**MINUTES OF THE PARENT COUNCIL MEETING HELD AT MONCREIFFE PRIMARY SCHOOL ON MONDAY, FEBRUARY 4, 2013**

**PRESENT**

 Hannah Blair (HB), Iain Collin (IC), Ali Karley (AK), Kate Marshall (KM), Sue Terras (ST), Kevin Wilkie (KW).

**WELCOME**

 KM opened the meeting and indicated that apologies for absence had been received from Barbara Boyd, Adele Evans, Heather Ferguson, Sonia Hamilton and Annelie Uwimana.

**MINUTES OF LAST MEETING AND MATTERS ARISING**

 The minutes of the last meeting, on October 1, were approved subject to three changes requested by Angela Birrell (AB).

 Subsequent to last meteing AB had also raised the issue of the minutes not being available to parent forum. IC and KM were in agreement that minutes could only be made publicly available once approved. In future it was decided to reach approval within a fortnight of draft minutes being circulated electronically so they could be issued and posted outside school office.

 KM raised the issue of whether AU had passed on homework data to BB

**Action:** KM to ask whether data had been made available to BB.

 KM also had a query re the progress of updating library. ST said that the library had been mentioned at the last FrOM meeting, at which it was indicated that £1,000 of school funds were to be used, in addition to £300 of FrOM money and £300 from an ‘award’.

**HEADTEACHER’S UPDATE**

 In the absence, due to unforeseen circumstances, of Barbara Boyd (BB), there was no headteacher’s report.

**FrOM UPDATE**

 ST detailed that 149 children had attended the Hallowe’en parties hosted at the school and that plans were afoot to change the format slightly for this year’s event to keep it ‘fresh’ for the older children.

 ST also said that £144 had been raised from the group’s wine tasting event and c. £1400 from the Christmas fair. The Peel to Save vouchers had also raised £850 and ST indicated FrOM intended on selling the vouchers again in the next school year. ST thanked KW for bringing forward the idea.

 ST revealed that the Fun Run date had been set for April 18, with the new Gala Day, which is to replace the Summer Fair, taking place on May 18. There was also to be a Bingo Tea on March 13.

 ST told the meeting that FrOM had applied for money from the Tesco Community Award Fund that, if successful, would be used for kitchen equipment so that more children could use the facility at one time. Re the kitchen, the school had also been approached by Love Sushi who are interested in holding an event with the children at school.

 Lastly, ST detailed that FrOM were presently reviewing their constitution.

**CEILIDH FEEDBACK**

 KM asked for members’ thoughts on the family ceilidh, which took place on November 23, whilst also thanking everyone who helped to organise and run the event. Given the intention of the ceilidh was to foster good relations/links between the school and the parent forum, KM considered it good that a high number of parents from the younger end of the school had attended and also that a lot of children were also present. ST also said it had been nice to see so many teachers attending.

 With KM questioning whether it could/should be made an annual event, AK admitted that costs would be an issue. AK indicated that, with £480 taken in ticket sales and with overall costs in the region of £1200, the PC had subsidised the ceilidh substantially. Despite the loss, AK added that the PC still has c. £1000 in the bank account, but that that there would no doubt be other things to spend that money on in future.

 KW asked whether a date in August or September, at the start of the school year, would be a better time to host such an event, with ST agreeing that would catch the influx new people to the school. AK stated that the build up to Christmas is a busy and expensive time for many people. IC suggested it could be held in late January and become a Burns Night ceilidh.

 KM concluded that if the PC were to hold such an event again the members would have to think very carefully about the timing of it and the extent to which it would have to be self-funding or subsidised.

**TREASURER’S REPORT**

 AK told members the PC held £1069 but indicated problems were still being encountered switching the signatories on the account.

 The issue of applying for PKC money to fund a minute taker was raised again.

**Action:** KM to explore issue of PKC grants available.

**PARENTS’ EVENING FEEDBACK + PARENT/CARER VOLUNTEERS IN SCHOOL**

 KM thanked everyone who helped man the PC stall and hand out forms at the Parents’ Evening asking for information on carers’/parents’ skills/volunteers for the school. KM indicated those she had spoken to had been enthusiastic and it was something the PC should be looking at progressing. KM had since emailed those who left details via the PC email address.

 AK informed the members that she had received an interesting mix of responses but was of the opinion that the PC would have to co-ordinate with teachers on how they would want input from parents/carers.

 ST asked whether it would be worth asking school what skills would be useful.

**Action:** KM indicated she would look into sending round the volunteers form via parentline and/or school newsletter.

**Action:** KM to ask BB how the volunteers might be utilised in school.

**PARENT HANDBOOK**

 KM indicated parents/carers had raised many questions they would like answered in a parent handbook publication and that she had received a copy of the Grammar School’s version. KM admitted it was important not to duplicate information in school handbook.

**Action:** KM to send copy of Grammar School handbook to AK, who offered to help draft answers to questions in conjunction with school.

**BREAKFAST CLUB**

 KM told members that PKC presently have no plans to help introduce Breakfast Clubs but have promised a review this year. The question had been raised in an approach from someone enquiring about a co-operative approach that could save money on individual schools doing it themselves.

 From the discussion, the general consensus was that the interest was not currently such that would make it worthwhile/cost effective to pursue setting up a Breakfast Club.

**Action:** PKC to be approached again for an update on their stance on Breakfast Clubs.

**ENQUIRY ABOUT REGISTERING PC AS A CHARITY**

 KM informed the meeting that she had received an approach asking whether the PC had considered registering as a charity, with the benefit appearing to be granting access to different funding.

 ST said from her experience the change would involve a lot of work with the potential for little benefit. KW suggested requesting PKC guidelines on reasons for and against.

**DATE OF NEXT MEETING**

 The date of the next meeting was set as March 11

**Action:** IC to book let and check let for May 28 meeting.

**AOCB**

 IC raised issue of dog dirt on paths leading to school.

**Action:** IC to phone dog warden on behalf of PC.

**Action:** KM to email local councillor on subject of dog dirt and extend invitation to next meeting.