

**Dunblane Primary School Parent Council Meeting**  
**Thursday 22<sup>nd</sup> October 2015**

**Agenda Items:**

- 1.** Welcome and Apologies
- 2.** Approval of Minutes from previous meeting (24th September 2015)
- 3.** Matters Arising from previous minutes
- 4.** AGM matters
  - a.** Appointment of roles
  - b.** Spending
  - c.** Round up of the year
- 5.** National Parent Forum
- 6.** Finance and Fundraising Group Report
- 7.** Head-Teacher's Report
- 8.** Parent Forum Development Group
- 9.** Correspondence
- 10.** AOCB
- 11.** Date of Future Meetings

**1. Welcome & Apologies**

**Present:**

Kelda Ralston (Chair)	Gillian Preston (Parent)
Mhairi Adams (Treasurer)	Helen Mclean (Parent)
Sally Kennedy (Head Teacher)	Julie Jones (Parent)
Shirley Gallivan (Depute Head)	Emma Carter (Secretary)
Sarah Starrs (Depute Head)	Donna Smith (Parent)
Kat Robertson (Teacher)	
Liz Fitzpatrick (Outgoing Secretary)	

**Apologies:**

Kat Robertson (Teacher)	Gordon Wright (Parent)
Annie Crozier (Vice-Chair)	Gregor Smith (Parent)
Rebecca Foster (Parent)	Susan Smith (Parent)
Lynne Ross (Parent)	Diane Leithead (Parent)

**2. Approval of Minutes:** Minutes approved

**3. Matters Arising from Previous Minutes:**

- Gaining guidance re replacement of 14 broken (and 10 unreliable) PCs in IT suite over whether best to get laptops or PCs. **Emma and Sarah were investigating the donation of PCs but unfortunately the memory does not meet the spec required.**
- Gilchrist coming in over weekend to put new drainage in at P1-3 playground to combat flooding. **This was carried out; however comments have been made by Parents, as there seems to be loose stones now covering the playground. Sally to look into this.**
- Kelda mentioned Totem being in disrepair; Sally will check and look into possible repairs. **Still to be done**
- Helen Mclean suggested looking into getting free plants from Botanical Gardens. **Information passed to Sally.**

- Sally has applied for grants to help with replacing the sound system in the hall (cost = £5200 +VAT). **Still waiting to hear if we have been successful.**
- Lost Property. **Still an ongoing issue. Can the Citizen Group take on the responsibility of the Textile Bank?**
- **Parking and road safety around school:** The introduction of the Roadworks has not helped matters at all. The school are being very efficient at keeping parents aware of the situation via parent mail. The roadworks will probably be in place for the next two weeks. Emma / Julie Cowie still to look into getting elected Ward Councillors to a future PC Meeting.

#### 4. AGM Matters

##### a. Appointments of Roles:

- **Chair:** Kelda is to step down, but no volunteer came forward
- **Vice-Chair:** Annie to step down, but no volunteer came forward
- **Treasurer:** Mhairi Adams – no change
- **Secretary:** Emma Carter

Discussion held around the Constitution and the role/need for a Parent Council. There is a requirement to have a Parent Council which meets several times year as this gives parents a voice in matters that arise.

Kelda stated that she would stay on as Chair until the next meeting but in the meantime recruitment parent mails / leaflets / flyers to be circulated.

It might be helpful if a definition of the Parent Council roles could be shared via Parent Mail to give the parents a better understanding: **Action: Kelda to source.**

Sally commented that having a parent council doesn't mean that you need to attend the Council events / seminars / roadshows – you find they are not well attended by any parent council.

An idea for future Parent Council meetings is to try a “hot topic” forum where a meeting is set to one point of discussion per meeting ie. Road safety / parking amongst other topics. This may make the meeting better attended.

Note: The Fundraising Group is separate to the Parent Council.

- b. **Spending:** Last year's accounts have been prepared and signed off (see appendix 1). These will provide information about what the money was spent on. Discussion held about spending going forward. Ideas as follows;
  - Survey sent out last year for suggestions for spending the money – shall we do the same again? **Action: Mhairi**
  - Money from the golf event needs to be spent on sports equipment (£545.46). Cheque to be given to the school. Sport Uniforms for school representation to be sought.
  - Parent mail (valid until 30<sup>th</sup> October) needs to be renewed. 3 years - £1437.60 (20% discount) this definitely improves communication and has been decided by the Group to go ahead.
  - Teachers floats - £50 / class - 18 classes in total (including nursery)
  - Christmas Parties - £500
- c. Round-up given by Kelda.

5. **National Parent Forum:** Our feed in the National Parent Forum, Julie Wild, is no longer in a position to attend PC meetings. After Christmas Stirling will be getting a new Representative – to be advised.

Julie did advise that on Monday 26<sup>th</sup> October, all Head Teachers will be briefed on the detailed budget details for the Stirling/Clacks Education team. These will be available online from w/c 26<sup>th</sup> and it is advisable for a Parent Council EGM to be held as the consultation period is short and there is massive savings and change plans needed in Stirling. Schools will feel an impact from this.

There will be community consultations as well and the Education team have been asked to send these out to all Parent Councils.

It was agreed that the ideal time to canvas parent opinion would be at the Parent interviews w/c 16<sup>th</sup> November. Once the Budget Headings are known (and the cut-off date), a parent mail to be sent out. **Further update on 28/10/15 from Kelda:** “*Mrs Kennedy called me yesterday to say that the suggested changes to the budget should not have too big an impact on Dunblane Primary School.*

*All suggested changes are available for you to read on the Stirling Council website and Mrs Kennedy will highlight this in the next Parentmail but I do not feel that it will be necessary for us to have a specific meeting to gather the views of DPS parents”*

The next Stirling / Clacks main meeting will be held 19<sup>th</sup> November at St Modans and the big agenda item on this will be the National Improvement Framework and Standardised Testing – something that is dividing opinion amongst parents. It would be really useful for people to engage in this.

The next National Parent Forum is in Glasgow on the 14<sup>th</sup> November and there are some fantastic workshops and a children’s programme too. The details can be found <http://www.npfs.org.uk/conference/>.

6. **Finance and Fundraising Group Report:** Most of the items were covered in section 4, however the following were also discussed;

- Halloween decorations to be put up Friday afternoon 30<sup>th</sup> October to send a couple of responsible children up to the hall, to help the Parents put up. Mhairi to send out message to group.
- Sarah reported back that all age groups would prefer a move night for the Christmas event this year and not a disco.
- The plea for help has resulted in 20 helpers coming forward, which is fantastic!

7. **Head-Teacher’s Report:** There is no formal report, however Sally did feedback on the following;

- New Quality Improvement Officer – Elaine Murray.
- Stirling & Clack Shared service for Social Work and Education will be splitting.
- Roadworks – see above
- **Principle Teacher Post:** This went out to advert and has now closed. Interviews to be held imminently.
- **Nursery post:** This will be announced in the new couple of weeks. Advert going out next week.
- **Visitor carpark:** Lines have been repainting by Mr G.

- **CLIC maths:** Staff have had training and is now implemented across all stages across the school. Session in March with the Parents will be a practical session.
- **Website:** We should start to see more information going on as staff have now had their training. **Action: Sarah to add the minutes from the last meeting.**

8. **Parent Forum Development Group:** No business report. It has been decided by the Parent Council to remove this topic from the Agenda for future meetings.

9. **Correspondence:** Email received from Tim & Libby Hughes regarding **Cycling in Dunblane and the School Travel Plan**. A meeting has been proposed for the 5<sup>th</sup> November and the purpose is for some key local people, particularly those who are currently reviewing School Travel Planning, to consider how schools could be a strategic focus for building on current *Bikeability* courses to promote and support more family cycling around the town with emphasis on safe cycling to School.

The Parent Council discussed the correspondence and agreed that even though the topic was relevant and interesting, the date of the meeting was not suitable. Kelda agreed to reply back to this effect.

10. **AOCB:**

- Prizes & Raffles for the Fete. **Action: Mhairi to send a list of contributors to Sarah so that the Citizen Group can start preparing letters.**

11. **Date of Future Meetings:** Following feedback from parents, it was agreed to set the Parent Council meetings for the school year. Note: These may be subject to change.

14<sup>th</sup> January 2016

3<sup>rd</sup> March 2016

12<sup>th</sup> May 2016

All will be held 7-9pm in the School Library

## Appendix 1

### DUNBLANE PRIMARY SCHOOL PARENT COUNCIL - FUNDRAISING GROUP

#### ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2015

	2015 £	2015 £	2014 £
<b>INCOME</b>			
Halloween Disco	£ 3,194.81	£ 2,111.29	
Christmas Disco / Movie night	£ 959.42	£ 624.69	
Summer Fete	£ 7,784.15	£ 8,234.79	
Golf Event	£ 2,103.50	£ -	
Christmas Cards sale	£ 3,386.00	£ -	
Preloved uniform sale	£ 434.60	£ 440.06	
Other Fundraising	£ 459.27	£ 693.69	
	<u>£ 18,321.75</u>	<u>£ 12,104.52</u>	
<b>EXPENDITURE</b>			
Halloween Disco	£ 1,162.35	£ 673.66	
Christmas Disco / Movie night	£ 441.52	£ 190.72	
Summer Fete	£ 3,192.86	£ 3,560.76	
Golf Event	£ 1,558.04	£ -	
Christmas Cards sale	£ 2,748.00	£ -	
Other Fundraising	£ 4.05	£ 59.01	
	<u>£ 9,106.82</u>	<u>£ 4,484.15</u>	
<b>SURPLUS FUNDS GENERATED FROM FUNDRAISING EVENTS</b>			
	£ 9,214.93	£ 7,620.37	
<b>OTHER PAYMENTS</b>			
Stirling Council Lotteries Licence	£ 20.00	£ 20.00	
Donation to DPS - Commonwealth games medals shortfall	£ 89.00	£ -	
Donation to DPS - laptops	£ 2,000.00	£ -	
Donation to DPS - class maths equipment	£ 1,000.00	£ -	
Donation to DPS - nursery whiteboard	£ 3,000.00	£ -	
Donation to DPS - playground equipment	£ 500.00	£ 1,000.00	
Donation to DPS - tablets	£ 2,000.00	£ -	
Donation to DPS - headphones	£ 250.00	£ -	
Donation to DPS - transport for groups	£ 500.00	£ -	
Donation to DPS - citizenship group funds	£ 300.00	£ -	
Donation to DPS -classroom storage boxes	£ 350.00	£ -	
Donation to DPS -classroom floats	£ 540.00	£ -	
Donation to DPS -education city	£ 388.00	£ -	
Donation to DPS - coatpegs	£ 222.62	£ -	
Donation to DPS - christmas parties and trees	£ -	£ 542.76	
Donation to DPS - painting materials for outside of school	£ -	£ 560.61	
	<u>£ 11,159.62</u>	<u>£ 2,123.37</u>	
<b>OTHER INCOME LESS PAYMENTS</b>			
	<u>-£ 11,159.62</u>	<u>-£ 2,123.37</u>	
<b>TOTAL INCOME LESS EXPENDITURE</b>			
	<u>-£ 1,944.69</u>	<u>£ 5,497.00</u>	

Reviewed and agreed according to records made available

*Susan Henderson*  
5/10/15

## DUNBLANE PRIMARY SCHOOL PARENT COUNCIL - FUNDRAISING GROUP

## EVENT SUMMARY

## INCOME

	2014/15	2013/14		
	Income	Expense	Profit	Profit
Halloween Disco	£ 3,194.81	£ 1,162.35	£ 2,032.46	£ 1,437.63
Christmas Disco / Movie night	£ 959.42	£ 441.52	£ 517.90	£ 433.97
Summer Fete	£ 7,784.15	£ 3,192.86	£ 4,591.29	£ 4,674.03
Christmas card sale	£ 3,386.00	£ 2,748.00	£ 638.00	£ -
Golf event	£ 2,103.50	£ 1,558.04	£ 545.46	£ -
Preloved uniform sale	£ 434.60	£ -	£ 434.60	£ 381.05
Other Fundraising	£ 459.27	£ 4.05	£ 455.22	£ 693.69
	<u>£ 459.27</u>	<u>£ 4.05</u>	<u>£ 455.22</u>	<u>£ 693.69</u>
			<u>£ 9,214.93</u>	<u>£ 7,620.37</u>

## FUNDS AVAILABLE

	2014/15	2014/15	2013/14
Balance b/fwd		£ 11,526.82	£ 6,029.82
Add income for year	£ 18,321.75		£ 12,104.52
Less expenditure for year			
Fundraising	£ 9,106.82		
Other	£ 11,159.62		
	<u>£ 20,266.44</u>		<u>£ 6,607.52</u>
Surplus for year		-£ 1,944.69	£ 5,497.00
Balance of funds as at 31 August 2015		<u>£ 9,582.13</u>	<u>£ 11,526.82</u>

## Represented by:

Bank of Scotland, Treasury Account as at 31 August 2015	£ 10,033.17	£ 11,526.82
Outstanding Lodgements	£ -	£ -
Outstanding Withdrawals	<u>£ 451.04</u>	<u>£ -</u>
	<u>-£ 451.04</u>	<u>£ -</u>
	<u>£ 9,582.13</u>	<u>£ 11,526.82</u>

*Susan Hendrie*  
5/10/15