

**Ruthvenfield Primary School Parent Council (SPC)**

Date: 3rd Oct 2023

Time: 6pm to 7.30pm

Venue: Glover Arms Hotel

**Attendees:**

Headteacher – Sarah Burke (SB)

Principal Teacher - Gil Scrimgeour (GS)

P6/7 Teacher – Rona Mackenzie (MM)

Treasurer – Lisa Kurlus (LK)

Jodie Brown (JB)

Shona Condie (SC)

Jon Storer (JS)

**Apologies**

Steven Reilly (SR)

Julie Jack

Gemma Lamb

Kim Henderson

Karen Chatterton

Nicola Benbow

Linzi Grant

Sarah Clarke

1. **Matters Arising from previous meeting – (in apology from SR via whatsapp message)**
* SR needs to apply again to get Ruthvenfield SPC registered as a charity through the OSCR before any application can be made to the Aviva Fund
1. **Objectives of the Parent Council and its Committee(s) – RPS Parent Constitution**
* No new members were present, and the Constitution was agreed to be upheld as of last year’s.
1. **Selection of the new Parent Council**
* SB agreed to look into holding blended in person and virtual (via teams) Parent Council Meetings. It was agreed to trial it at the subsequent meeting
* JB offered to set up a parental council Facebook group to attract more members and increase parental participation
1. **Election (re-election) of new office holders for the Parent Council**
* LK agreed to continue in the role of Treasurer.
* JS was appointed Secretary
* SC was appointed Chairperson
1. **Approval of accounts**
* Balance as of beginning of meeting was £2,071.25
* £650 was to be deducted for Education City Payment
* £270 was to be deducted for the Seesaw App
* £442.15 was to be added back to the account for the coffee morning held in Oct 2023. LK to collect money from school and deposit into account
* £300 to be deducted for the start-ups for each classroom’s Christmas Fayre stall (see item 7)
* Balance after deduction and additions is £1,293.40
1. **Staffing Update**
* PSSA post has been appointed but background checks are still being made. It is hoped that the new appointee will begin in post 1st week back after the October holiday.
* Coffee morning held on 2nd October raised £442.15.
* Quality improvement. The school has identified three areas for improvement for the academic year 2023-24.
1. Explicitly Teaching Writing. SB showcased the books and explained how this was going to improve writing across the school This is an expensive resource £2,000 in total. The SPC was asked to make this a focus for their fundraising efforts.
2. Nurturing Schools Programme. SB outlined how staff were undertaking CPD across different areas to help the school to continue with nurturing approaches. Resources for school improvement may be identified in due course and the SPC agreed to look into purchasing these as the need arose.
3. Practitioner Enquiry. SB outlined how teaching staff would embark on practitioner enquiry with colleagues within the Bertha Park LMG Primary Schools.
4. **Christmas Fayre 12th December 6pm -8.30pm**
* SC has provisionally booked the Huntingtower Hotel for £100.
* SC needs to liaise with the Hotel to ascertain table capacity. The school will need 6 tables.
* Parents to be given first refusal of remaining tables at £15 per stall. Parents wanting a stall to contact SC in the first instance.
* Outside companies to be then offered remaining tables. This is to be done after the next meeting of the SPC.
* £100 from the SPA to be loaned to each classroom to allow a business start-up (£300 in total).
* Donations from parents for the raffle hamper to be collected by the end of November 2023.
1. **Other fundraising Ideas**
* SC offered to host a Halloween Disco in Ruthvenfield School gym hall on 30th October 2023. LK offered to help as well.
1. P1-P3 6pm to 7.15pm.
2. P4-P7 7.30pm to 8.45pm.
3. A fancy-dress competition (with effort/home-made costumes) is to be encouraged
4. £1 per entry per pupil
5. SB to approach parents to help.
* Potential Ceilidh to be held in February. SC to approach various venues for availability and cost.
1. **AOB**
* Next meeting regarding the Christmas Fayre preparation to be held on Tuesday 7th November at 6-7pm at Ruthvenfield Primary School. SB to set up a Teams video as per item 3 for parent council members who are unable to attend in person.