



## **Draft Parent Council Minutes Tuesday 20<sup>th</sup> November 2018**

**Present:** Elaine Ferguson (EF), Scott Clark (SC), Caroline Sneddon (CS), Rachel Miller (RM), Collette Watson (CW), Freya Kennedy (FK), Sheila Spiers (SS), Councillor Joe Lowe (JL), Councillor John Ross (JR), Pamela Shearer (PS).

**Apologies:** Rita Cowan (RC), Councillor Josh Wilson (JW), Councillor Lynne Nailon (LN), Steven Lennox (SL)

**AGM** – All office bearers stood down from their posts. The following was then agreed.

Chair - EF will retain this position. Seconded by FK.

Vice Chair – SS will take this post on. Seconded by EF.

Secretary – CS and PS will jointly hold this position. Seconded by SS.

Treasurer – This post was dissolved at the previous meeting.

Staff Member – RM will retain this post. Seconded by EF.

It was agreed that CW would enquire about the possibility of a chaplain attending. **CW**

### **Previous minutes approved**

**Parent Council Constitution:** This will be circulated to all members. SC has a copy of this and will send on to EF for distribution. The constitution will be discussed at the next meeting in February. **SC**

**Parents Council email address:** It was agreed that information on the Parent Council will be added to the school website. This will include a contact button which will allow parents to contact the Parent Council. SS will set up a Gmail account and all messages will be sent into this. PS will check for messages prior to each meeting and let SC know which of these will be brought to the meeting for discussion. SS will write a 'bounce back' message for parents so they are clear that this is a facility for parents to raise general concerns, proposing items etc and not for specific complaints. This will be added as an item on the parent council's agenda and its usage reviewed over the next few months. SS will circulate the 'bounce back' prior to going live. **SS, PS, SC**

### **HEAD TEACHERS REPORT**

#### **Extension Update:**

This continues to run smoothly and is on track. Signage issues resolved but still some problems with pedestrian access. SC said that the roof and concrete floor should be complete before Christmas.

**Winter weather access:**

Winter weather access arrangements continue to cause concern for some parents. SC re-iterated the health and safety guidelines regarding the school janitor's work during adverse weather. There was discussion surrounding access from Torhead Farm given that this gate will not be open. The alternative route is said to be slippery. JR and JL are going to look into solutions to improve this path. JR, JL

**Vision, Values and Aims Consultation:**

SC consulted with the Parent Council around this. He shared a poster incorporating "Our core values" and "Our shared Vision". All member of the council were in agreement that they liked the pictorial form in which this had been set out and felt that all important aspects had been covered. Pupils and staff will also be consulted about this. SC said that when agreed this would be added to the pupil handbook, discussed in assembly, made visible within the school and he would also aim to send a copy home with pupils too.

**Parents' night attendance and proposed changes to organisation:** SC stated that this was very well attended, although exact percentages of attendance not available yet. PS liked the fact that there were 2 options regarding dates for attending and thought the school was calmer as a result. SC raised that there were some issues in terms of working hours, the school let and teacher safety that need to be addressed. Future parents nights will therefore now take place in the gym and dining hall. All members of the Parent council were in agreement that this was a good solution to the above problems.

**Pupil Council suggestions – Non uniform days:**

SC said that the pupil council were very keen to introduce non-uniform days. This will be for all children and will not involve parents spending lots on various items. On these days parents will be asked for a small contribution to school funds.

**School Budget:** SC said there was little to report back in terms of the budget since the last meeting. A small amount of backfill money has been given to the school for SC to attend to Associate Assessor duties for Education Scotland. Similarly for Claire Fox, backfill money has been made available to cover her Lead Teacher duties for SLC. This money will be added to the school materials fund, as will around £1700 carried over from last year's budget. This all totals just over £4000.

**School Accounts:**

SC asked for information on possible volunteers to check over the school accounts. Several names were suggested and contact will be made with these individuals to ascertain whether they can help.

**PEF:**

There are 16 members of staff in the school who will take turns to teach at the new homework and pre-school clubs. Staff will be paid out of the PEF budget for this. PEF has also paid for active literacy and phonic packs, which are currently on order. SC also introduced the Prince William Award Scheme. This had been highly recommended by a

colleague. This is a year-long programme, which can accommodate 30 children at a time. The cost is £6000 per year for 30 children but SC has been offered a £300 discount on this. Again this would be funded out of PEF and would therefore be aimed largely at children who meet this criteria. CS felt that this perhaps this needs some thought in terms of how this is communicated/offered to parents as all families get the same forms home about these types of opportunities. CS also raised that some children are not eligible for any extra-curricular activities within the school at present. PS said that there was the possibility of funding for the school being secured through the HSBC. PS will find out more about this funding, which is up to £50,000 for the next meeting.

#### **TREASURER'S REPORT**

EF is in the process of closing the account down. This remainder of the money in this account will be transferred into the PTA fund.

#### **NEXT MEETING**

Next meeting - 5<sup>th</sup> February 2019. 6.30pm for 6.45pm start.

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