**St Charles’ Primary School Parent Council**

**Minutes of meeting for Wednesday 4th May 2016**

Attendees Apologies

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| Mrs Hannigan (HT) | Jillian Devlin | Elaine Manning |  |
| Bernice McDonald (Chair) | Maureen McInnes | Joanne Corr |  |
| Mrs Kelly | Colette Scotson | Laura Kennaway |  |
| Carolanne Kerr | Elizabeth Higgens | Grazia Scarda |  |
| Angela McGennis | Jane Horan | Kathleen Atchinson |  |
| Alyson Lockhart | Yvonne Quinn | Michelle McEllwaine |  |
| Mrs Black | Lyndsay McDade | Lesley Dickel |  |
| Stephen Gatherer |  | Rachel Delany |  |
| Lucy Roberts |  | Frances Donnachie |  |
| Karen Petrie |  |  |  |
| Anji McAleer |  |  |  |

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| Item | Actions |
| **1. Welcome & Apologies** |  |
| See above.  Bernice thanked Lyndsay for baking the cupcakes for the Communicants breakfast and extended the thanks to all the helpers on the day. Mrs Kelly read a letter of thanks from the Room 4 class. |  |
| **2. Head Teacher Update** |  |
| Mrs Kinsella was welcomed to the meeting to meet PC members and hear the types of items discussed.  Mrs Hannigan updated the PC on the following**:**  **Staffing Update** - Mrs Armstrong has commenced maternity leave and Mrs Flannigan is returning shortly before the summer break. Miss Kane is returning to the school to cover Mrs Armstrongs mat leave.  **Primary 1s intake -** 56 children in total have enrolled and 3 small classes have been allocated to P1.  **Primary 1s Induction 11th and 18th May** - helpers required for tea/coffee and Bernice will give a short presentation to parents/carers.  **Afterschool care** - continues in the school and numbers appear to be increasing. One PC member reported their daughter was liking it and she wasn't experiencing any issues with it.  **Sports Day date TBC**- The staff will discuss the plan for this day in their up coming collegiate session.  **P6/P7 Residential trip** - takes place from 6th -10th June at Dumfries House.  **P7 Acitivity week** - last year the PC provided funds to allow those pupils in P7 not attending the residential trip to have fun activities during that week. The PC agreed to support the activites this year - with a rough budget of £200. Helpers from the PC will also be required to take the children on the activities.  The group also agreed to provide those attending the residential trip funds to buy a tuck treat for them for a total of around £200. Arrangements for these will be lead by Bernice, Anji and Carol Anne. | Helpers required  Helpers required  Bernice, Anji and Carol-Anne to co-ordinate. |
| **3. Fundraising monies** |  |
| A point for discussion was raised in respect to cash gifts given to staff to mark special occasions i.e. retirements, length of service. The points included whether this was appropriate use of fundraised money, the appropriateness of the amounts given and whether there should be a process in place for making decisions about the value of cash gifts, including when should they be given.   After discussion a vote was held on whether we should continue the practice of giving cash gifts. 13 agreed and therefore the PC will continue the practice of giving cash gifts to mark special occasions as a recognition of thanks from the parent body.   During the discussion concerns were raised around PC communication to the parent body in general and specifically when giving gifts. It was agreed to establish a quarterly newsletter from the PC and Lyndsay will lead this. | Lyndsay to co-ordinate quarterly newsletter. |
| **5. Fundraising/Upcoming Events** |  |
| **Sorts Day - Date TBC** The group agreed to provide the all children with a healthy snack curtesy of the PC. This will be a drink and a fruit snack. The budget is set at around £350. Anji will look at options from Aldi and Phelps.  Teas/coffees will also be available for families. helpers needed.  **Nursery Fun Day - 1st June**  The group agreed the PC should support this event with teas/coffees refreshments. helpers needed.   A side point was raised on whether the PC should be providing financial support to nursery events. After discussion the group agreed it should be considered the same as every class and therefore benefit from fundraised money.  **Fun Day - 4th June** Anji provided an information sheet to the group regarding the plans for the day.  The following has been agreed by the fun day sub group - Inflatables, candy floss maker, ice cream stall (if we can access the freezer), bake off tent, beat the goalie, hook a duck, BBQ, face paints.  The day will be from 11am-2pm to hopefully allow people to come around their other saturday plans. The let is from 9am - 3pm and therefore looking for helpers for during this time (for the full time or part of the day) Around 35 helpers will be required on the day.  Any PC with older children who would be willing to help would be appreciated. Carol Anne will speak to local guide leader for helpers.  There was a discussion around whether this was a fundraising event or a thank you event to pupils and parents. The group agreed that they were happy to incur some of the costs for the day.  A discussion was held about costs for entrance and for inflatables. Agreed entrance fee of £1 per person and under 3s free and the inflatables would be free.  Agreed to purchase more veggie burgers and ensure they are cooked separately. (Colette) Hotdogs will be £1, same as burgers.  A Facebook posting will be made to appeal to helpers and face painters/crazy hairdressers/ nails etc.  A flyer will also be distributed looking for helpers.  There will be a rota for the BBQ (Anji)  There will be a floor plan so all helpers know where everything is and there will be a contingency plan in place if the forecast is rain (Anji).  The entrance will be at the school gate (Anji).  Discussions will continue for the day through Whats App/Email.  Additional points were raised for consideration around planning for the year on how we spend fundraised money (i.e. subsiding events/trips, buying items from staffs wish lists etc) and for consideration to tighten the budget for events.  **Other dates to note for helpers:**  **Leavers Dance 17th June -** helpers on the bus, set up hall, BBQ and night.  **Leavers Mass 14th June** - PC helpers required for tea/coffee in hall. | Anji to co-ordinate with school.  Helpers needed.  Lyndsay to lead arrangements.  Helpers needed, including family/friends.  Check insurance if inflatables are used and we're covered for high risk events.  Carol Anne to speak to Elaine (guide leader).  Anji/Carol Anne FB posting and flyer. |
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N waaext meeting 1st June 2016.