

Parent Forum Minutes

Meeting title		
23 November 2021	7pm	MS TEAMS
Type of meeting	Parent/School Update	
Chair	Laura Cleland (Chair)	
Note taker	Nicola McCracken (Secretary)	
Attendees	Jennifer Murphy, Carol Hunter, Jen Ferguson, Jill Cairns, Ms G Reid (H/T), Claire Leahy, Mrs R Neilly (P/T), Lindsey Frame, Linda Blair, Kirsten Dearie and Kevin Rooney <i>Gill McDonald (apologies)</i>	
Agenda		
<ul style="list-style-type: none"> • Headteacher Update (Ms Reid) • Review of previous actions (Laura) • Update on funds/spend (Laura) • Parent survey results (Nicola) • Christmas fayre (Laura) • AOB (All) 		
Agenda topic 1		
Discussion	Welcome from HT	
Conclusions	<ul style="list-style-type: none"> • Successful Halloween Day – children/staff enjoyed it and money raised went to supporting our athletics clubs • Discussed need for better IT access for children and investment in that space/potential support from PTA funds • Discussed P7 transition and creating a memorable last year for the children. Want to look at P7 Leaver hoodies which can be worn during the last 2 terms. Thoughts were that children may want to part fundraise themselves • We will look at support from parents and carers (class and clubs) in the New Year, dependent on Covid restrictions 	
Agenda topic 2		
Discussion	Review of previous actions	
Conclusions	All actions had been completed	
Agenda topic 3		
Discussion	Funds/Spend	
Conclusions	<p>Around £3,000 in account with Christmas Cards/Lottery to generate further revenue. Ms Reid asked for c. £2100 for 6 Chromebooks which was favourably received as a good investment for the children.</p> <p>Agreed that plan was needed around fundraising so that we were not continually asking for money from people. Agreed</p>	

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	that easy fundraising should be promoted more, especially at this time of year.	
Agenda Topic 4		
Discussion	Parent/Carer Survey	
Conclusions	<p>Good response on survey from wide range of parents and carers.</p> <p>Shared with Group the range of skills and interests that our parents and carers can support with and which we can tap into in the New Year.</p> <p>Shared the fundraising ideas that we received and agreed to pick up in Jan 2022 to review which ideas we could take forward across a calendar of events and to agree with the school what the priority areas are to give our fund raising a purpose.</p> <p>Agreed that it would be useful to communicate via an end of term newsletter what we have been supporting on as a Parent Forum and how the fundraising has helped the school. The newsletter will provide output from the survey.</p> <p>Will select a winner of the £25 Prego voucher</p>	
Agenda Topic 5		
Discussion	Christmas Fayre	
Conclusions	<p>Going ahead between 1030 and 1230 on 4th Dec at Chatelherault. Christmas crafts set up in visitor centre with gift & bottle / tombola stand. Can purchase Santa visit for £5.50 with donation covering cost of toy and remainder of cash going to school funds. Agreed we needed more donations from local businesses. Plan needs to be drawn up of who will be positioned at each station and which children will be helping. Floats would be needed for each station also as well as signage.</p>	
AOB	<p>Kirsten updated on the maintenance of raised beds in playground and said that most people preferred weekends to come and help. Kirsten was going to speak with volunteers and let Headteacher know agreed date so someone could let them into school – may be Jan 2022 given close to Christmas. Deadline for completing work agreed as March 2022.</p>	
Action items	Person responsible	Deadline
<p>Chrome Books</p> <ul style="list-style-type: none"> Mrs Neilly to email costs of IT to Parent Council for review 	Rachel Neilly	By 3 Dec
<p>Leaver Hoodies</p> <ul style="list-style-type: none"> Carol Hunter to review costs of hoodies and send email to Parent Council/Headteacher for review. 	Carol Hunter	By 3 Dec
Easy fundraising	Lindsey Frame	By 3 Dec

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<ul style="list-style-type: none"> Promote via school app 		
Survey / Newsletter <ul style="list-style-type: none"> Select £25 Prego voucher winner and communicate (<i>before Christmas</i>) Draft a newsletter for issue in January 	Nicola McCracken	By 17 Jan
Christmas Experience 4 Dec <ul style="list-style-type: none"> Call businesses to ask for donations Arrange floats and signage for stalls and any logistics for day Label bottles/tombola gifts 	Jen Ferguson Laura/Ms Reid TBC – arranged by Laura	By 1 Dec By 3 Dec By 3 Dec
Next meeting: TBC (end Jan 2022) – will send link beforehand		