**MINUTES OF THE PARENT COUNCIL MEETING HELD AT MONCREIFFE PRIMARY SCHOOL ON MONDAY, APRIL 28, 2014**

**PRESENT**

Alix Butterfill, Alastair Campbell, Iain Collin, Carol Davidson, Adele Evans, Felicity Graham, Ali Karley, Marian Kernahan, Audrey Lindsay, Kate Marshall, Kirsty Stewart, Kevin Wilkie.

**WELCOME**

Chair Kate Marshall (KM) opened the meeting and indicated apologies for absence had been received from Hannah Blair.

**MINUTES OF LAST MEETING AND MATTERS ARISING**

The minutes from the meeting on February 2 were approved subject to any correspondence within the next fortnight.

Following concerns raised at the previous meeting, KM mentioned a change made by the Scottish Government to the terms and conditions of supply teachers, a move it was thought would resolve the difficulty in finding supply teachers willing to fill posts in the short term.

KM asked acting headteacher Marian Kernahan (MK) if she knew anything about the tree planting plans detailed by Barbara Boyd at the previous meeting and MK said she was unaware of the scheme but would look into it.

KM confirmed that the Parent Handbook had been finished following much hard work from herself and Ali Karley, and had been made available at the most recent parent contact evening. It was agreed by those who had seen a copy that it ‘looked professional’ and would be a useful tool for parents/carers at the school.

**FrOM UPDATE**

In the absence of FrOM chair Hannah Blair (HB), KM praised FrOM for the recent quiz night, which had been well attended and received, and reminded those present that the next fundraising event would be the fun run on May 16.

**HEADTEACHER’S REPORT**

MK detailed the planned visit on March 25 of the school manager and Perth and Kinross Council, which had gone well, and spoke of the hard work on-going within the school with regards employee development and advancing the school improvement plan.

MK hailed the P4-7 performance as a great success and welcomed the fact it had drawn the community into the school. She also detailed a visit by two teachers from other schools on Commonwealth Day that had been of benefit to both parties.

MK told the meeting that Audrey Lindsay (AL) has taken over the role of the school’s science ambassador following the departure of Heather Ferguson. There had recently been a meeting of representatives from Perth High School’s cluster schools that had given training to around 190 staff on teaching methods and strategies in a bid to inform teachers and broaden out their teaching in science.

She also indicated that some staff were keen to take up a number of twilight courses that would provide training outwith school hours.

MK alerted the meeting to the imminent departure of P2 teacher Mrs Anderson for a new job but said there would be a lot of positives to the fact that P2 job share teacher Mrs Pretorius would provide ‘continuity and consistency of approach’ by taking on the post full-time until the summer.

In other staffing news, MK said that Mrs Dunbar was expected to come back to her P3 class on a phased return ‘soon’.

With regards to staffing levels for the next school year, MK stated that nothing had yet been decided by PKC but said parents would be informed when the school was informed by the council.

MK detailed the changes due to take place at the nursery following new proposals drawn up by the Scottish Government to give children access to 600 hours of nursery. She said planning was progressing but finals details were not yet ready. It was expected that the teacher’s role at the nursery would be increased from one day to one and a half.

MK encouraged parents to attend the P5/6 creative dance performance on May 6 at Perth Concert Hall and detailed an employability day that had been organised for P5, 6 and 7 at the school involving representatives from the food and drinks industry, including Gleneagles Hotel, Provender Brown Deli and the Tower Bakery.

She also indicated there would opportunities for pupils linked with the Ryder Cup and Junior Ryder Cup in September and praised the school’s Food For Thought programme.

Iain Collin (IC) asked MK if she could inform the meeting how long she was likely to continue in her role as acting headteacher but she could not. KM indicated she continued to keep in touch with PKC on the issue.

**Action:** KM to keep in touch with PKC.

**PARENT HANDBOOK**

Following the PC’s focus on the Parent Handbook, KM asked what next for the PC? The meeting then discussed issues such as volunteering, how best to communicate between school and parents/carers, reminding parents they are all part of the ‘parent forum’ and how best to attract new PC members in time for the AGM at the start of the new school year.

**Action:** Members to encourage parents to attend meetings/join committee.

Kevin Wilkie also raised the possibility of the Parent Handbook being included digitally on the school website, which it was felt the PC could also utilise better.

**Action:** Any PC business for website to be emailed to Kirsty Stewart.

**USE OF PC FUNDS**

Ali Karley (AK) told the meeting that the PC’s finances for the financial year had been signed off and that the bank balance stood at £1435.72. AK added the balance was high because previously-agreed expenditure on a laptop and paper had not been carried through due to a lack of receipts from school.

**Action:** MK to look into issue.

The meeting discussed how best to use the available funds, with a number of ideas raised, including licences for online learning at home, PVG disclosure checks, courses to train parents in cycling proficiency and attracting speakers for parents (in issues such online safety).

**Action:** Ideas to be collated for next meeting.

**DATE OF NEXT MEETING**

The date of the next meeting was set as May 28.