**Minutes of Bellsquarry Primary School Parent Council Meeting**

**04 September 2017**

 **Welcome / Apologies / Review of Minutes**

Paul Keegan welcomed everyone to the meeting. All present introduced themselves and a warm welcome went out to the new parents who attended the council meeting for the first time. Apologies were received from Lorraine Hart and Mrs Marra.

In an effort towards sustainability the Parent Council is moving to paperless.

**Minutes and Matters arising.**

June minutes were approved and seconded.

The outstanding matter of the playground painting has been approved and the parent council agreed to go ahead with the design Mr Todd had drawn up in collaboration with Uniplay. The Bellsquarry Logo was to be removed to allow the painting to come within the £1000 budget. Mr Hunter has liaised with Mr Todd on this matter and is going to get in touch with Uniplay to give the go ahead. Linda Hennesey will organise payment for the playground painting with Mrs Marra.

 **ACTION** MR HUNTER AND LINDA HENNESEY

Mr Heggie reported that he had enquired but unfortunately Bellsquarry doesn’t fall under the West Lothian Trust development as it was out with the 10km zone. he would continue to keep us updated on any changes or developments.

There were no further matters currently arising

**Parent Council Vacancies**

All members who were present agreed to be part of the parent Council.

Co-opted members are:

Mr Hunter - Teacher representative.

Mr Heggie- Councillor

Christine Hay- community member

Councillor Fitzpatrick

Mrs Marra.

Election of members:

Jon Reid nominated Paul Keegan to be chair. Nikki Cooper seconded this and Paul agreed.

Jon Reid was nominated by Paul Keegan to be Vice Chair. Nadia Maqbool seconded this and Jon Agreed.

Gemma Gough nominated Annette Barlass as secretary and this was seconded by Paul Keegan and Annette agreed.

Linda Hennesey was nominated by Paul Keegan to remain as treasurer and this was seconded by Fiona Beveridge and Linda agreed.

Chair – Paul Keegan

Vice Chair- Jon Reid

Treasurer- Linda Hennesey

Secretary – Annette Barlass

**Treasurers Report**

Linda presented a statement of accounts. The balance is sitting at £4382-00.

Ms McMaster is going to enquire whether the person who audits the schools accounts will be willing to Audit the Parent council accounts too.

ACTION: RUTH MCMASTER

Money from the school uniform stand is still to be added to the balance.

A table is going to be set up at Meet the Teacher evening

 ACTION FIONA BEVERIDGE

Signatories may need to be amended and added to the PC bank account

 Action LINDA HENNESEY

Jon queried whether WLC contribute to the Parent Council funds. Linda confirmed that they pay for the membership cost for the SPTC (Scottish Parent Teacher Council).

**Head Teacher's report**

Ruth presented an updated report and spoke to the various items – see Blog

Some Key points are as follows:-

Staffing:

Mr Hunter was congratulated on his new Principal Teacher role.

Louise Gilmour has been appointed to work with Mr Hunter in the P6 Class and her date to start is to be confirmed but it is estimated to be the week beginning the 27th of September provided PVG paperwork goes through etc.

Fiona Anthoney is appointed as a new Early Years officer

Miss Hood has been granted pupil equity funding for a literacy development post, and will look at literacy interventions to close the poverty related attainment gap. Miss Hood and Mr Hunter will be leading the Tapestry learning community within the school.

Mrs Jillian Millar will continue her work in the cluster on numeracy using pupil equity funding – her input will be with pupils across the Second level CfE and other pupils requiring support at first level.

Mrs Marra is off on bereavement leave and Mrs Cosgrove is off too.

CEM will be replaced with new assessments which will be undertaken in P1, P4, P7 and S3.

1. **School / PC Partnership Development**

Ms McMaster is looking to work towards developing more skills for work and life and this is something that could be supported by parents and the parent council.

Two PATPAL days are planned to share the learning with parents as part of parental engagement.

This year there has been a clash of dates with the S1 meet the teacher and BQPS meet the teacher. Ms McMaster apologised for this as she has been looking at Williamston and JYHS calendars to prevent this from happening but at times this is unavoidable.

1. **Parent Council Priorities**

Meeting Dates- Ms McMaster has drawn up a calendar for the staff and is currently working on one for the Parents. Jon and Colin will work together with the Twitter and Facebook pages to try get more information out to parents as part of the Parent Council’s drive to communicate effectively with parents.

Nadia suggested the Parent Council e-mail the information. This could be done via the school as the Parent Council would not have access to everyone’s e-mail account and Mrs Marra has done this effectively in the past for the Parent Council.

Facebook Account

It was raised that the administrators need to remove parents from the account whose children are no longer attending BQPS

 Action Jon Reid/ administrator

The current forms of communication are Facebook, e-mail and the school blog. Ms McMaster and Mr Hunter are working on a twitter feed for the school. The Parent Council are aware that not all parents use Facebook so it is important that there are various methods of communication and that they are used appropriately and effectively.

In order to ensure that parents understand the purpose of the Parent Council Facebook page as a forum for information sharing only, it was decided that a three-step, phased approach will be adopted:

* 1. A statement of the purpose of the FB page would be made and a link to the SPTC guidance and policies documents on the use of social media would be made public
	2. Admin would delete any inappropriate posts very promptly
	3. Should inappropriate posts become an issue on the FB page, the Parent Council administrators would move to approved posts only.

**School Resources**

The school has renewed the Espresso licence. Ruth sent a survey to staff to enquire which aspects they utilised the most and as such has tailored the license to the schools usage. The parent council has purchased this license in the past and the cost is in the region of £788-00 The PC will pay for this once Ruth has the final figure.

**Christmas Festivities**

 The Parent Council put £700 towards this last year and would be looking to commit somewhere in a similar figure this session.

Currently The Panto at Howden Park Centre has been booked for P2-P5, P1 has been booked to go to New Lanark and the Nursery is booked to go and see Pips and Panda at Purves Puppets.

Mr Hunter says there are more space for I-pads in the charging stations and this could perhaps be added to in the future with further I-pads purchased for the school. Any additional help to reset the I-pads would be appreciated as it was Mr Rutherford who generously helped Mr Todd with this.

The I pads are used a lot and the week beginning the 11th of September there is maths challenge week and children will be doing lots of fun Maths activities, including a Sumdog challenge.

Parents agreed that the bulk of the leftover funds should try to be collated to go towards the first phase of the Trim Trail. £3826 would be required for the first phase to go ahead. However should other school priorities emerge this could be reconsidered.

The parent council will also support the school in their commitment to getting young people “ready for future jobs” and other priorities where they can.

FUTURE FUNDRAISING

Gemma Gough shared her leaflet she made for parents with the council and will liaise with Ms McMaster to approve the dates. Ms McMaster will include Parent Council dates and events on the calendar she is collating for parents. ACTION GEMMA and RUTH

The first event planned is the movie night on the 29 SEPT. A let will need to be booked.

 ACTION LYNNE CURRIE

 The following event is the Halloween disco. Helpers will be required for these events.

Action ALL recruit helpers

It was noted that once again there was no representation from the nursery at the Parent Council. Paul highlighted that often the staff and parents did not receive communication and there was a communication breakdown. Ms McMaster said that this session nursery communication is something the staff is working on improving. This year leaflets had been put in the nursery pack . This will be looked at in more depth at a later stage however in the meantime the nursery would be invited to the Halloween disco and perhaps the movie night to involve them in the life of the school.

**AOB**

Ms McMaster reported that the WLC excursions policy has changed. Now rather than having one form for all events the school must complete an EE1 form for every trip out of school, even a local walk, this is increasing the administrative burden on staff. Booking need to be done in advance and paperwork completed many weeks prior to the excursion taking place. Jon Reid and Peter Heggie felt they would support the school in opposing the administrative burden of this.

 Action PETER and JON

Pauline McCourt introduced herself as a member of MEG the Murieston environmental group. She mentioned their involvement with some of the schools with the fisheries, litter picking and that there is a bat walk on the 19th September. Ruth agreed to add this date to the calendar and any other upcoming dates. Action Ruth

Mr Hunter and Ms McMaster apologised for no photos or uploads on the Blog. Laura Compton from I.T at West Lothian Council is looking in to this problem as a few schools are encountering the same. They have logged a call with the administrators RM UNIFY.

Date of next meeting : 9th OCT 2017 19:00-20:30

**Attendees**

Gemma Gough Morag Hill

Ruth McMaster Nadia Maqbool

Fiona Beveridge Councillor Heggie

Paul Keegan Linda Hennessy

Nikki Cooper Paul Moffat

Annette Barlass Jon Reid

Pauline McCourt Gillian Morrison

Annette Barlass Laura Archibald

Colin Hunter