

**Ruthvenfield Primary School Parent Council**

Date: 6 March 2023

Time: 6pm

Venue: Ruthvenfield Primary School

1. **Welcome from Chair – GFS**

**Attendees:**

Chair – Graeme Simpson (GFS)

Treasurer – Lisa Kurlas (LK)

Headteacher – Sarah Burke (SB)

Principal Teacher – Gil Scrimgeour (GS)

Teacher - Rona MacKenzie (RM)

Nicola Benbow (NB)

Karen Chatterton (KC)

Shona Condie (SC)

Linsey Grant (LG)

Kim Henderson (KH)

Julie Jack (JJ)

Michael Jackson (MJ)

Steven Reilly (SR)

Jodie Smith (JKS)

Jon Storer (JS)

**In Attendance:**

Shona O’Connor (SO) – Childcare Development Officer, Perth & Kinross Council

**Apologies**

Maggie Robertson (MR)

1. **Breakfast Club (SO)**

Shona O’Connor, Childcare Development Officer, Perth & Kinross Council provided an insightful introduction to setting up a breakfast club in the school.

The following key points were noted:

* Staffing ratio: 1:10 (2 staff required for all sessions).
* Staff would require PVG checks.
* SO suggested the creation of a parent rota for emergency situations e.g. staff are unwell/ unable to attend the setting.
* Care Inspectorate Reviews would not be required as each session does not exceed 1.55Hrs.
* The hall hire costs would be waivered by the Council. Access to the hall would be available 8-9am.
* A £1500 grant would be awarded to the breakfast club committee to set up the venture. Funding could be used to purchase supplies, equipment, used to pay the upfront salaries for the 1st month of operation.
* The group would be allowed to use school equipment/ supplies however replacement of any malicious breakages would need to be covered by the breakfast club.
* The person running the sessions would ideally be someone with an HNC in childcare/ experience of working with children e.g. Brownies, Scouts/ Sunday School.
* The second person does not need to be a qualified person, they could be a volunteer/ parents working from a rota. Group training will be available to volunteers.
* Those employed by the breakfast club will have a 39 week contract, with the option to have the salary paid over 12 months.
* Rate of pay is similar to Tass 5 at the Council with a rate of pay of £12/13 per hour.
* The main post holder will have a 7.5 hour contract (5 hours for staff: pupil time and 2.5 hours for planning sessions). The supporting post holder will have a 5 hour contract.
* It was suggested that the breakfast club committee has a staff liaison person.
* SO offered to share a breakfast club survey as a guide.
* Other settings are typically charging £2.50- 5.00 per child per hour based on the offering i.e. if offering breakfast/ food then typically a higher price point would be charged.
* Breakeven point is typically 14-16 children to be sustainable. Members motioned that with a low school role that this could be challenging to achieve. SO identified Fossoway Primary School as a smaller school that operates a breakfast club to demonstrate that it can be achievable for a smaller school to run a breakfast club. SO highlighted that Craigie Primary School recently set up a breakfast club within a few weeks, demonstrated that whilst there is work to set up the venture, it is not overly onerous.
* SO highlighted that the Council can use all their social media streams to advertise breakfast club posts. SO also suggested that the posts are advertised via local noticeboards and to parents as there might be someone within the school community or the local area that would be interested.
* The council contract would be provided as per the council terms and conditions.
* The 39 week contract means any holidays must be taken outwith term time.
* Statutory sick pay could be provided if they meet the relevant criteria.

Additional expenses to be considered:

* Public Liability Insurance and Employers Liability would be required. Typically this is in the region of £260. If the breakfast club is registered as a charity then the liability is treated differently.
* A phone with top up credit.

There are additional requirements if the setting is looking to serve food:

* A food hygiene module would need to be undertaken by those serving the food.
* Tayside Contracts kitchen; including equipment/ food preparation/ sink cannot be used by those operating the breakfast club.
* A sink would be required for hand washing. Discussion took place in relation to the potential purchase of a pump action sink.
* There are 14 allergens to be made aware of; all food must have appropriate labelling to highlight the allergens present in any food being offered to the children.

**Action:** A survey to be circulated to parents to gauge interest.

*SO left the meeting*

1. **Matters Arising from previous meeting (GFS)**

**Charitable Status Application**

* SR and MJ updated members on the potential to register for charitable status.
* SR circulated paper copies of the draft constitution entitled “Ruthvenfield School Community Support Small Charity Constitution” to members for review.
* To acquire a charity number, the PC charity needs a constitution and two trustees. SR and MJ have volunteered to be trustees. SR requested additional signatures; JS, JJ, GFS, SC, LK, JKS volunteered to become additional trustees.
* Those interested in becoming additional trustees to provide address and copy of signature to SR.
* At the previous meeting a question arose with regard to the need for audited accounts to be produced. SR confirmed that only charities earning over £60k would be required to produce accounts.
* Discussion took place around the charitable status in relation to a potential breakfast club.

1. **Treasurer’s Report (LK)**

* No Treasurer’s Report provided.
* Education City Licence (£650) – LK to speak to Mabel Duncan.

1. **Headteacher’s Summary (SB)**

SB presented the Headteacher’s Summary;

Playground

* SB recently met with the PKC Property Department. PKC has agreed to repoint the wall in the front playgroup in the lead up to the Eater break. Following the completion of the repointing, a higher fence will be installed around the front playground. The points of access will be reduced down to a single entrance gate.
* Playground supervisors now have mobile phones and whistles to alert the children in case of any danger. Children have been taught the three whistle protocol.

Lochranza

* The P6/7 Arran Trip is due to take place 24-28 April 2023. SB circulated paper copies of the letter that has been issued to P6/7 parents.
* Parents were asked to confirm if their child will attend by 6 March 2023. Cost per pupil is £356. Pupil numbers required to further refine the costs.
* The P6/7 pupils are planning to hold a coffee morning fundraiser to raise some funds towards the trip. Parents to bake and send in goods for sale. The event will be open to families to attend.
* Discussion took place in relation to finding a driver to drive the mini-bus. Paul Dailey and the janitor were muted as potential drivers.
* A parent information session will be help before the end of term.

Outdoor Playground Games

* GFS offered to supply the paint and paintbrushes.
* Various different work volunteering days/ schemes were discussed by members. It was proposed that some members might be able to use their work volunteering time to undertake the paint refresh of the stencilled games.
* SB informed members that it has not been possible to source stencil templates from other schools.
* It was proposed that the work is undertaken in advance of the summer fete.

Pupil Summary Reports

* SB will issue reports w/c Monday 20 March.
* SB to add curricular Progression Pathways to the school website and will issue a weblink along with the pupil summary reports.

Parent Contact Sessions

* Parent contact sessions will take place 22 and 24 May.

Other Diary Dates

* SB provided a brief overview of the future dates for the diary.

1. **Headteacher’s Wishlist (GS)**

* **The wishlist of purchases by the PC is the same as the previous minutes was carried forward:**

1. A Wishlist of funds around £650, would be useful towards Education City Adaptive learning if possible.
2. GS also said it would be very helpful to have some funds towards current ASN (Additional Support Needs). Ear defenders, Toe by Toe (A highly structured phonics-based reading manual) and other reading scheme books would all be very useful.
3. GS also confirmed the need for more Arts & Crafts resources.
4. More iPads would be helpful, again depending on funds available.
5. Outdoor classroom area (around £2,800) still pending depending on above Aviva possible grant and conditions.
6. **Fundraising**

**Summer fete**

* The date has been set: Saturday 20th May. GFS contacted Fair City Football Club to confirm football pitch availability. Confirmation was provided that there are no conflicts.
* Need to acquire 15-20 volunteers from PC to man stations. This number is likely to be achievable.
* LK contacted the landowner of the field neighbouring the football pitch to enquire about potential additional parking. Due to the field being in production and potential gas works taking place within the field, it will not be available.
* Event time - members supported that the event takes place over lunchtime hours to attract those looking for food.
* Food (risk assessments and food hygiene to be covered by the Parent Council. LK suggested pupils write to the food shops to request food supplies for the fete. Various companies were discussed by members. Teaching staff to consider taking the suggestion forward).
* Flyers – members proposed that the children could make flyers to advertise the event.
* Charging was discussed; it was agreed that a bucket collection would be taken forward. Star prize to be discussed at a future meeting.
* Members agreed the event should be a cash only event. LK to arrange the float. Posters/ flyers advertising the event should highlight that the event is cash only.
* Gazebos – JS, LK and LG will supply gazebos. Any additional gazebos would be welcomed.
* Toilets – school toilets next to the playground entrance will be made available.
* Music – SB confirmed that the school PA system can connect to an ipod but the wi-fi does not extend out to the playing fields. SB to confirm if the system is bluetooth activated. GFS to ask Claire Simpson if her system could be used as an alternative.
* SB suggested a map to direct people to the various stalls. GFS to create a plan and a list of the stalls.

The following ideas for the summer fete were discussed with named person to investigate viability

* Beat the goalie (JB to approach St. Johnstone).
* Facepainting x 2 (KH and possibly Sarah Clarke (TBC). NB also has potential contact).
* Bouncy Castle (GFS has approached two companies for quotation. Various options offered and currently showing availability. Costs were discussed and members felt that a bouncy castle would be a good draw of crowds to the event and agreed to proceed with the hire. GFS to enquire about potential music provision).
* Cake stall (Claire Thompson).
* Guess the number of sweets in the bottle (LG. Big teddy required for prize).
* Guess the number of balloons in the car (Perth Honda have confirmed support to supply a car to SO. Volunteers will be required to blow up the balloons).
* Pick a square (KC).
* Pick a birthday from a diary (LK. Big teddy needed for prize).
* BBQ (JS – PHS supplying drum BBQs and coal. There is a need to check health and safety requirements. SB offered to supply the school meat thermometer). LG to check for food supplies (TBC).
* Water/ glitter tattoos (JJ and KH).
* Dog Display (JS confirmed that Fair City Dog Training were unable to support the event).
* Hook a duck (members to look into inexpensive toys for prizes).
* Teacher Stocks.
* Fire Engine display (GFS emailed the fire station and is awaiting a response. Members discussed parking limitations).
* Tombola (SC).
* Teas and coffees.
* Children’s disco.
* Dance School Display (SR to check with Julie Young Dance School)
* Ruthvenfield’s Got Talent Final (SB to speak to the children).
* The children requested a candy floss and pick and mix stand (KC offered use of her candy floss machine and proposed Alex Chatterton to run the stall).
* Chocolate fountain (LK offered use of her chocolate fountain).
* Plants stand (Lynsey Payne and JB).

**Tesco token fundraising**

JJ confirmed that applications are submitted online. JJ will look further into the process and proposed to use the wording from the Aviva application.

**Barratt Homes**

SC agreed to approach Barratt Homes.

1. **Any Other Business (AOB)**

* LG sought clarification on the change of shoes notification that had recently been issued to families. SB confirmed that children could wear any type of (clean) indoor shoe.
* KC proposed a sponsored read to raise funds for more reading scheme books. SB clarified that sometimes books are not returned and the school is sometimes short in the number of copies of books.
* JKS highlighted that there is a library book sale this Saturday, 11 March, at the AKBell Library. SB confirmed that it is reading scheme books that the school requires.
* SB confirmed that pupil numbers in 2023/24 would remain steady at 57-60 pupils.
* Date of next meeting Tuesday 18 April 2023 at 6pm. Venue Ruthvenfield Primary School

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