

Minutes of St Margaret's Parent Council Meeting

Date of meeting: 23rd March 2016

Present: Gillian Maxwell, Chair
Lynn Guyatt, Treasurer
Elaine Campbell
Jane Weir
Johanna Esprey
Joanne Jamieson
Jackie Page
Mrs Westacott, Headteacher
Mrs Duff, Teacher

Apologies: Eva Malone, Secretary
Natasha Walls
Gill Lawson
Julie Tait
Anne Moore

1. **Apologies and Welcome**
2. **Approval of Minutes** – will be circulated via email for approval
3. **School Update**

Activities

Mrs Westacott advised that staff hope to have kids out in the grounds more over the summer term. Parents have completed local trip permission slips so this will encourage classes to be more spontaneous. All trips will be risk assessed.

School Uniform

Order forms will go out with newsletter after easter holidays to try and encourage early ordering. Discussion around having order forms on the website to make it easier for parents. **Action: Mrs Westacott to find out if this is possible.**

Discussion about having a second hand uniform sale – both available at events and also in school. **Action: Gillian to request on facebook any second hand uniform to be handed in.**

Staff Development

Mrs Westacott advised that there is on-going staff moderation programme. School will share updated policies (child protection, positive behaviour, anti-bullying and equalities) with parents after the holidays. Whole school autism training is being positively received by staff.

Sacramental Update

May 4th Confirmation in St Kenitgerns, Barnton

June 4th First Holy Communion at St Margaret's. Agreed 3 parents required to help with communion breakfast. Noted that it may be good to offer P3 parents

opportunity to help with this event ahead of their own children taking the sacrament next year. **Action: GM to request help in Newsletter.**
Discussion about organising photographs for the day. **Action: JE to explore costs for photographs**
Cake to be organised for the communion breakfast. **Action: LG will source**

Finance Committee

Meeting required to attend by PC Chair, Teacher, PSA, Admin, BM and HT.
ACTION: Date to be arranged

School Building

Rising Rolls programme, which is currently analysing potential increase in pupil, roll due to increase in housing in the area. Meeting to be held on the 15th April. Request for PC Chair and two PC members to attend along with the headteacher.
Action: GM, LG, EC and/or JW to attend.

School Gate

Mrs Westacott and Joanne Jamieson advised that they have contacted the council about getting the gate opened. Advised that dimensions are wrong and that permissions cannot be given for this to happen due to health and safety issues. On-going concerns raised regarding children accessing school with bikes as well as disabled access. Joanne advised that she has been speaking with counsellors who have noted that they will get a 'box' painted for the bus in terms of being able to park safely to let the kids on/off. The issue with the gates continues to be discussed with council.

Funding

Support fund for families needing financial support. Gillian advised that she was not able to request that this is added to the constitution at this stage without minutes of discussion being made available. **Action: to be changed after next AGM. £300 to be transferred over to school accounts.**

Mini Ipads. Mrs Westacott advised that they would like 5 mini ipads for each class. Requesting that PC fundraise for this. **Action: GM to source grants for IT equipment.**

Chill Out/Sensory Room. Mrs Westacott advising that this is a project they are working on. **Action: JW to source grants for sensory equipment**

JJ requested £20 funding in order to purchase a ball from Hibs football club for auctioning/raffling at the BBQ. Hibs have agreed to give £30 towards this and will get ball signed. **Action: Request agreed.**

4. Charitable Status Update

GM advised that we have now been approved with charitable status. Discussion on how to get the best out of this status i.e funding applications. Agreed to sign up for easy fundraising. **Action: GM to apply for easy fundraising.**

Agreed to request match funding from parents involved with organisations who can do this.

5. AGM

GM raised issue of AGM and requested that this be held at the end of school year as this allows more time in the first term to organise fundraising events etc. **Action: Agreed AGM to be held on the 15th June.**

6. Building Bridges Update

Mrs Westacott advised she has made attempts to contact North Queensferry Primary but is awaiting a response.

7. Bingo Night

Advised £34 raised. Good night.

8. Easter Egg Hunt

JP, EC, GL are organising the easter egg hunt. JJ advised that she has got all the eggs.

9. Upcoming Events

Dress Down Days

Action: Mrs W agreed to have two dress down days – one for the mystery event raffle prizes and one to raise funds for Ferry Fair

BBQ

Some discussions about what events/activities can be arranged for the BBQ:

Actions:

GM – contact brewery to request donations for bar/contact

Lord/Lady Rosebury to ask if they can judge bake off/ request sports personality for bake off judge/contact local cheerleading squad to see if they will do a performance.

LG – has organised inflatables and will liaise with company prior to event

EC – liaise with KH about the meat for BBQ.

JJ/JE – has organised prizes and will continue to source

Mrs W – request staff volunteer for ‘sponge the teacher’ stall

JJ – will approach Greggs for donation of cake boxes

Other possible activities/stalls:

Tombola/lucky dip/hook a duck/splat a rat/obstacle course/band/karaoke/bake off

S7 Leavers Event

No activity agreed yet. **Action: Mrs W to request class to present ideas about where they would like to go for agreement at PC**

Prom

Prom will be held at St Cuthberts Primary School. Mrs W requesting parents to accompany children to and from the event. **Action: LG has agreed to this.**

PC usually pay for the P7 Bus. **Action: Funding request agreed.**

10. Playground/Grounds day

Day for tidying up the grounds: 16TH April from 10 -2pm. **Action: GM to advertise on Facebook**

11.AOB

Communication

Agreement that facebook page is not accessed by all, therefore, need to ensure texting/letters and website are all used to communicate about events etc. **Action: Mrs W to discuss with Mr O'Connor about ensuring that webpage can be updated regularly.**

12.Next Meeting

18/5/16 at 6.30pm.