

Lunnasting Parent Council Meeting Draft Minutes

Date: Thursday 15th February 2024

Time: 19:10

Location: Lunnasting Primary School

Attendance:

Louise Malcolmson (LM)	Head Teacher	Charlotte Allam (CA)	Chair
Abbey Thompson (AT)	Treasurer	Louise Manson (LMa)	Secretary
Tori Johnson (TJ)	Member	Carol Nicol (CN)	Member
Karen Hay (KH)	Parent/Carer		

1. Apologies

CA confirmed apologies had been received from Allison Christie (AC - Vice Chair).

2. Approval of Minutes

An item was raised regarding the previous meeting's (09 November 2023) minutes.

It was stated that the word "nutritional" was not thought to have been said at the last meeting with regards to a comment around a comparison between beans on toast and a roast dinner; however, it was included in the minutes. CA stated that this word was added following an exchange with the member who had made the comment and that it was added for clarity and not to antagonise.

It was outlined that the minutes should be a true representation of what was discussed at the meeting but are not verbatim. CN asked if the minutes were sent to the Parent Council members for checking before being sent out to entire Parent Forum. CA outlined they were sent to the Chair for comment and circulated to the Parent Council Members before being sent out to the Parent Forum.

The minutes of the Parent Council Meeting, 09 November 2023, were approved with amendment. It was agreed to remove the word "nutritional," but keep "value" with regards to the statement: "It was felt that the option of beans on toast, or a cheese toast for a vegetarian isn't comparative, or of similar value (including nutritionally) to a roast dinner."

Proposed: TJ

Seconded: AT

**Following the meeting, with guidance from Connect, CA clarified best practice regarding amendments to and approval of Minutes.*

3. Matters Arising

3.1. **SIC outstanding grant monies**

CA passed over to AT for an update. AT had been passed a statement from Linda Hughson. There is £203.09 due in grant money; however this has not yet been received. CA confirmed central services had received the form for the grant money. AT added that payments are to begin being paid out in February.

CA reminded the Parent Council Members about expenses - mileage, for example - and to ask for a form if they need it.

3.2. **Banking update - proposed plan for aligning Parent Forum and Parent Council accounts**

Currently there are two bank accounts: Parent Council account and Parent Forum account, each of which has their own Treasurers (AT now Treasurer for both). It is now in motion to streamline these accounts into one Lunnasting Parent Council account and use online banking.

Historically, the Parent Forum account has been used much more in terms of income and purchasing, whereas the Parent Council has generally only been used for the running of the Parent Council.

Current balances:

Parent Council	-	£16.04
Parent Forum	-	£1,571.23
	-	£2,395.82 (Garden Gang)

CA explained the Parent Forum account was already online and the Bank of Scotland suggested it made sense to keep that account open. Currently AT is the only signatory on here and so two additional signatories are going to be added. Monies from the Parent Council account will be transferred, and that account then closed. This is a priority as the absence of online banking is beginning to show.

Action: CA to liaise with AT about merging accounts

3.3. **Music tuition**

CA confirmed that AC was working on a letter to Noelle Henderson, and once finalised was going to share it with the Parent Forum for any comment/any parents/carers who want to add their names to it.

TJ added that she had reached out for more information and was only then informed that her child was on a waitlist, and that the options available for the school were accordion and fiddle. CN asked about online tuition. General message appeared to be that a number of parents/carers hadn't heard back and there was a lack of clarity.

3.4 School dinners

It was raised what happened if a child was absent from school and had a meal booked – whether this was credited to their account. LM confirmed she could find out a definite answer to this. LM also confirmed that she had spoken to Neil Beattie, following an earlier query regarding different choices available at other schools, and he explained that one option was available at Lunnasting due to the size of the school.

Action: LM to confirm meals are credited to ParentPay if child is absent from school.

3.5 Individual to review accounts

Denise Johnson has agreed to do this role.

3.6 Who's who in Parent Council

LM shared the final version of the Who's Who poster. The quality of the attachment sent wasn't best for adding on to the website. CA offered to liaise with AC to resend in a different format.

Action: CA to contact AC to resend in another format

Action: LM to upload to school website.

4. Office Bearers update

CA confirmed AT had agreed to continue in the role of Treasurer until the end of the academic year. LMa agreed to role of Secretary.

5. Financial Report

AT confirmed that the funds are healthy. There have been ongoing discussions about a cookbook/phonebook as another fundraising campaign. Agreed that it was good to keep fundraising going – and good for the children to see the results of fundraising/volunteering.

6. Garden - play equipment and tree planting

CA had met at the school with contacts from SSE regarding planters and installation of play equipment. Planters, which are being donated, are being made. These are will be placed outside the Early Years, as opposed to up in the garden, where they will be easier to look after and also soften this area. SSE has also offered to freshen up the blackboards around the Early Years setting too.

CA confirmed that no 'competent parent' had come forward to volunteer to install the play equipment. Looking at the site, installation is simple and - where possible - will work around the natural features of the garden. However, the ground will need some landscaping. This makes the project more complex (machinery required, etc.). Discussions are ongoing; however, it will take time.

CA is meeting with Magnus Malcolmson from the Council next week and will measure out the site again. The removal of the remaining structure left behind (stumps from previous low-level trail) will be explored, as it has just been left and will need to be dealt with before new equipment is installed. CA confirmed KH will store the new equipment until it is ready to be installed. KH added people are always happy to fundraise but also need to see the result. It was discussed whether it was worth getting quotes from local companies for the work. CA added that the funds are healthy but wasn't sure how much landscaping would cost and asked for patience for a couple of weeks to hear back from SSE and to allow for the next visit from SIC.

The 'Garden Gang' had been forwarded an email from the school regarding free saplings for tree-planting. It was agreed that it looked like a great scheme, but - at present - timing and capacity mean that it might be something for another year.

7. Family Fun Night

At the start of the term pupils wanted to run a Family Fun Night. The date for this (7 March 2024) coincides with World Book Day, which was agreed as a good theme to run with. LM offered ideas such as a quiz, live music, and bingo (or book bingo). The Pupil Council will be heavily involved in what they want from the event. LM wants Parent Council Members to work the Pupil Council in developing the event.

Due to rules around providing food (either has to be made on site or bought in – packaged), it was discussed whether to have the time later - 1800-1930, allowing families to eat before arriving, omitting the need to provide food. KH offered to look for volunteers to prepare food – if this was what was decided. If a decision is made to have food, the event may be a slightly earlier.

Action: Pupil Council to be asked about food provision at the event.

8. Pupil Council

LM would like the Pupil Council and Parent Council to meet up to discuss the Family Fun Night, perhaps designing a quiz, for example. It was discussed that the best time for this might be during Friday Fun.

9. Connect

CA asked whether in the past Connect emails were circulated to the entire parent/carer body or just to Parent Council Members. It was confirmed that these emails were circulated around Parent Council Members only. These emails are currently going to the new Lunnasting Gmail account (lunnastingparentcouncil@gmail.com). This raised the issue of who has access. Currently only CA and

AC have access. Through discussion, it was decided that not all Members need access to the mailbox, however LMa should have access as secretary. CA reminded all that there are a number of free online Connect events that can be accessed.

Action: CA to forward log in details to LMa.

Action: LMa to circulate Connect emails to Parent Council Members.

10. Parent Council Bi-annual meeting

CA attended the Bi-annual Parent Council meeting in November 2023, which gave insight into the “bigger picture” across both primary and secondary settings, island-wide. There were a variety of topics covered which included attendance (national rise in non-attendance), mothballing, school transport, and what to do if members of Parent Councils are contacted by local media. CA noted the next meeting is in May and would attend if she was able to.

11. Any Other Business (AOB)

Those in attendance were asked if they had any other business to raise, or if any other parents/carers had passed on an item to be raised:

11.1. Staffing Cover

CA asked LM for an update regarding the cover of Laura Meier (P1-3 Teacher). LM confirmed Laura Meier’s last day at the school will be 21 February 2024 and from the following Tuesday (taking into account the long weekend over 23-26 February 2024), Helen Perry would be in post for the remainder of the term.

CN asked if the pupils had been told. LM confirmed Laura Meier would be letting the pupils know on Monday (20 February 2024).

11.2. Head Teacher position

CA asked if there was any update on the Acting Head Teacher position. LM confirmed there was no update on this yet.

11.3. Parents Evenings

CA raised an item brought by a parent/carer where it was felt that during the “in-person” parents’ evenings, it would be preferred if both teachers are available for the meeting.

LM outlined that the most recent parents’ evening was her first and she made the decision to remain out of the classroom in order to meet all families coming in. In addition, Miss Hunter was unable to attend that particular evening.

LM recognised this was a valid point and that, going forward, both teachers should be available for parents' evenings. LM confirmed that at the upcoming child-led open event, all teachers will be available.

11.4. PE Provision

LM highlighted that Miss Spence (PE Teacher) would remain absent for the remainder of the term and PE provision will continue to be covered by supply.

11.5. Team Improvement Visit

LM confirmed she has agreed to a Team Improvement Visit. This is when a QIO (Quality Improvement Officer – School Service) covering Primary and Early Years, and a peer Head Teacher, visit the school for a “mini-inspection.” This is currently scheduled for w/c 11th March 2024 and will be 3 days in total. The visit provides an opportunity to include teachers, pupils, and parents/carers in Quality Assurance. LM outlined that the process encourages continual feedback. LM added that there will be a short survey issued shortly (most likely via Microsoft forms, to personal emails) from QIO. It wasn't confirmed; however, parents may be asked to come in and participate.

LM had previously had a Team Improvement Visit during her time at Hamnavoe, adding it was a hugely positive experience and so she is happy to have this organised at Lunnasting.

11.6. EasyFundraising

TJ wanted to remind all of the use of EasyFundraising, adding that there was over £300 in the account. CN added she has had some technical difficulties in the past where purchases hadn't been added to her account. Didn't know whether this was a glitch.

TJ added she has the app on her phone and it automatically directs to the EasyFundraising pages. Discussed whether a post could be added to the Lunnasting Parent Council Facebook page to remind everyone, or a reminder could go out with issuing the “Who's Who” notice.

Action: TJ to post on Facebook – reminder of using EasyFundraising (not just for parents/carers) and also add a reminder of blue tokens at Tesco.

12. Date of Next Meeting

Thursday 2nd May, 1830, Lunnasting Primary School

following the meeting it was discovered that the proposed date clashes with a Folk Festival event in the Vidlin Hall and so rearranged for **Thursday 9th May, 1830, Lunnasting Primary School.*

The meeting closed at 2020.