

Parent Council Meeting Minutes and AGM 8th May 2017

Introductions

Attendees: Mr McIntyre, Ms Forsyth, Mr Lithgow, Charlie Goldsmith, Neil Gibson, Dorothy-Ann Newlands, Dawn Thomson, Melanie Ruxton, Emma McLoughlin, Anne Scott

Apologies: Andrew Ho, Orla Irwin, Karen Young, Leann Ramsay, Thomas Lynch, Katie Campbell, Karen Taylor

Minutes

1. AGM

Dawn summarised the 2016/17 year and it was agreed that the PC was friendly and appealing to parents and worked in partnership with the school. Dawn has tried to engage with other cluster parent councils but no luck yet in getting a date – will pursue.

It was agreed the year had been successful in fundraising with thanks extended to Mel, Charlie, Emma, Katie and others for their efforts. On that note, the Summer Fayre will go ahead thanks to another parent who has stepped in to coordinate.

- Dawn Thomson was reappointed as Chair
- Thomas Lynch was reappointed as Vice-Chair
- Andrew Ho was reappointed as Treasurer

It was agreed there was no requirement to appoint a Head of Fundraising and that this would continue on a team approach and event by event basis.

2. Minutes of last meeting and matters arising

- a. It was agreed to reconfirm the list of parents on the distribution list for PC as this is out of date – Mel and Dawn to lead this.
- b. It was noted Karen Keil had not been successful in the recent council election and that the newly appointed Councillors for Drumbrae/Gyle should be invited.
- c. Litter bins: Gordon to rebase this as he is still awaiting clarity on the recycling policy before purchasing new bins. Litter pickers have arrived and Mr McPhail is drawing up a rota for the classes.
- d. Lagganlia Kit List: Dates have been agreed and the list will be issued ahead of the summer holiday.
- e. Daily Mile: The suggestion from Orla was discussed at the recent staff in-service day and it was agreed it has merit. Staff are considering if this can be incorporated.
- f. Walking Bus: Dawn will put together an email re this and get the steering group together.
- g. Traffic Measures: a couple of recent incidents near school were discussed with agreement that regular police and warden presence was the best deterrent for those who are not supporting this important initiative.

3. Update from Head Teacher

- a. Mr McIntyre advised that Mrs Napier had secured a permanent Principal Teacher post at Ferryhill School and would be leaving, adding that he was sorry to be losing a key member of staff and that she would be invited back for a “proper farewell” with pupils.
- b. A Permanent Principle Teacher advertisement would be going out shortly.
- c. Miss Bell has joined this term as pupil support.
- d. A plan is being drafted with regards how best to allocate Pupil Equity Funding, a Scottish Government initiative which is targeting closing the attainment gap. This will be submitted on 19th May and will be shared thereafter.
- e. Gordon extended his thanks to Karen Keil for her support over the years. A letter will also be sent from the Parent Council to Karen.

4. Head lice

It was noted there had been recent outbreaks across at least 3 year groups and a leaflet would be sent home to all pupils, which offers good advice in tackling this problem.

5. Parent pay

Parents had become aware of a transaction charge – this was discussed and the fees, which are not being passed on to Parents at Clermiston, are broadly in line with the costs to administer the existing system.

Charlie queried if this system could be used for PC events (eg Halloween party tickets) and Gordon advised he would check.

6. Pupil council involvement

It was agreed to get this back on the agenda regularly, for a PC representative to attend the Pupil Council a couple of times a year and to provide and update here. Dawn to email Mrs Henderson for dates.

7. P7 leaver's party

This will be on 29th June with all arrangements in hand. Neil suggested a photo booth and Geraldine will suggest this to P7 parents.

Geraldine advised the process for P7 hoodies for next term and advised that leaver's ties are also in hand.

8. Fundraising update, including uniform

Mel advised receipt of £600 (school uniforms)

Pamela Whitehall has offered to coordinate the summer fayre.

9. Current financial position

Current balance - Current balance – £10,248 (with £6,700 set aside/allocated)

10. Money in bank – how to spend

- a. Mr Courtney's request for £556.75 for new school goal posts was approved.
- b. Gordon to meet Scotplay on 10th May to progress the Playground Art funding
- c. Other ideas such as bikes (Bike Ability) and benches for children to sit on are being considered for funding. It was agreed to ask parents for further ideas in the next newsletter.

11. AOB and Actions

- a. Photographs of PC members to be updated to noticeboard at start of next term to make reps more visible to other parents. Noticeboard and websites also to be updated with meeting dates and flow diagram to outline purpose of the PC.
- b. There will be a uniform stand at the P1 meeting – Charlie agreed to cover this and Mel will provide samples.
- c. Refresh the distribution list for PC emails – Mel/Dawn
- d. Check if Parent Pay can be used for PC events – Gordon
- e. Pupil Council – Dawn to email Mrs Henderson
- f. Meeting dates for 2017/18 – Dawn to issue
- g. The PC thanked Dorothy, who is leaving the PC after many years of commitment and support.