

**St Margaret's RC Primary School**

**PARENT COUNCIL**

*Minutes of meeting held on Wednesday the 13<sup>th</sup> January 2016*

**PRESENT:** Gillian Maxwell (Chairperson), Eva Malone (Secretary), Katy Westacott (Headteacher), Arlene Davison (Business Manager), Lynn Guyatt (Treasurer), Jane Weir, Joanne Jamieson, Natasha Wells, Mairi Barbour, Julie Tait, Gill Lawson, Johanna Espey, Anne Moore, Jackie Page, Elaine Campbell.

**APOLOGIES:** None

1. The Chairperson of the Parent Council (PC) welcomed members to the meeting.
2. The minutes of the meeting held on 7<sup>th</sup> October 2015 were approved.
3. The school's Business Manager presented an overview of the school's budget split into staffing and non-staffing budgets (See appendix A). A draft form to be used by the School to request funds from the PC was circulated for comment. It is anticipated that the form will be used by the school to request future funds from PC. The PC will provide funding for support of education, curriculum focused activities and treats for the children funds allowing. The PC I will look at external opportunities for raising funds. The PC needs to know the school's funding requests at the AGM for the year ahead to enable planning.
4. Parents will be notified by text that the school newsletter is available online. Some paper copies will be available for parents if they wish to pick one up. This will help to reduce printing costs and encourage interaction with the School website. Opportunities to promote the website should be used as it is a valuable resource.
5. Parents are reminded that they have the option to email the school, ring the school and if no-one answers, leave a message on the answering machine in addition to coming into the school to speak with office staff. There is a frequent bottleneck between 8.30-9.30 a.m. in the mornings with 40 enquiries recorded on one morning. Money for activities, trips etc should go with children into the teachers/school and not to the office.
6. The School Christmas event was successful and a donation of £250 was received.
7. The noticeboard at the entrance to the school will be updated and Jackie volunteered to do this.

8. Joanne will investigate potential opportunities for breakfast clubs with business support.
9. The Headteacher presented her report (See Appendix B). The focus groups have not been well attended. The times will be changed to Friday mornings to try to increase engagement. The science trips for the children were discussed. The trips would support and compound the childrens' learning around their science themes. The costings for the science trips were not available but the Headteacher would organise this information and send to the PC Chair. The Parent Council would help to support the trips and the PC discussed asking parents to make a donation for the children's science trips of around £2. It was also agreed that a list of parents' skills should be collated to enable opportunities for assisting and enhancing the children's learning experiences.
10. The application for charitable status was sent for consideration in December.
11. Anne Moore's nomination was approved and she is now the Church representative on the PC.
12. PC members should have an increased profile on the school website. Each member is to provide a short written profile and picture (drawn by their child(ren)). Eva to provide exemplar and circulate in the first instance.
13. Family Ceilidh: A text is to be circulated to parents detailing the deadline for purchasing tickets. Tea, coffee, water and shortbread will be provided. The Chair will check if a licence is required for B.Y.O.B.
14. The Chair apologised for the error in the newsletter regarding the race night date. There will be 7 sponsored races, £5 a horse. Tickets will be £6 and include food. Raffle prizes are still needed. The raffle will be on the night. Horses still need to be sold and sheets need to be returned by the 2<sup>nd</sup> of February. Members of the PC volunteered to prepare food for the race night.
15. The Headteacher thanked all the parents and staff for their support over the Christmas period.
16. Next meeting: 24/2/16 6.30pm