



St Joseph's Parent Council Meeting

08 January 2024 / 17:00PM/

Attendees:

Frances Burns, Audrey Smith, Laura Wright, Mark Wright, Ashley Colquhoun, Anette Jane Thomson, Claire Thomson

Excused/unavailable: Linda Gourlay, Emily McLaren, Stevi-lee Hagger and Sharon Brophy

Agenda

Previous meeting review

1. Quick run through of last meeting, Christmas fayre completed.

Christmas Fayre

2. School fayre was a big success.
3. PC had their first christmas fayre and are reviewing recommendations and improvements for 2024's fayre. Would like to aim to have this one in the school or at an earlier date.

HMI Inspection:

4. School was informed on the 13th of December of an HMI inspection. Survey was sent out to all parents to fill in on the blog and via groupcall.
5. Inspection taking place from 12 o'clock on Monday the 15th of January 2024 until Wednesday the 17th. Last inspection took place in 2009 and is usually done every 7 years.

Communication:

6. The school is trying to find the most effective way to pass information on to parents. A survey was shared on the blog but has been poorly answered. It was suggested that we share that there is a facebook page within the blog and perhaps by other means so that more parents are aware of it to pass information around. It is also suggested that perhaps term time calendars, such as the one sent out in September be shared in paper format every term to allow parents to pre plan and be aware of meetings and events relating to the school.
7. Groupcalls/emails are not delivered to parents/guardians if information is not up to date so this needs to be actioned by parents/guardians to ensure they receive important information.

Roles within the parent council:

8. Audrey Smith has joined the PC to represent the Nursery.

9. The proposed roles within the PC are as listed below:

Chair person	Stevi-lee Hagger
Vice Chair	Claire Thomson
Alternate chair	Sharon Brophy
Treasurer	Laura Wright
Secretary	Laura Mallon & Anette Jane Thomson
Church liaison	Anette Jane Thomson

Fundraising:

10. As discussed at the previous meeting fundraising events for the year are to be planned out at the next meeting on the 05th of February 2024. Suggestions for fundraising events include, but are not limited too:
- Rookie rockstars
 - Bunny drive for easter
 - Pie and a race nights
 - Bingo

Connect:

11. To progress with the PC we need to complete training with Connect. There is training for each of the roles within the parents council which covers safeguarding among other things. *Post meeting note: Sharon Brophy has contacted Connect and is waiting to hear back regarding dates.*
12. Once the connect training is in place we will be able to do fundraising, apply for gambling licenses etc.

Library volunteers:

13. The school is looking for **parent/adult volunteers** to help with the library in the school. This will include training on how to use the software, scanning books in and out, tidying the library and adding new books to the library. You will require a PVG.

Any other items:

- **Gala day:** The theme is the BFG. The PC will plan events to bring parents/guardians and children into the school to craft items for the Gala Day. Would like to get as many people involved as possible.
- **Meeting dates:** the following dates were written down in November 2023 as possible meeting dates for the PC going forward
 - 05th February
 - 04th March
 - 13th of May
 - 03rd of June

Action Items

1. Stevi-Lee Hagger to send through the constitution for all to review and approve
2. Sharon Brophy to provide dates of Connect training.
3. Frances Burns to finalise the school improvement plan and nursery plans and get these posted to the blog (Standards and Quality Report)

Next Meeting Agenda

1. Plan events calendar for the year - would like as many members of the council to attend this meeting as possible. **Date: 05th February 2024 18 O'clock**