with sizes of uniform received from Dallas Designs (DD), it is thought that they are in between changing their supplier and this may be the cause.</p> <p>If uniform is ordered through the school, the school is happy to deal with any issues directly, however if parents order direct through DD, the school cannot help and the parents will have to sort it out themselves.</p> <p>JMCL will ask for samples from DD to review and will feedback to parents.</p> <p>JMCL wanted to remind parents that the criteria for the school uniform is written in the handbook. It is a navy sweatshirt/cardigan, yellow polo shirt with school logo, dark trousers/skirt and black shoes. No jeans or tracksuits.</p> <p>DD are not authorised to use the school logo on other items of clothing i.e.hoodies.</p> <p>v. <u>Logo PE tops</u> - it was confirmed that APPC had bought these for the school as requested.</p>	<p>NM</p> <p>KM</p> <p>JMCL</p>
9	<p><u>MARCH DISCO</u></p> <p>It was agreed that the snack/refreshment set up at the recent disco was much better than previous ones i.e. entrance fee included 2 items of snack which was distributed through the dining hatch. NP commented that there was a noticeable reduction in rubbish and that our efforts to reduce waste by using reusable containers were proving successful. (NB to mention for the Global Citizenship.)</p> <p>JMCL asked if the parent council be more proactive in stopping the pupils from playing in the changing rooms during discos and that all food is kept in the food hall and that the policing is not solely left to him 😊.</p> <p>For Movie night since the kids are allowed to sit and watch the movie with their snack NP came up with a great idea that they BYOB! (B being drinking bottle and we would provide the diluting juice to go in it). We already have paper cups to hold the popcorn.</p> <p>Tea towels will be sourced to aid drying the cups etc.</p> <p>The soon to be out of date popcorn and crisps will be donated to the staff room for their snack time!</p>	<p>NB</p> <p>ALL</p> <p>KM/NM</p> <p>CR</p>

10.	<p><u>SPONSORED WALK</u></p> <p>It was decided that the big walk would be done by parents (optional to pupils) later in the year & proceeds to either RDA or APPC – this would be discussed further at the next fund raising meeting. RDA could also be asked if they would consider conducting pony rides at our Garden party.</p> <p>However on Fri 7th June 4.30 – 6pm we would hold a sponsored beach run for the kids to do and tie it in with the BBQ/Picnic at Roseisle. NP to design the sponsor form.</p> <p>A sponsored litter pick involving pupils is not unfortunately not an option due to the risks that they would be exposed to .</p>	<p>NM</p> <p>NP</p>
11.	<p><u>SCHOOL TRIP</u></p> <p>Will take place on Wed 26 June. To maximise the day out, the teachers had thought that visiting local attractions might be a good idea with groups going to Elgin Cathedral, the Museum, Cooper Park & Biblical Gardens. The library could be contacted to see if their small room could be used for lunch if it happens to rain, and perhaps they would be able to organise a story reading.</p> <p>An email will be sent to APPC members to see if they have any other suggestions.</p>	NM
12.	<u>Fund Raising Meeting</u> will be held at NM's house at Brodieshill Thurs 25 th April.	
13.	<u>AOB</u> – no other topics were raised.	
14.	<u>Next APPC meeting</u> – Thurs 30 th May 7pm	