**MINUTES OF THE PARENT COUNCIL MEETING HELD AT MONCREIFFE PRIMARY SCHOOL ON MONDAY, SEPTEMBER 2, 2013**

**PRESENT**

Hannah Blair, Barbara Boyd, Iain Collin, Adele Evans, Heather Ferguson, Kate Marshall, Nicola Murray, Kirsty Stewart, Sue Terras, Kevin Wilkie.

**WELCOME**

Chair Kate Marshall (KM) opened the meeting and indicated apologies for absence had been received from Sonia Hamilton (SH) and Ali Karley (AK).

**MINUTES OF LAST MEETING AND MATTERS ARISING**

The *minutes* from the meetings on May 28 and February 4 were approved unanimously.

KM indicated that the data from the past *homework survey* conducted in the school had been passed to KM from past chair Annelie Uwimana.

**Action:** KM to collate results and pass them on to school.

KM indicated she would inform *Councillor Alexander Stewart*, PKC elected member covering school, of dates of future meetings should he wish to attend. Also, KM said that *Peter Flood*, the headteacher at Perth High School, had expressed an interest in attending a future meeting.

**Action:** KM to email Councillor Stewart and High School with dates of future meetings.

**HEADTEACHER’S REPORT**

Barbara Boyd (BB) told members that the School Improvement Plan would be distributed to parents on September 23. This had undergone a radical overhaul, with schools expected to include fewer priorities and make the document ‘outcome based’.

The school had also had to produce a Strategic Plan, detailing “where we want to be in three years’ time”. This included three outcomes:

1. That pupils will experience a good balance between knowledge and understanding, and skills. A lot of focus had been on knowledge and understanding but key skills also need to be identified and developed.
2. That pupils can confidently reflect on their learning, identify next steps and what they need to do to improve. This, BB said, was about children knowing what they are doing, how well they are doing and what areas they need to get better at. This will incorporate the work already done on e-portfolios, class logs, with the school to look specifically at the early years – from nursery into P1 and P2 – so that there is a continuous learning through those years. Linked in with this will be target setting and teachers giving effective feedback to pupils.
3. That the school will develop its science work. BB told members that Heather Ferguson had been made the school’s science ambassador and that she would work with others from the High School cluster area to develop a model for teachers to teach science.

BB was delighted to inform the meeting that the school had been successful in winning a £5,000 grant via an application to the government’s Food Fund. With chef Graeme Pallister agreeing to come on board as a partner, BB said the money would allow the school to fully equip the kitchen, with further ‘really exciting’ opportunities in teaching staff, extending gardening, arranging site visits, etc.

BB detailed the staffing changes that had occurred at the school for the new year, welcoming P1 teacher Nicola Murray, who was in attendance at the meeting, and probationer Stephanie Brown, who has been assigned P4 and will be mentored by Audrey Lindsay. The school had also been approached by Miss Walter, a German student who will serve a six-week internship at the school. BB also welcomed the school’s ability to employ Graeme Radley as an art teacher.

BB told the meeting that the parent workshop dates had been set for October 9 and asked whether the PC and/or FrOM would want to be represented with a stall in the hall or take one of the workshops. The consensus of members was a stand would be better. KM said it would be a good opportunity for the PC to promote volunteering, the parent handbook, etc.

BB also asked members for help in representing the school at the Glenearn fun day on September 21; told the meeting that questionnaires had been issued to nursery parents; and told the meeting that the feedback on the behaviour of the P7s who had recently attended Nethy Bridge Outdoor Education centre had been very positive.

**FrOM UPDATE**

Hannah Blair (HB), indicated changes had been made to the committee at the previous week’s AGM and that she had taken over as chair, with a “hard act to follow” in succeeding Sue Terras. HB detailed the fundraising highlights from the previous year and told the meeting that money had been earmarked for the jungle play area, engraving trophies and headphones. HB said FrOM had made the decision to sell both Peel To Save vouchers and Spree books to raise funds this year and would also be offering Christmas cards again. Dates for the Hallowe’en party (November 1) and Christmas Fair (December 7) were also given, whilst plans were under way to run a wine tasting event and a pamper evening. The date for the next FrOM meeting was given as September 24.

**TREASURER’S REPORT**

In the absence of AK, KM used the opportunity to reaffirm the PC’s decision on how best to use the *funds* granted by PKC. She said the constitution permitted anything that promoted partnership between the school and the ‘parent forum’, allowing for a ‘broad scope’. On this topic, BB queried whether support could be provided for funding PVG checks on parents/carers coming forward for the volunteer list.

KM received support from the meeting to pay for Mrs Watson and Mr Daly, the school’s coaches, to complete a *football coaching* course in November.

**PARENT HANDBOOK**

KM provided the meeting with a copy of the Parent Handbook she and AK had worked on and asked for help from staff in firming up the descriptions of items such as staff roles, the ‘to and fro’ book and volunteering. KM received support for the draft format and BB raised the prospect of using the forthcoming parent workshops to ask for any other questions parents would want to see answered in the handbook, which in future will be given out as part of P1 induction.

**VOLUNTEERING**

KM received support for the proposition that this year the PC’s attention should be focused on getting more parents involved in the work of the school, as this would make the biggest difference to the school.

As a way of increasing numbers, KM raised the idea of a ‘Voluneer-ometer’ that would get the kids involved in encouraging parental involvement by making each class work towards a target. ST and Kevin Wilkie asked whether a volunteering page could be added to the school website to show the number of hours undertaken by volunteers and provide a target to improve on.

BB expressed disappointment that, so far, only one parent and one grandparent had expressed an interest in volunteering and detailed that help would be desired in early years maths and literacy games; the garden; the kitchen group; science work; general resources; and sports clubs.

The meeting agreed that parents are more likely to respond to specific requests but, with shift work, etc., that not everyone would be able to volunteer regularly

BB told the meeting that a letter had been drafted to go out to parents/carers.

**Action:** KM to meet with BB to work on getting letter out.

KM mentioned the possibility of the SSE Community at Heart scheme being utilised by the school.

**PARENT COUNCIL WORKSHOPS**

KM informed the meeting of two workshops being run in Glasgow and Inverness in November to support schools in developing their work on parent participation, with a cost of £110.

**AOCB**

KM detailed that the next meeting of the PKC PC Chairs Forum would take place on Wednesday, September 18, in the North Inch Community Campus.

**Action:** KM to attend.

**DATE OF NEXT MEETING**

The date of the next meeting was set as November 4, with further meetings to take place on February 3 and April 28.