

St. Fillan’s Primary School - Parent Council

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| Parent Council Meeting - AGM and Meeting |

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| **Meeting Date:**  Wednesday 15th November 2017 | **Time:**  6:30pm-9:30pm |
| **Location:**  St. Fillan’s Primary School | **Minutes Taken By:**  Claire Mackenzie |
| **Staff: Minutes:**  Claire Mackenzie (AHT) | |
| **Details For Next Meeting:**  Date: 21st November 2017 Location: Local Public House  Time: 7:00pm Agenda: Christmas Fayre | |

NB. Susan Bell (Education Manager) met with Parent Council to discuss the appointment of H.T.

**AGM Minutes:**

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| Point 1 - Discussion  Roles and Responsibilities – fair and transparency.  Mr Harvey explained that he is unable to commit to being Chairperson. All roles are now up for tender. For the core roles, members need to be able to commit to attending meetings.  Current roles are as follows:   1. Chairperson – D Harvey. 2. Vice Chair Person – L Stevenson. 3. Parish Rep – J Byrne. 4. Secretary – M McGowan. 5. Treasurer – LM Ruxton.   Point brought up about people sitting in roles for two years. Everyone agreed it was time to review the roles.  It was agreed that votes should be decided by counting raised hands. | Conclusion  Appointed:   1. Treasurer – LM Ruxton – to remain in post. 2. Secretary – shared position – JA Dunn and M McGowan – shared position. 3. Parish Rep – P Kerr. 4. Vice Chair Person – L Stevenson. 5. Chairperson – J Byrne. | Action If Required  AHT to post minutes on the School Website. Update the School Handbook in due course and communicate results to the Parent body on Social Media.  AHT to inform staff and pupils at Assembly. |
| Point 2 - Discussion  Discussion around working smarter – having a sub-committee to organise events and the Parent Council to focus on SIP/ other areas. | Conclusion  It was decided not to proceed with this at this stage as this model was unsuccessful in the past. | Action If Required  Review at a later date, if required. |
| Point 3 - Discussion  Class representatives – going forward – It was decided that to move forward an improved structure would need to be put in place. Class Representatives were considered to be a good means to gage opinions from a wider audience. Anybody with a concern can take it to their Class Representative and they will bring it to the table.  Discussion around using Social Media to have a certain day of the month to ascertain if there are any issues to bring to the table.  It was decided that it would be better to organise this for each class as opposed to a year group.  Mr Harvey issued administration rights to Class Representatives. | Conclusion  Class Representatives are as follows:   * Primary 2/1 – V Dempster * Primary 3/2 – C Double * Primary 4/3 – J Mason * Primary 5/6A – JA Dunn * Primary 5/6B – M McGowan * Primary 7 – S Hart | Action If Required  AHT to communicate to Parents via minutes, Social Media, Newsletter.  AHT to share information with staff. |

**Parent Council Minutes:**

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| Point 1 – HMIe Report  AHT discussed the findings as outlined in the SIF – brief overview of the process, expectations and moving forward. | Conclusion  Continue to develop/ improve St. Fillan’s School. | Action if Required  Whole School Community consulted ad involved. |
| Point 2 – Discussion around Finances:  Paperwork needs to be completed again as we do not have access to the bank account.  £6,000 in the account. £1,700 in the Clydesdale Bank.  Mrs Stevenson to complete forms to set up the online bank account. | Conclusion  Continue to work on this. | Action If Required  Mrs Stevenson to complete paperwork. |
| Point 3 – Discussion around the Garden/ Outdoor Learning:  Look to build an outdoor area – in the Springtime – Wooden Outdoor Classroom.  An idea to link this to a whole school event – Ground Force Day.  Pictures of the outside area – Houston Community Council to thank them for the hardwork they have done.  Angela Smith – create a wish list for the garden – raised bed. Pass this onto the Parent Council.  Possible donations from B and Q. | Conclusion  Ongoing. | Action If Required  AHT to email Clare Kennedy (RHS Volunteer) to ascertain items on the ‘Wish List’ and pass on to the Parent Council. |
| Point 4 – Pupils Suggestions:  AHT issued pupils ideas/suggestions from each class as ideas for future consideration. | Conclusion  Future consideration. | Action if Required  N/A |
| Point 5 – Christmas Fayre – Friday 8th December 2017  Discussion around the stalls and activities at the Christmas Fayre   * Calendars – pupils could make to sell. * Each class to make an item to sell. * Guess the Bear’s name, Treasure Map. Send around the classes in the week prior to the Fayre. * Photographs – taking orders for children in their outfits of the Nativity. * Pupils buy and wrap a gift for parents. | Conclusion  Parent Council to meet next week to organise and assign roles and responsibilities. | Action if Required  AHT to ask classes to create an item to sell and send the list to Mrs Stevenson.  AHT to send out letters for pupils to volunteer on the night. |