

## ST JAMES' PARENT GROUP

### MINUTES OF MEETING

MONDAY 23<sup>rd</sup> September 2019 – 6.45PM

#### **In attendance:**

**School** – Natalie Fitzsimmons, Marie Tiffoney, Vhairi Campbell, **Jaswinder Singh**, Ryan Craig, Miss Norrie  
**Council** – Councillor Jane Strang.

**PTA Committee members** - Suzanne Lay, Kelly Nugent, Jackie Blake, Pamela Kenny, Katrina Keough, Pauline Connery, Alison Allan, Valerie Mitchell, Louise McCaughey, Martyn Roddy, Yvonne Hagen, Fiona Fee, Debbie Monteith, Shauna Luse, Susan Hammell, Christina Waltham, Catherine Noble, Siobhan Lamond, Fiona Wright, Adele Maclean, Stephanie Nugent and Claire McLaughlin.

#### **Apologies:**

Denise Copeland, Laura Taggart and Marina Stewart.

#### **CHAIRPERSON REPORT**

The Parent group would like to welcome Mrs Fitzsimmons to the first meeting of 2019/2020.

#### **Introduction:**

Welcome to all new parents, carers and staff who have attended the meeting tonight.

The constitution states that there should be a minimum of 6/ maximum of 12 committee members (ideally 8 parent members and 4 co-opted – such as church/ teacher or school staff/ local councillor).

2019/2020 Committee members are:

Suzanne Lay: Chairperson  
Pamela Kenny: Vice Chairperson  
Siobhan Lamond: Social Convenor  
Kelly Nugent: Social Convenor  
Jackie Blake: Treasurer  
Adele Maclean: Treasurer  
Martyn Roddy  
Shauna Luse  
Fr John  
Member of teaching staff

#### **Review of Previous Minutes:**

The meeting agenda and minutes were sent to all committee members and the minutes from the last meeting are also now available on the school website.

#### **Parking:**

Parent group raised the continuous concern regarding parking around the school.

Elaine Lorimer has been off long-term sick and is still off. Suzanne had been in touch with Jane Strang who was hoping to get John Wallace (covering in Elaine's absence) along to tonight's meeting however he was unable to attend.

Mrs Fitzsimmons has had Strathclyde police into the school regarding parking concerns and they have provided a statement to be included within this month's newsletter.

The banners that were created last year are now up outside the school.

Jane Strang now has a contact for traffic police as well as the main police and will also be raising our concerns with the parking wardens. Update of any discussion will be shared at the next meeting.

The WOW week leaflet has been issued for this year, Mrs Pacitti will review this before communicating anything.

#### Insurance:

The parent group insurance renewal for school events need to be completed. Jackie and Suzanne will liaise with Mrs Fitzsimmons to complete the form.

#### Disclosures:

Some of the parents who left the group last year had disclosures. The parent's group are looking for more people who have this.

Previously the disclosure checks were sponsored by a charity, but this has now stopped. Can the school confirm if there is going to be an agreement in place that will help cover the costs.

Mrs Fitzsimmons will link in with Jacqui to get an understanding of who the charity was that previously supported this and will provide an update.

#### Lollypop:

Parent group had previously requested a review of the Lollypop patrollers within the surrounding area of the school. Jane Strang will raise this at her next meeting but confirmed that the Lollypop lady at Glebe Street will now be permanent.

#### Tesco bags for Help:

St James parent group are delighted to have won the 1<sup>st</sup> prize for the Tesco bags for help. Which has provided the school with £4000.00 (£3000 has been given with £1000 still to be received) which has paid for play ground equipment. We will await the final £1000 and a decision made on what the final purchases will be.

Thank you to everyone who supported this!

#### 50/50:

The Parents night 50/50 made a total profit of £161.50.

Wednesday night raised £76.50 the winner was Grant Kelly and Thursday night raised £85 and the winner was Jenna MacMillan.

#### School uniform

Myclothing.com now do the school embroidery with 5% cash back given to the parent group from any purchases. The uniform quality is good and is well priced.

We should receive 3 cash pay outs per year. Jackie to confirm at next meeting what the latest payment had been.

Mrs Fitzsimmons raised concerns that many children attend school in different items and colours of uniform. The parent group confirmed that Myclothing has been specified to supply to the school guidelines only. The school will send out a communicating to re-enforce the purpose of the uniform and what should be worn.

Parent group would like to advertise myclothing by sharing a leaflet with parents. Mrs Fitzsimmons will need to look into this as the school would not usually advertise a uniform company.

#### Rag Bag:

It has been agreed to continue Rag bag collections for 2019/2020.

Kelly to arrange for a collection before Christmas holidays and provide an update at the next meeting.

#### Aldi kit for Schools:

The school are collecting the Aldi kit for school sticker. You spend £30 or more to receive a sticker. Once the school receives 300 sticker and completes the wall chart, they will receive a sports kit and will be entered into a draw to win one of twenty £20,000 prizes.

Promotion runs from 3<sup>rd</sup> September – 3<sup>rd</sup> November.

#### 2019/2020 Fundraising:

This year we are looking to support the school by contributing to the purchase of new IT equipment.

Val Mitchell has written a letter that will be issued to local businesses to ask for donation towards IT equipment and currently has a list of 8 possible large suppliers we can contact. The letter and list is to be shared with the school for approval before this is issued.

Jane Strang has advised that there are also some charities that Mrs Fitzsimmons could contact for support, she will send on contact details.

#### Plans for P7 Trip:

The P7 will continue to take part in their usual activity days (2 days at Trinity and 2 activity days). However, the school have confirmed that there will be no residential trip this year.

#### Leavers Hoodies

Parents have asked what the plans are for the P7 Leaver hoodies this year.

The school will be reviewing this in-line with the cost of the school day discussions. The parent group raised concerns that other school do this, and we don't want St James children to feel excluded and the children really enjoyed having them last year.

Mrs Fitzsimmons advised she will look into this. The Parent group will also review if they can make any contribution towards the cost.

#### In Safe Hands Breakfast Club:

In Safe Hands now have the contract for the breakfast club and after school club. However, the cost is more expensive than expected - £4 per hour, raising concerns that it may not be as accessible for all children.

#### Costco Membership:

The Costco membership has been renewed - £26.40.

The parent group have asked if anyone else can support with the shopping. Louise McCaughey has offered to support Suzanne.

#### GDPR:

The parent group need further guidance on what we can do under GDPR when it comes to organising events and collecting children's data (allergy and contact list for disco's) and taking pictures at the prom.

Mrs Fitzsimmons will check if the school can shred the disco forms and will feedback to the group.

Suzanne and Miss Vhairi Campbell to discuss options for going forward.

#### Cost of the School Day:

Stephanie Nugent provided an update on 'Cost of the School day' meeting.

'Education is free but attending school is not' – statement from an 11 year old child.

4.1m children in Scotland are in poverty and Renfrewshire has 22% children living in poverty. Taking this into consideration the parent group need to be mindful of when and what we are asking funds for. The group agreed but also felt we were already mindful of costs and tried to keep these at a minimum.

With the Christmas Fayre coming up we need to review the cost to parent – Potential remove the cost to visit Santa as for some children this may be there only visit.

Stephanie will send on cost of the school day calculator and further information.

#### Social Event:

We have a new DJ booked for the Halloween disco, costing £110. We can review after the discos and confirm if we want to continue using them.

Below are the dates proposed for this year's social events.

Halloween Disco – 24<sup>th</sup> October 2019. Siobhan will send out message to arrange for helpers.

Christmas Fayre – Originally 28<sup>th</sup> November 2019 but proposing to move this to 4<sup>th</sup> December. Mrs Fitzsimmons will check date and confirm ASAP.

Suzanne to confirm when the Christmas grotto can be set up.

P1 Event placeholder – 30<sup>th</sup> January 2020. This will no longer be a movie night, ideas to be discussed at next meeting.

Valentines Disco – 13<sup>th</sup> February 2020

May Disco – Date TBC at next meeting

P7 Prom – Proposing 5<sup>th</sup> June. Mrs Fitzsimmons will check date and confirm ASAP. Siobhan to confirm booking at St Columbus.

Siobhan to liaise with Renfrewshire Council on new LET dates and confirm extended timings.

#### Parent group Bank account:

We need to look at a better way for managing and buying stock for events as most parents end up paying with their own money and have to claim back with receipts.

Jackie to investigate the option of setting up a coin account at the post office.

Jackie to discuss options with the bank of setting up online banking or possibly getting a bank card.

### **HEAD TEACHER REPORT**

Mrs Fitzsimmons is delighted to have taken on the role as the Head Teacher of St James' and has been blown away by the welcome and kindness she has been shown by the St James' Family, pupils, parents and staff

alike. She said she has noticed how happy, well-mannered and hardworking our young people are and look forward to many happy years here working with families to ensure all learners are given the opportunities and experiences required to achieve their potential.

#### School Communication methods:

Mrs Fitzsimmons was delighted to see that the school tries hard to ensure we are communicating professionally through a number of channels to all stakeholders and has an active school website, busy Twitter feed, school app and Seesaw account! This is the schools preferred method of communication and would like to encourage these methods as the main tools of information.

Mrs Fee has created a Parent Council section on our school website for all Parent Council information, Parent Council agendas, minutes, information regarding Parent Council Office Bearers, events etc will continue to added here and keep our website as a valuable area for information for all.

#### Fundraising:

The school would like to thank the Parent Group for the money raised so far through Tesco Bags for Help and other fundraising.

#### Maintenance:

The have been some water leaks on the school roof. These have now been fixed but the access has been left open to monitor that there are no further issues and will be patched up.

The school has had some IT issues latterly which have now been resolved.

#### Staffing Update:

There have been some changes to staffing in St James'.

- Permanent HT appointed Aug 19
- 3 Newly Qualified Teachers have joined us this year for their probationary period: Mrs Ryan Craig, Miss Vhairi Campbell and Mrs Katy McArthur
- Permanent and temporary teacher vacancies have been filled by Mrs Wendy Rennie, Miss Natalie Hughes, Miss Roisin McGrotty, Miss Heather Gunn and Ms Seonaid Murphy
- The clerical vacancy in the office has been filled by Mrs Fiona Kerr
- Temporary ASNA posts are advertised
- Permanent 0.4 DHT post to be advertised

#### School Big Day Out:

The school are looking at the possibility of planning a whole school big day out in June next year and will be inviting families to join.

Currently looking at busses and cost with possible venues being Finlayson Country Park or Carfin.

#### Next Meeting:

Mrs Fitzsimmons will discuss School Targets and School improvements at the next Parent Group meeting in November.

#### AOB

Fr John has recently had surgery; the Parents group have sent him a card and get well wishes.

Trinity High school now have a mini bus and have advised this is available for clusters schools to use, however they would need to supply a driver.

Meeting closed.

Date for next meeting: 11<sup>th</sup> November 2019 at 6.45pm.