**Agenda**

**Parent Council Meeting**

**St James’ Primary School**

**4th October 2016**

**Present**

Anne McCabe (Chairperson)

Suzanne McKellar (Treasurer and Minutes)

Jennifer Kerr

Jen Walsh (Vice Chairperson)

Rebecca Roland

Liz Gardener

Andrew Ward

Lyndie Gibson

Mr Retson (Head Teacher)

Mrs McKay (Acting Principal Teacher)

**Apologies**

Nicola McFadyen

**Head Teacher Report**

Mr Retson discussed future funding items that he may want the parent council to fund including the possibility of new computers.

Mr Retson informed the meeting that building works are running about 6 weeks behind schedule due to a delivery problem. The next move should be in 14th November. There are no more meetings planned between parent council and builders.

Figures from the Curriculum of excellence will be published – this will be discussed at the next meeting.

IMC cinema bus coming to school regarding disability hate crimes, all the school will get involved.

**Chairperson Report**

Anne congratulated Mr Retson on his appointment for his new job as Head Teacher.

Sample uniform logo

Anne showed the meeting the sample of the amended school logo from Tesco and the meeting agreed that this was the correct. Anne also confirmed that all the other school wear shops that supply St James’ school wear have been informed of the recent change of our spelling to our school name.

Report back on meeting with Mossvale PC  
Anne reported back on the recent meeting with Mossvale parent council regarding jointed events. Agreed to have separate discos for Halloween and thereafter to get feedback from parents and children. We will then meet again with this information to decide whether to hold future discos as a joint or separate event.

Agreed to hold a joint fun event in the playground at 3pm on Friday 19th May. Anne has proposed to mossvale PC a date for the next jointed meeting on Tuesday 22nd November.

**Treasurer Report**

Update on bank account and petty cash

Suzanne updated the meeting about the changes to the signatories of the bank account, all the previous members have been taken off as signatories and now Anne McCabe, Jen Walsh and Suzanne McKellar are signatories.

Have arranged £100 petty cash that is kept at Suzanne’s house, cheque book is also kept at Suzanne’s house.

The current balance of the bank account is £3012.73

Details of spending  
Since the last meeting, we have spent £135 on insurance renewal and from petty cash £10.78 on popcorn cups and £10 on mass card for Miss Kennedy. After discussing with staff it was decided that the school would send flowers on behalf the pupil, staff and parents and the parent council would get a mass card also on behalf of pupils, staff and parents.

**Disco**

Entry price  
Decided that the entry price for all pupils would be £2.50 as this would cover costs for the hall, DJ and Tuck. Families would be charged a maximum of £5.00

Tuck  
All children will receive tuck included in entry price. Tuck will be a drink, popcorn and small chocolate bar. Crisps will be offered as an alternative for children who don’t like popcorn.

Change of time  
Younger disco will 6pm until 7.15pm and the older disco will be 7.30 until 8.45

Games  
looking for ideas for games

Risk Assessment  
The parent council asked for advice regarding how many parent helpers we need. Mr Retson will find out.

Feedback

Jen Walsh has set up an online survey through survey monkey.

Date for next disco  
Wednesday 14th December. Anne will book hall and hire DJ.

**Timetable/ideas for future fundraising events**

Bob-a-job  
Suzanne suggested Bob-a-Job for October next year.

**Action: Suzanne will organise and count money**

Pound draw

The parent council would like to reinstate the pound draw. Ideas were discussed and decided to try a monthly draw for a few months to gauge the interest and review there after.

Fun day with mossvale  
Will be held on Friday 19th May at 3pm. Will discuss at the next meeting.

Penny wars

Suzanne suggested a Penny war. This is when the children are divided into their 4 house groups and each group will have a bottle or jar to fill with 1p = 1 point and 2p = 2 points. Children can sabotage other house groups by putting sliver coins into the bottles of other groups and this will cause points to be deducted from their totals. The Group with the most points wins a prize.

**Action: Discuss at future meeting in more detail and set date**

Quiz night  
Decided to organise a family quiz night for September 2017.

**Action: Discuss dates and venue at next meeting.**

Tesco uniforms  
Anne is going to obtain more leaflets regarding tesco uniforms and these will be available at parents nights, induction days and noticeboards.

**Action: Anne to obtain leaflets to make available at parents night etc**

Bag Packing  
Will organise another bag packing event if there is enough support from parents and children.

**Action: Anne will let meeting know when there is a date available for bag packing**

**Paisley Express (make a wish)**Jen Walsh will orgainise this year and will suggest to mossvale that this is a joint event.

**Action: Jen Walsh will liaise with Mossvale PC and take this event forward**

**Supermarket Fundraising**

Andrew asked if the meeting would be interested in taking part in the Green tokens at the supermarket, all agreed.

**Action: Andrew will investigate, and register us if appropriate**

**AOCB**

Bikes

Parent Council expressed concerns about bikes chained to the lamppost and therefore restricting access. Mr Retson explained that the bike sheds have recently opened and bikes should be chained up there.

School gates for entry and exit

The parent council expressed concerns about there only been on point of entry for the school playground. The pavement is a trip hazard, the gates don’t open fully and there are worried that a small child could be injured by the chain that is wrapped around the gate. The parents of St James school want the side gate to be opened at the start and end of day.

Procedures for late comers

Some members of the parent council have witnessed children who are late running through the car park to get to the office. Mr Retson said that they do not want anyone to cut through the car park and he will inform the children and parents of the correct procedure.