

**Dunblane Primary School Parent Council Meeting**  
**Thursday 22<sup>nd</sup> March 2018**

**Agenda Items:**

1. Welcome and Apologies
2. Approval of Minutes from previous meeting (18<sup>th</sup> January 2018)
3. Actions from previous minutes
4. Treasurers Update
5. Head-Teacher Update
6. Fundraising Group Update
7. RocketFundUK Fundraiser
8. The Cost of a School Day
9. Timings of Parents Appointment Evenings
10. Possibilities of Next Session's Class Structure
11. Project Playground
12. Correspondence
13. AOB
14. Dates of Future Meetings

**1. Welcome & Apologies**

**Present:**

Emma Carter (Secretary)	Helen McLean (Chair)
David Williams (Treasurer)	Jill Hosking (Acting-Head)
Shirley Gallivan (Depute)	Julie Jones
Diane Leithhead	Andrew Buchanan
Alison Webster (member)	Joanna Falconer (Vice-Chair)
Morag Sorbie (member)	Jody MacRae
Susan Morris (member)	

**Apologies:**

Ruth Allan (Depute)

2. **Approval of Minutes:** Approved.

3. **Actions from Previous Minutes:**

- **SPTC sessions:** To be held on Wednesday 18<sup>th</sup> April at DHS. The topic will be "Involving the Parents" where the Trainer will also touch on the theme 'how to support your child and their school'.
- **Online bank account update:** After further investigation this is not easy to set up. Diane did state that it is a horrendous to set up but is worth it. David to try again and feedback before the next meeting. All the documents received but yet to be completed. **Update: David has a meeting with the bank w/c 29<sup>th</sup> Jan - cancelled appointment with him. To try and get another appointment.**
- **Gazebos & Burner:** Alison fed into the meeting that you can obviously get a gazebo from £30 - £?????, however mid-range, good quality ones seem to start from £100 upwards.

Easy Gazebos ([easygazebos.com](http://easygazebos.com)) supply quick pop up ones with waterproof covers.

Their range includes gazebos ranging from £90 to £325, the difference being the strength of the frame. The company has a special offer on at the moment where you get free sides for it, and free delivery.

Their starter gazebo in a 3x3m size is £140, with a shower proof cover. The same size with a heavy duty frame and waterproof cover is £229. Lastly, they also have a commercial grade one with fireproof and waterproof cover at £325

Helen stated she had slight concern regarding funds. PC agreed to buy (via the School) 1 gazebo (size 3m x 3m) @ £229 and 1 gazebo (size 3m x 3m) @ £325 - both red.

Burner - Emma fed back that using the gas canister fed burners would be no good if it was breezy / windy. Decision made to leave this and just use the single convection stoves from the food tech area.

- **Constitution discussion / review:** Sub-group (Emma, Helen & Joanna and Susan) met at the end of November. A proposed draft is currently being finalised and will be issued for approval shortly.

- **Daily Mile:** Jill fed back that this has been revisited and all staff are aware of what the purpose is for this area. No time in the school improvement plan to rename at present. The official name is Golden Mile and this what the school are trying to promote. Action complete.
- **P1 Key Sessions - Timetable:** Senior Management have reviewed the issuing of "spotlights" and staff should know when these are to go home. Jill also stated that sending out homework at the same time across the whole school was too complex so the timing of when homework would be issued was to be shared via the "spotlights". Action complete.
- **Icy Weather Plan:** Has the website been reviewed to ensure up to date information is displayed? Shirley fed back that the website has exceeded its limit for pictures so no updates have been done. Ruth is looking into this. Action complete.
- **Share the Learning sessions - notice given:** Jill has spoken to all staff to ensure that notice is given. Action complete.
- **Indoor playtime - classroom monitoring:** Jill stated that each class had been revisited and discussions were had as to what is acceptable/unacceptable behaviour. Each class has made up a set of rules to follow. Action complete.
- **Domestic Bin Collection:** Susan confirmed that she had raised this with Terence O'Byrne (Chair of DCC) and that the bin collections on the streets around DPS are now scheduled for 930 not 850. Action completed.
- **Flashing Lights on Doune Road:** Both Shirley and Jill have chased up. Shirley to chase again.

#### 4. **Head-Teacher's Update:** See Appendix 1

Helen asked about "House Meetings". Shirley explained that these are held fortnightly and are led by the House Captains. It gives the Captains a chance to gain experience in "ownership".

Shirley is to evaluate the impact on what The Hive and The Early Bird Club are having.

#### 5. **Treasurer / Finance Report:** See Appendix II

6. **Fundraising Group Update:** Summer Fete planning is underway. So far the three main raffle prizes have been secured. This year, children of the fundraising group wrote the letters to ask for raffle / silent auction prizes.

There does seem to be an issue with tables as the weekend of the 2<sup>nd</sup> June seems to be a really busy one. Joanna is on the case.

Helen asked if anyone had gone back to the Funfair people as they had contacted her. Morag confirmed that they are booked.

A preloved sale will also be held at the Book launch.

David asked if the bungee run will be used at the Fete. Morag confirmed that it wouldn't.

Tug of war is being looked at (Teens, kids, adults).

A wine tasting evening is being looked at for September.

Morag asked re Bake Off for the Nursery. Shirley confirmed that it would be good for the Nursery to do one this year.

7. **RocketFundUK:** Susan asked if the PC could "top-up" the balance required on 26<sup>th</sup> March to complete the RocketFundUK fundraiser for #curiouscoders at DPS. The PC agreed to pledge the outstanding balance at 24 hours to go.
8. **The Cost of a School Day:** There was discussion around the costs of activities/events for families, particularly at the summer fete, to help all families to be involved. The fundraising committee will discuss how this might be taken forward at their next meeting, which Shirley offered to attend. This will be held on Monday 16<sup>th</sup> April.

A suggestion was made that a movie night could be held were a donation could be given instead of selling tickets. Numbers would still need to be considered.

The cost of the pantomime was brought up. Jill to look at costings of bringing the panto in as the £2.50 might have been a one-off deal. Suggestion made that the MacRoberts Panto is for a Year group only? Jill/Shirley to action.

9. **Timings of Parents Appointment Evenings:** A yearly negotiation is carried out with staff and unions for extra time from staff for parents evening / staff meetings etc. Now is the time to negotiation next year's use of time. Jill would like our thoughts as the staff find the evening sessions quite a long day. The staff were asking if the later session could be brought forward to 16:30-19:30 or if there could be two sessions for this particular time (in separate weeks). The parent evenings for this school year were set for two in November and two in March but is the right thing?

Andrew mentioned that he thought it was really great how the postponed parent evenings were re-arranged! Well done.

10. **Possibilities of Next Session's Class Structure:** Jill wanted to use this opportunity to touch base with some parents regarding the next session and outlined that there are no definite arrangements in place, as final staffing is not yet confirmed.
11. **Project Playground:** Helen stated that there had been a bit of Parent chat in certain playgrounds about the money raised from last year not going towards the playground, as allegedly promised. Helen had explained that the money was spent on 'outside space' and that the sitooterie and raised beds were looking fantastic, however does this need to be revisited or more communication going forward? Decision made that it was too late to now send out a communication.

Jody brought up the untidiness of the school grounds, especially the driveway. This prompted a discussion regarding the wooden tubs there were in disrepair. A suggestion as made that a parentmail be sent out asking for help for a general tidy-up. Date TBC but Saturday 21<sup>st</sup> April @ 2pm was suggested.

12. **Correspondence:** None

13. **AOB:**

Social Media - PC agreed that Helen can set up a Twitter account.

10. **Dates of Future Meetings:**

24<sup>th</sup> May 2018

Let is in and confirmed.

## Appendix I

### HT report for Parent Council Meeting – March 2018

#### Staffing Update:

- Mrs Glendinning (teacher) and Mrs Paterson (office) have both now begun and settling in well.
- Louise Bellin and Kirstie Campbell (ECEs) have now left us, and we are in the recruitment process for 2 new ECEs.
- HT post has been re advertised, with a new interview date set for early May.

#### School Improvement Plan – update:

##### Assessment:

- The SNSA assessments are underway with P7, 4 & 1. A second phase of training for Ruth and myself will take place after the holidays – with a focus on interpreting the data from the assessments.
- Writing assessment criteria has been updated in line with the Education Scotland benchmarks.
- New numeracy planners are now in place to align planning more closely to the benchmarks. It is hoped similar ones for literacy can be put in place for next session.
- Teacher Talk Time took place in January, which allowed staff to have dedicated time for learning conversations with each child. A summary of this, along with next steps was then sent home to parents.
- Achievement assemblies will be changing slightly next term, to allow children more time to talk about their out of school achievements in House Meetings
- A collated assessment and achievement policy is in the process of being written, which will bring together the wide variety of assessment activities taking place throughout the school year.

##### Digital learning:

- Skills progressions are in progress and will be in place for August for whole school, some classes will hopefully be trialling next term
- A Learning community digital policy is being written by Ruth, DHT from Newton and PT from St Mary's.
- Rocket fund has gone extremely well! P4/5 have led the way with this and are doing a fantastic job with over £1000 raised so far. This will go towards coding equipment for the nursery and school and will build on from coding club success.
- The coding club has been running weekly at lunchtimes and children are thoroughly enjoying this.
- Digital leaders have led training session for staff on the use of iMovie and staff have received CLPL on ipads.
- The chromebooks have arrived in school and will be set up for use over the next week or so! Storage of these chromebooks is our next priority.

Also-

Book order- we have received some books from our book order and a further order of books has gone in. Sets of novels for children across the school have been ordered, as well as support for learning reading books, dictionaries and storybook bags for infants.

SPTC/Connect parent session- Ruth has liaised with other schools in learning community. DHS happy to host this event on Wed 18th April.

Health & wellbeing:

- Growth Mindset books have been purchased and distributed to classes and are in the school library. Whole school approach to the working that will be used at each stage has been created. Faye Hislop is working closely with Cambusbarron Primary on this work.
- The Hive is being used every lunchtime by about 5 children.
- Early Bird Club - Operating on a Tuesday, Thursday and Friday and about 8 children regularly attend.

Also-

Poly Tunnel/sitooterie and shed have been constructed. Plan is now for Carol Anderson, her FLAG group and Shirley Gallivan to put a plan together of what we will grow, where and when. Each class will then have responsibility to maintain an area.

## Appendix II

BANK ACCOUNT FOR YEAR STARTING 09 September 2017

Date	Description	Paid in	Paid out	Balance	Halloween disco		Movie night		Christmas card sales		Summer fete		Quiz night		Misc fundraising		DPS	
					Paid in	Paid out	Paid in	Paid out	Paid in	Paid out	Paid in	Paid out	Paid in	Paid out	Paid in	Paid out	Paid in	Paid out
09/09/2017	Balance b/fwd			£15,920.62														
19/09/2017	Tea and Coffee throughout 2016/17	£269.98		£16,190.60											£269.98			
20/10/2017	Bank transfer payments for Xmas cards	£667.50		£16,858.10					£667.50									
24/10/2017	Tea towel sales	£529.00		£17,387.10											£529.00			
24/10/2017	Haloween floats		£392.00	£16,995.10			£392.00											
24/10/2017	Haloween expenses - Booker		£119.72	£16,875.38			£119.72											
30/10/2017	Haloween expenses - Lauren Freckleton		£95.76	£16,779.62			£95.76											
01/11/2017	Tea towel sales	£10.00		£16,789.62											£10.00			
01/11/2017	Xmas card sales	£1,661.00		£18,450.62					£1,661.00									
01/11/2017	Haloween disco, including float	£2,391.70		£20,842.32	£2,391.70													
30/10/2017	Haloween expenses - Caroline Earnshaw		£39.09	£20,803.23			£39.09											
30/10/2017	Haloween expenses - Sarah Begg		£62.99	£20,740.24			£62.99											
19/10/2017	DPS class floats		£1,000.00	£19,740.24														£1,000.00
04/12/2017	Panto popcorn - Booker		£83.24	£19,657.00														£83.24
24/11/2017	Xmas cards invoices (x2)		£1,960.00	£17,697.00					£1,960.00									
24/11/2017	Red sashes - Morag Sorbie		£29.98	£17,667.02											£29.98			
08/12/2017	Movie night expenses - Lauren Freckleton		£41.45	£17,625.57			£41.45											
08/12/2017	Panto expenses - Helen McLean		£50.39	£17,575.18														£50.39
08/12/2017	DPS Xmas parties		£468.00	£17,107.18														£468.00
09/01/2018	Xmas card sales	£75.50		£17,182.68					£75.50									
09/01/2018	Movie night ticket sales	£221.00		£17,403.68			£221.00											
09/01/2018	Movie night tea and coffee	£40.82		£17,444.50			£40.82											
09/01/2018	Xmas tree raffle	£64.00		£17,508.50											£64.00			
09/01/2018	Preloved sales	£63.30		£17,571.80											£63.30			
09/01/2018	Tea and Coffee for 1st Nativity (Community Café on label)	£90.44		£17,662.24											£90.44			
09/01/2018	Tea and Coffee for 2nd Nativity	£91.00		£17,753.24											£91.00			
18/01/2018	Chrome books		£7,500.00	£10,253.24														£7,500.00
18/01/2018	Books		£3,500.00	£6,753.24														£3,500.00
18/01/2018	Outdoor space		£2,000.00	£4,753.24														£2,000.00
05/03/2018	Quiz night ticket sales	£331.00		£5,084.24									£331.00					
05/03/2018	Quiz night raffle	£160.00		£5,244.24									£160.00					
05/03/2018	Donation to school for Christmas tree sales	£100.00		£5,344.24									£100.00					
21/03/2018	Current Balance			£5,344.24														
		£6,766.24	£17,342.62		£2,391.70	£709.56	£261.82	£41.45	£2,404.00	£1,960.00	£0.00	£0.00	£591.00	£0.00	£1,117.72	£29.98	£0.00	£14,601.63
	Profit to date	£4,025.25				£1,682.14		£220.37	£444.00		£0.00		£591.00		£1,087.74			
	Profit last year (2016-2017)	£9,632.80				£1,838.30		£311.95	£589.65		£5,628.57		£647.51		£616.82			
	Total of differences	£-5,607.55				£-156.16		£-91.58	£-145.65		£-5,628.57		£-56.51		£470.92			
	Difference in account to date	£-10,576.38																