



## Minutes of Knowetop Primary School Parent Council

7<sup>th</sup> November 2017



### In Attendance:

Kelly Anderson

Shirley Bartynek

Heather Bullen

Fiona Craig

Victoria Crane

Lynn Downey

Agnieszka Draminska

Kathleen Falconer

Kathleen Fiddes

Lynsey Hutchison

Mark McCulloch

Gail McFadyen

Carol-Anne McGinty

Amanda McLeod

Julie Muir

Sondra Murray

Jill Nicholls

Alison Prentice

Karen Rae

Carolyn Rankin

Audrey Robertson

Pamela Smith

### Apologies:

Karen MacVicar

Gail McBride

Lucy McCabe

### 1. Contact Information for Members

A request was made to continue signing in at the beginning of each meeting in order to aid the minute taking. Pamela Smith reported that the request for details of helpers for events from the wider parent body was successful and a large list has been created and begun to be used. Some members of the Parent Council have added their details and an email will be sent to check whether others are willing to add their details also. Slips were available for any new parents attending / and or those that have changed their details recently in order to make sure everyone has access to information.

## 2. Parent Council Member Involvement

Audrey Robertson spoke of the need for members of the Parent Council to be more involved in hosting the various events throughout the year. Much of the preparation work involved in the Hallowe'en disco was undertaken by the Chairperson and this is not sustainable. Amanda McLeod spoke of the request for help from the Parent Council being sent by email but that not many people replied. It was appreciated that most members work and are not available for events during the school day but that they could complete other preparation tasks at times convenient to themselves. Lynsey Hutchison spoke of attempting to utilise the skill set of members and the wider parent body. It was agreed that small focus groups would liaise with the Chairperson to host future events and a list of jobs created and shared with the Parent Council in advance would help. LH also spoke of creating checklists for all events that would enable others to become more involved in the organisation of.

## 3. Communication

AMcL spoke of concerns that email was not the most productive means of communicating amongst the Parent Council between meetings and suggested the use of What's App. There was a discussion of the merits of this means of communication and it was agreed that email would still require to be used for longer messages and lists of tasks to be completed but that What's App could highlight that emails had been sent. AR reiterated the request that members take responsibility for reading emails sent by the Parent Council and a note was sent round for mobile numbers of those members wishing to be part a group.

## 4. Christmas Cards

AR updated everyone that the first Christmas cards order had been made and delivered. A further late order has been sent and is still to arrive but will do so in plenty of time for Christmas. There are a few payments still to be received but the event has raised approximately £1480 profit.

## 5. Christmas Fayre

AMcL apologised to the parent council for the lack of communication regarding the date change. It was explained that this was due to becoming aware of a clash with a MFC home game and an attempt to scale back the fayre in general as it was very time consuming in preparations and clear up last year. An email has gone out to request help from parent council members and replies would be gratefully received.

There was a general discussion of ticket prices, prices for Prosecco and beer, donations and stall holders. There was also a further discussion about whether to purchase an inflatable grotto at a cost of £399. Some members felt this was rather expensive, however, the time needed to prepare a grotto each year is considerable and it is a very well received part of the fayre. A vote was taken and it was agreed that a grotto should be purchased.

Letters for donations and tickets were to be prepared and put out by Pamela Smith and email used within the parent council to co-ordinate preparation jobs.

## 6. Children in Need

Carol-Anne McGinty spoke of the school's plans for Children in Need where there will be an assembly with everyone reading for ten minutes, including staff. The theme of Children in Need is everyone has a thing and the school have agreed ours is reading. AMc offered to come into school using the parent council Pudsey costume and visit the assemblies.

## 7. Family Photoshoot Event

Audrey Robertson has emailed the photographer and booked the photographer. She has typed up information on the running of the event in order for others to run and it was agreed that Karen Rae and Carolyn Rankin would run this event in February. At the last event sessions were £15 with the parent council making £8 from this and the family were given one photo included in the price. Photos can be viewed online and further prints purchased with a further percentage of the cost being given to the school. The event has sold out previously and appointments are on a first come basis. Letters will be required to go out nearer the event and there was also a raffle done at the event to win the cost of the session back.

## 8. Valentines Disco

It was agreed that Lynsey Hutchison and Sondra Murray would take the lead with the Valentines Disco preparations.

## 9. Headteacher Update

Submitted by Jill Nicholls

## **Head Teacher Information – Parent Council**

**Tuesday 7<sup>th</sup> November 2017**

### **Budget –**

I met with our AFA last week and can confirm that budgets are sitting as planned. The carry forward has been downloaded and used to bring all spend lines into 'the black'. Some additional spend will be made re additional Digital Technology equipment and SHANARRI materials but this will still leave sufficient for on-going school needs during this financial year.

The PEF funding is being used as intimated prior to the Summer, with a 0.4 FTE Teacher, an Acting DHT and an Acting PT in place for the whole financial year. It has been intimated that there will be an additional 2% cost to be added to the planned cost to cover Personnel support elements of these posts. The details await confirmation.

School Fund will, as usual, pay for the class Christmas parties,

### **Staffing –**

Staffing has remained very challenging. Changes to the allocation of some teachers has taken place to minimise disruption to pupil learning however we remain very stretched due to the unusually high level of valid staff long-term illness and lack of supply staff available across NLC and the country as a whole. All members of the SMT are class committed on a permanent basis, as well as covering Non Class Contact Time, assemblies and short-term class absence. Today we were 6 teachers short of our full mainstream complement.

The level of class commitment is having a major impact on time available for management duties and meeting with parents are now happening with a week's notice and after the pupil day.

Our Principal Teacher posts have gone to advert and applicant leeting is in the process of taking place. I hope to interview on Thursday 23<sup>rd</sup> November (subject to cover). The interview panel will consist of myself, Mrs Mosley (DHT) and a Principal Teacher from another school. All members of the panel are criteria led selection trained.

It would be helpful for members of the Parent Council to undertake training in interviewing to populate any future SMT interviews which may be required.

### **School Fabric –**

None of the intimated works to the playground, fencing, etc. described at the September meeting have been started though they will still be carried out. The painter has been to meet with our janitor to discuss colour for the outside railings.

#### 10. AOCB.

Astroturf update – Jill Nicholls spoke of her positive meeting with Jim Chapman from MFC over the issues being encountered. The school have requested as much access as possible and are waiting to hear from MFC what we can be given. JN has tried to