



## Minutes Of Meeting

**Meeting Date: 24 October 2019**

### **Minutes of monthly Parent Council Meeting**

<b>Present</b>	<b>Name</b>	<b>Position</b>	<b>Name</b>	<b>Position</b>
	Sheena Heslop (SH)	Chair	Fiona Walker (FW)	Member
	Stephen Russell (SR)	Treasurer	Lynne Black (LB)	Member
	Kevin Ward (KW)	Member	Tracy Boyle (TB)	Member
	Claire Dickson (CD)	Member	John Boyle (JB)	Member
	Nicola McGlynn (NM)	Head Teacher	Julie Hunter (JH)	Principal Teacher
	John Johnson (JJ)	Teacher Rep.	Fraser Buchan (FB)	Active Schools
	Robert Agnew (RA)	Active Schools		
<b>Apologies</b>	Gail Ward	Secretary	Lisa Arnott	Member

#### **1. Approval of Minutes from Last meeting**

Minutes were available at meeting however not discussed

#### **2. Matters Arising from previous meeting**

Not discussed

#### **3. Introductions**

NM started by introducing JJ as the teacher representative followed by Active Schools.

#### **4. Active Schools**

Both RA and FB discussed the following role and issues with regards to Active Schools:

- Overview of their role within Sport Scotland to promote sports within schools, during lunch and after school
- Funding has dramatically reduced from Sport Scotland which has led to a review of their clubs within schools
- Active Schools are keen to find out why numbers are low within Inchinnan Primary School. A previous questionnaire had been sent out but Active Schools were keen to have parental feedback as to way forward.
- Active School advised that if numbers continue to be low, then there is a risk of a withdrawal of some Active School Clubs at Inchinnan PS or that cost to pupils would have to increase to reflect lower attendance, as coach costs need to be covered (no profit).
- Due to lack of funding. As advised that they wondered about support for additional funding and fundraising.
- Communication around clubs was also highlighted as something that could be developed.
- NM and AS advised that they are looking at a House point incentive for kids that go to AS clubs
- AS also advised that there was a possibility for a swimming club to begin, but very early stages, IPC advised that this would be very popular



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**Action agreed** – Active Schools to create a questionnaire to inform clubs for next session. School will distribute via text if possible. Parent Council to promote.

### 5. Halloween Party

SH advised current numbers with CD and SR to follow up on those that have not paid distribution of tickets. NM raised concerns around a Risk Assessment, has one been completed for both Halloween Party and Christmas Fayre? CD will follow this up with SH. Discussed what was left to organise. Message be sent out to all parent helpers for what is needed, SH advised she will send this out. LB also advised that she would be able to assist with this.

NM advised that there were enquiries made as to sponsorship of events and how other businesses can sponsor future events. SH advised that the sponsorship kindly donated from Chalk Auto's for the Halloween Party was a trial and last minute. Information will be sent out for the upcoming Christmas Fayre.

### 6. Christmas Fayre

SR advised that plans are still in the early stages, including contacting stall holders. SH will speak with Colleen for last year's list. Let has been confirmed by GW. Santa and reindeer not currently booked.

### 7. Parent Council Email Account

Throughout the meeting it became apparent that communication for new parents who were not part of any Facebook Groups, WhatsApp groups are not aware of the IPC, even though it is advertised frequently on school website with meetings also detailed in the newsletters. A suggestion was to have a designated email where they can send in their queries. This will open a communication line between parents and IPC. SR advised that he set up a new email address and monitor it with a second person if it becomes too much for one person. SR will work with TB and JB on setting this up. IPC will need to review and advise once completed.

JJ and NM suggested that at Parents Evening, it would be good for an IPC stall to be there to promote ourselves. IPC to discuss.

### 8. Connect Us

Unclear by IPC as to what this was. FW highlighted an app used in other schools for communication at a cost of £500 annually. Connect us to be reviewed by IPC at next meeting, although NM advised that a new Parent Portal is being rolled out, and therefore may be best to wait for this. NM will find out launch date for IPS and when all schools will have this.

### 9. Car Park

The extension of the school car park is to enable the development of the sports hall for Inchinnan Community Nursery. Again, communication was discussed, but changes had been discussed at agreed via the council. NM advised that the development of the Nursery has moved and was now scheduled to begin, end of March 2020, the end of Dec 2020.

### 10. Consultation on Cala Group Development in Erskine

NM informed IPC that Education Scotland would visit the school on Thursday 28<sup>th</sup> November. IPC to gather a response for Education Scotland around the views of the school, pupils and Parents. NM would organise at time for a representative from parents to speak with visitor around parental



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views of catchment review. NM remind IPC that consultation was still open and asked them to encourage parents to respond.

IPS, explained that mixed feeling amongst parents. Main concerns were logistics and transport for pupils coming from new development to IPS and that IPS is known as Village School. Points to be raised will be both positive and negative to give a fair response.

### **11. Communication**

Communication was discussed by parents and IPC specifically around certain letters and dates, due to a change that has caused confusion. NM advised that all dates were correct on the Newsletter, however IPC indicated that any letters sent out will tend to be looked at instead of going back to the newsletter dates. NM advised that the letters are sent to get a gauge on the number of parents that will attend. For example, the Maths Event, over 80 responded for attending, but only 30 or 40 went to the actual Maths event.

SR will speak with IPC and Parents to ensure we cover, also explained that due to Halloween and Christmas everyone has been extremely busy.

### **12. AOB**

SH to create agenda for next meeting, to be sent out and agreed prior to date of meeting

Christmas Fayre – Reindeer and Santa to be booked. Raffle letters to be sent out

Confirm Risk Assessments have been completed for both Halloween and Christmas

Stall Holders Confirmed

CD to update on new Parent Council Information Board within school grounds

Next Meeting Monday 25<sup>th</sup> November