

St. Fillan’s Primary School - Parent Council

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| Parent Council Meeting 1 |

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| **Meeting Date:**Wednesday 11th October 2017 | **Time:**7:30pm-9:30pm |
| **Location:**St. Fillan’s Primary School  | **Minuets Taken By:**Jacqueline McPherson |
| **Attending:** |
| **Parents:** Dougie Harvey (Chair) Louisa StevensonWendy Rennie Laura CouttsVivienne Dempster Julie Anne DunnMandy McGowan Paula McGechie |
| **Staff:**Claire MacKenzie (AHT)Jacqueline McPherson (PT) – Minutes |
| **Apologies:**Stephanie HartPauline Kerr |
| **Details For Next Meeting:**Date: 15th November 2017 Location: St. Fillan’s Primary SchoolTime: 7:30pm Agenda: Annual General Meeting |

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| Point 1 - Discussion Mr Harvey apologies as first meeting was delayed due to unforeseen circumstances. | ConclusionFirst meeting of PC 11th October 2017 | Action If Required |
| Point 2 - DiscussionDate and format from Annual General Meeting was discussed.  | ConclusionDate set for 15th November | Action If RequiredDetails to be issued to all parents through FB and letter. Actioned By: PC  |
| Point 3 - Discussion Reflection of the format of previous Annual General Meetings. | ConclusionAGM all positions will be up for re-election at the AGM | Action If RequiredDetails to be issued to all parents through FB and letter. Actioned By: PC |
| Point 4 - Discussion2nd Parent Council Meeting to take place directly after AGM.  | ConclusionFormat of meeting discussed welcome newly elected members.Preparations for Christmas Fayre Event.  | Action If RequiredActioned By: PC |
| Point 5 - DiscussionAGM Positions for re-electionChairVice ChairSecretaryParish RepTreasurer7 Class Representatives  | ConclusionPositions will be filled during the PC AGM to allow new members the opportunity to be elected.This allows transparency and ensures fairness and equity to all.Opportunity to structure accordingly, however if there is not sufficient parent support then another plan is to be actioned.  | Action If RequiredProcess completed via AGMActioned By: Parent Council |
| Point 6 – DiscussionPossibility of Parent Council meetings to take place throughout the school day. This will allow parents who are free during the day to attend and will encourage possible new members.  | ConclusionSurvey Monkey via social media and parent’s night to ascertain parental interest.  | Action If RequiredSurvey Monkey Actioned By: Parent Council  |
| Point 7 – Discussion Ensuring all parents have access to the knowledge of the impact of fundraising.  | Conclusion Information to be made available to parents of the items that have been previously purchased by the PC to enable all to have a clear understanding of the work the PC undertake.  | Action If RequiredDetails to be issued to all parents through FB and letter. Actioned By: Parent Council  |
| Point 8 – DiscussionSchool to continue to develop a proactive approach in supporting the PC. | ConclusionSchool to continue to work closely with elected members.  | Action If RequiredSchool to continue to attend PC events Actioned By: School  |
| Point 9 – Discussion Parental concerns that are raised with the PC  | ConclusionA clear understanding with all as to what is appropriate concerns that should be raised with PC. All other parental concerns raised directly with the school.  | Action If RequiredSchool to make information available via Letter and Newsletter of protocol for concerns. Actioned By: School |
| Point 10 – Discussion Concerns raised to with regards to parking in the Church Car Park. | Conclusion Safety concerns as some children are walking through the Church Car Park by themselves. Cars are queuing to get in and out of the Church. | Action If RequiredInformation to parents regarding concerns raised via School Newsletter and FB PageActioned By: School |
| Point 11 – DiscussionDiscussion around school transport and to make information available to parents with regards to availability of bus passes.  | ConclusionThis will allow fewer cars to require parking. | Action If RequiredInformation to parents via School Newsletter and FB PageActioned By: School |
| Point 12 – Discussion Parental concerns raised with regards to behaviour on the bus. | ConclusionExpectations have been clear and concise to all children who use school transport. This will continue to be reinforced.When children have been granted a place on the bus parents also sign to state that their children will behave appropriately.  | Action If RequiredWill continue to reinforce in school. Actioned By: School |
| Point 13 – DiscussionPossible re instatement of the Park and Stride facility in the Fox and Hounds Car Park.  | ConclusionTravel Plan committee will action by ascertaining if parents would use this facility as it is approx. 5-10 mins walk from the school.  | Action If RequiredParental survey to find out if this would be used.Actioned By: Travel Plan Group |
| Point 14 – Discussion Can children ride their bikes to school and what arrangements are in place for storing their bikes? | ConclusionAll children can ride their bikes to school if their parents wish them to do so. There are facilities in the back area of the playground beside the raised bed to allow for this. The expectation is that when children arrive at school with their bike they must dismount and push it through the playground for health and safety reasons.  | Action If RequiredReinforcement of expectations in school.Actioned By: School |
| Point 15 – DiscussionSchool meals – to encourage a larger uptake on free meals for P1-P3. | ConclusionParents thought that more availability to the selection of what’s on the menu would help.  | Action If RequiredSchool Menu for each week to be put on FB page.Actioned By: School. |
| Point 16 – DiscussionSystem of ordering of school meals. Parents discussed electronic systems that were in place in other schools.  | ConclusionChecked in with Kim our Cook and at this point St. Fillan’s do not have the technology within the kitchen to facilitate this.  | Action If RequiredKim will raise with her line manager. Actioned By: Catering  |
| Point 17 – DiscussionHalloween Disco parent council event. Format of evening discussed.  | ConclusionDate: Friday 27th OctoberTime: 6pm-7:30pmRunning OrderDisco from 6pm-6:30pmEntertainment 6:30pm-7:30pmCost and tickets will be issued accordingly.  | Action If RequiredOrganised by Parent Council and supported by SchoolActioned By: PC |
| Point 18 – DiscussionSchool wish list for funds to be made available.  | Conclusion:Food For Though Proposal from Mrs Smith and her committee to continue to create an outdoor area from learning and teaching beside the raised beds. | Action If RequiredFull proposal to be made available to PC at next meeting. Actioned By: School  |
| Point 19 – DiscussionRequest for funds to allow the children to go to the panto by paying for the buses.  | Conclusion:Parent council agreed to make a cheque available for £360 to allow this to go ahead.  | Action If RequiredBuses to be ordered and PC to make a cheque available. Actioned By: School / PC |
| Point 20 – DiscussionPrimary 7 trip to Lochgoilhead.Cost of buses have increased this session and as such request to PC to help cover cost of bus.  | Conclusion:PC normally supports the P7 leavers’ event that takes place every session. They will look at funds available and then a decision will be made with regards to support for this request.  | Action If RequiredCheck funds available discussion to decide if support can be allocated for this. Actioned By: PC |
| Point 21 – DiscussionLack of soap in toilet facilities. | Conclusion:There has been a lack of soap in the toilets due to a problem with the supplier this has been rectified now and we await return of ordered goods.  | Action If RequiredContinue to monitor Actioned By: School |

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| **Future Dates For Your Diary:** |
|  **Next Parent Council Meeting:**Date: 15th November 2017 Location: St. Fillan’s Primary SchoolTime: 7:30pm Agenda: Annual General MeetingDiscuss points raised from 1st PC Meeting minutes above and points that required actioned. Organisation of Christmas Fayre Fund Raising Event |
| **Annual Christmas Fayre Fund Raising Event**Date: 8th December 2017 Location: St. Fillan’s Primary SchoolTime: TBC  |
| **Education Scotland Inspection Report**Published 10th November 2017 (TBC) |