



## PARENT COUNCIL MEETING AGENDA & MINUTES

<b>Venue:</b>	St John Paul II Dining Room		
<b>Date:</b>	Tuesday 17 <sup>th</sup> January 2023, 6PM		
Participants:		Apologies	
<b>Name:</b>	<b>Role:</b>	<b>Name:</b>	<b>Role:</b>
Kris Thomas Anne Martin Anna Louise Coyle Andrew Johnston Julie Gordon Siobhan Ferguson Mandy Taylor Jillian Tonner Jennifer Travers	Head Teacher Depute Head Teacher Chairperson Secretary Treasurer	Cllr Barry McCluskey Cllr Margaret Boyd Cllr Helen Loughran Angela Higgins Lisa Halliday Arshid Karim Annmarie Bell	

### AGENDA

1. Welcome/Chair Report
2. Head Teacher Report
3. Councillor Report
4. Finance Update
5. Grant
6. Movie Night
7. Fund Raising
8. AOB

Minutes:	Action:
<p><b>1. Welcome/Chair Report</b></p> <p>ALC welcomed all and wished a Happy New Year, hoping all had a good holiday. ALC let all know of the updated Parent Council email address – stjohnpauliipc@gmail.com . Still in the process of transitioning bank accounts, which can be up to a 7 week process.</p> <p>ALC noted that the JP II Parent Council were given a grant. This grant gives them 6 months to spend the allocated amount and it needs spent by the end of May.</p> <p><b>2. Head Teacher Report</b></p> <p><u>Christmas Celebrations</u></p> <p>KT told all that as a school, we managed to achieve all of the Christmas activities that we set out to do. Christmas Parties for each stage went ahead, with no charge for this. We also managed to have our Christmas shows this year, which donations were collected for on the day.</p> <p>KT told all that the School Christmas Lunch was a great success</p>	

again this year with the children having a great time. Spoke of how hard the Lunch Ladies work on this and noted that they are doing it for more than just our Establishment. Also spoke on the Carol Services were a great success, with so many from our local community attending. Although we were unable to have a Christmas Fayre this year, KT says this will be a definite next year.

KT spoke on how generous our families have been at this time of year. We had so many Christmas Jumpers handed in for our Christmas Jumper Days for those that may have been without. KT spoke of issuing a "thank you" in the next Newsletter thanking the parents and families for their generosity towards the school and the staff at this time of year. KT spoke of if we should make sure our parents are aware that we never expect this of our families for our staff and questioned if we should ask for it to stop like other establishments have done. Parents said current arrangements are fine.

#### School Roll Analysis and Staffing

KT noted that the school roll has gone up since returning in August due to a few more families joining – now sitting at 365.

KT told all that Miss Brady had started her Maternity Leave slightly earlier than expected and that Mrs McClung has now joined the school as Maternity Cover.

KT told all that interviews had taken place for the roles of Breakfast Club Assistant (5 Hours) and Dining Hall Assistant (12.5 Hours) and two successful candidates had been chosen. Spoke of there still being an office vacancy of a 8 hours.

#### School Budget & Pupil Equity Fund

Since last meeting KT has met with the school's AFA

KT noted that the school budget is in a healthy state with a good carry forward from last year and that we have been focusing expenditure on the essentials. Still had over £30K after taking off expenditure that had been committed to orders. We also had additional money to use from PEF which would enable us to get to the end of the school & financial year without having to go into an overspend. KT also spoke of authority charges for staffing turnover, which usually amount to around £7k to £8k.

KT informed all of the schools recent ICT Purchases, which totalled around £13k. This included 24 laptops, 10 ipads for the school and 2 ipads for the nursery and also 5 new desktops and screens.

KT also spoke of the schools recent Literacy purchases for the Infants, Juniors and Seniors.

For the infants, the school has bought in supplementary reading materials and more non fiction books.

For the Junior/Seniors, more novels were bought which were recommended by the creator of the 'Talk for Writing' programme.

The next stop for literacy is to upgrade books from the Novel Studies list from NLC.

KT spoke of plans for the School Library. Told all that he has started an application for a grant from the Foyle Foundation, which allows for a maximum of £10,000. There was a representative out from Caledonian Furniture measuring the Music Room, at the moment all the reading materials are separated throughout the school, ideally, we would like for all of these to be together. JT asked if the school has a library at the moment, KT informed that we have the reference library behind the stage, but that it is time tabled and that is all we have at the moment. KT wants to reuse this as a music space. KT spoke of when the better weather comes in, having the children making trips down to Viewpark Library.

#### Primary 1 & Nursery Enrolment

The Primary 1 Enrolments are currently ongoing. At the moment, the Nursery applications are on pause due to a legal challenge.

#### Transition Experiences

KT spoke of an NLC survey, which is looking for general feedback. This consists of a part for the children and a part for the parents. QR Code to be circulated.

KT also spoke of NLC doing a consultation on the school holidays.

JT asked about the office vacancy and asked if these hours were going to be filled. KT said the hours will be advertised and filled.

### **3. Councillor Report**

No Councillors Present

### **4. Finance Update**

JG informed all of the current finances for the Parent Council. Starting Balance was £856.80.

INCOME: Government Grant - £890, Christmas Raffle - £599.00, Tesco Bag Packing - £545.60 TOTAL: £2034.60

OUTGOINGS: P7 Outdoor Trip - £480.00

£856.00 + £2034.60 - £480.00 + £2,411.40

Noted a very healthy balance of £2,411.40.

### **5. Grant**

ALC told all of the grant which the Parent Council had gotten. We have 6 months or less in which all the allocated funds have to be spent. Once all spent, all receipts must be submitted. Are only able to use these funds for purchases for stated reasons when applying for the grant. All of the reasons the Parent Council stated will cover school events. Any expenditure will also have to be payable via Cheque. ALC also noted that she is in the process of getting a new card for with the new BoS account.

Grant dates for info – The fund was granted 30/11/2022 which means that the funds will need spent before the end of May 2023. The fund from the grant should cover all the outgoings for Parent Council events, meaning that all the income will go directly back to the Parent Council Fund.

At this point ALC brought up an item that had been questioned on the St JP11 Parent Council Social Media. In regards to the Primary 7 Leavers Hoodies, it was asked if these could be bought earlier in the year, as opposed to giving them to the children for the last month in June, which would allow the children to get more time to wear them in school. This was proposed for after the Easter Holidays.

KT proposed talking to the P7 pupils about this.

#### **6. Movie Nights**

There are 3 movie nights arranged. February 7<sup>th</sup> for P1-3, February 9<sup>th</sup> for P4-5 and February 16<sup>th</sup> for P6-7.

Doors for the Movie Nights will open at 5.30pm, which allows time to get the children in, tickets took and snacks bought. The films usually runs from 6.00pm to just after 7.30pm with all the children being collected for 8pm. The children are

KT said to ALC that the school will put out a 'Save the Date' text to parents and online regarding the Movie Night dates and ask for volunteers amongst the staff and parents. Will need at least 6. 2 for the Hot Dog area, 2 for the Tuck Shop and 2 for helping to watch the children.

ALC asked that when advertising to note that it is £1 entry (tickets will be available for purchase beforehand from the office) and to note the tuck shop snacks and prices. Snacks will include Hot Dogs, Popcorn, Treat Bags. Also noted that these are optional and are welcome to bring in own items, as long as it's not fizzy or energy drinks.

When buying stock for the events, will look at 'Best Before' dates to try and ensure that stock covers events down the line.

JT thinks that parents need more notice regarding volunteering for these events. SF noted that the P1 parents may be more forthcoming to volunteer.

**KT to discuss with P7/Teachers**

**School to send text out to families.  
Volunteers asked for amongst staff**

**Tickets to be made available/Registers  
prepared at office**

ALC doesn't want to lose Warburtons as a supplier for the Hot Dog Rolls. Will need to count flavoured water remaining from the last PC event.

Discussed items needed for the movie nights and whether it would be best to source these from Supermarkets or from the Cash & Carry.

### **7. Fund Raising**

ALC spoke of the planned Family Quiz Night which was supposed to be on May 4<sup>th</sup>, this has now changed to a Race Night. This will not take place in the school, will be in the Bowling Club or the Miners, depending on numbers. Will look at both venues and see which is best for numbers. Will be arranged for a Friday in May.

Discussed the bag packing which had taken place. Was noted that more volunteers are needed for this and noted that a lot who had initially said they would volunteer, couldn't make it in the end. Was also noted that since this took place in December, it's a difficult time of year for Fundraising. Though for the time we did it, they made a good amount. For future dates, would be better to have more children with buckets spread throughout.

### **8. AOB**

JT asked KT about dates for First Confession – still no dates set with Father Bogan.

At this point KT had to leave meeting for a Lourdes online meeting at 7.25pm. AM also had to leave.

The idea of the Parent Council of St John Paul II registering as a charity was raised again – to be discussed more at the AGM.

The constitution of the Parent Council to be reviewed at the next AGM meeting.

Regarding race nights – check dates and availability at venues, check capacity and cost of hire for hall. Cost would be £160.00 for a host for the Race Night.

At the P1 visits, ALC has asked if the Parent Council can be present to give a quick demonstration to the new parents at the transition events.

Discussed Race Night volunteers. Will need helpers for the betting, helpers for the raffle and to advertise that £1 coins should ideally be brought on the night.

ALC may need to organise a sub committee meeting. ALC to let AJ know of date & LET put in.

**MT to check Cash & Carry (Gizzis)**

**AJ to cancel School LET for May 4th**  
**JG Checking Bowling Club details**  
**SF Checking Miners Club details**

**Volunteers to attend Meetings.**