

**St Andrew's Primary School  
Parent Council**

**Meeting Minutes  
Monday 6<sup>th</sup> November 2017**

Present:                      Committee:                      Anthony McAllister (Chairperson)  
Donna Shaw (Vice Chairperson)  
Carolann Shields (Treasurer)  
Elaine Johnston (Church rep)  
Frances Bath (Secretary)  
Alison McCool (Council Member)  
Kelly McLaughlan (Council Member)  
Adele Meechan (Council Member)  
Siobhan Kerr (Council Member)

                                    School Reps:                      Jennifer Flanagan (HT)  
Geraldine Wardrobe (PT)

Apologies:                      Kelly Goldie (Council Member)

**1. Welcome**

AMcA opened the meeting by welcoming all in attendance.

**2. Approval of previous minutes**

All members agreed the minutes from the previous meeting.

**3. Head Teachers Report**

JF delivered an update on the following:

School Improvement Visit

On 24<sup>th</sup> October the school received a validation visit from the local authority. This type of report is the stage before a more formal HMI visit.

The Quality Improvement Officers spent time discussing the improvement priorities with the management team. They spent time watching lessons, looking at pupil's work and speaking to pupils.

The school received very positive feedback. Comments from the report were documented in the school's November Newsletter.

### Improvements in School

JF went on to discuss areas for development, including increased opportunities for parental participation, speech and language therapy support, purchase of ICT, school trips and pupil groups being set up to affect change.

### Christmas Fayre

This year's Christmas Fayre will be set up and managed by one of the pupil groups (Enterprise Committee). The event will run on Wednesday 20<sup>th</sup> December from 3-4.30pm. The pupils have issued letters to local businesses asking for donations to support the fayre. JF provided an illustration of the layout of the fayre and features included games for the children, a bouncy castle, area for tea, Santa's grotto, pupil enterprise stalls and potential stalls\_for businesses outwith the school (stallholder will pay a £15 fee). JF advised pupils would be looking for parents to volunteer their expertise on the day for specific activities e.g. hairdresser to plait hair etc. The Enterprise Committee children have asked that raffle prizes be donated from now and cake and candy nearer the time. The pupils will own the project this year and money raised will be added to school funds.

### DVD School Night

The Pupil Council Committee will host this year's Christmas film night and again all money raised will go to school funds. The night will run on Wednesday 13<sup>th</sup> December from 3pm-5pm. Tickets will cost £5 and will include a hot snack and treat.

## **4. Parent Council Fundraising**

JF suggested that funds raised by the Parent Council in 2017 – 2018 could be used to purchase new lighting for the school stage.

AMcA requested ideas from the group for fundraising. The following ideas were discussed:

### Bingo Night

A bingo night will be organised by EJ, DS and CAS. The event will potentially run in March. Children will be able to attend the event.

### Sleigh Rounds

As a member of the Round Table, Norbert Grant (NG) had previously advised members of the Parent Council could be involved in the Sleigh Round event run during the first week in December. Groups involved in the event could then apply for funding for a specific venture. FB to progress with NG to establish what would be involved.

### Race Night

AM has agreed to investigate the feasibility of the Parent Council hosting a Race Night.

### Raffle at Nativity

The Parent Council will run a raffle at this year's Nativity Shows. AMcC will organise raffle prizes.

### Family Quiz

A family quiz will be designed and issued on a regular basis. Families will be asked to pay £1 on submitting the quiz with a view to being entered into a raffle. AMcA offered to produce the quiz.

### Rag Bag Scheme

KMcL suggested joining the Rag Bag Recycling Scheme. The scheme collects clothing, paired shoes, handbags and belts. Donations are weighed and the school would then receive a payment per kilo of donations made. An outside bank could be located at the existing bin area. The idea was agreed and KMCL will progress.

### Christmas Tea Towel

KMcL suggested producing both a school and nursery tea towel to be sold in the run up to Christmas. This idea was also agreed and KMCL will progress.

## **5. Parking**

KMcL raised the problematic issue of parking and requested that there be some investigation into methods to stop parking, which endangers the pupils of the school. KMCL highlighted a particular problem at the junction of Ballochney Street and Laggan Road where parents' parking means that pedestrian pupils view of oncoming traffic is obscured.

KMcL also raised the issue of litter and dog mess in the lane at the side of the school which is used daily by pupils, parents and carers.

AMcA has agreed to raise both issues with Nancy Pettigrew a Councillor with a remit for the local area.

## **6. Review of Parent Council Constitution**

AMcA took the opportunity to discuss both the Parent Council Constitution and the Parent Council Code of Conduct, highlighting rules and regulations of the Council and behaviour expected of the Parents on the Council. As a matter of course both documents will be reviewed to ensure they are up to date and contain reference to conduct on social media etc.

## **7. Training Sessions**

FB relayed the information contained in emails issued by Maureen Moore on training opportunities for Parent Council members. Email to be sent on the SK and AM and new members names to be advised to North Lanarkshire Council by FB to ensure inclusion in future email correspondence re training opportunities.

## **8. Registration of Society – Licensing Board**

CAS advised the Parent Council had received a letter from North Lanarkshire Council in connection with the renewal of the lottery licence. The licence must be held by all organisation who run any kind of tombola / raffle for fund raising purposes. CAS will issue a cheque to North Lanarkshire for £20 to renew the licence and will request an updated certificate to prove raffles etc. are authorised.

## **9. AOB**

A discussion was initiated around after school clubs and SK asked how places on the clubs were allocated. JF explained how places were allocated in a fair and balanced manner to ensure all pupils were offered an opportunity.

**Date of next meeting – 5<sup>th</sup> February 2018**