

St Margaret's RC Primary School

PARENT COUNCIL

Minutes of meeting held on Wednesday the 18th May 2016

PRESENT: Gillian Maxwell (Chairperson), Eva Malone (Secretary), Lynn Guyatt (Treasurer) Katy Westacott (Headteacher), Jane Weir, Joanne Jamieson, Johanna Espey, Anne Moore (Church Representative), Jackie Page, Elaine Campbell, Natasha Walls, Julie Tait, Gill Lawson, Garry O'Connor (Teacher), Mrs Barbour (Teacher).

1. The Chairperson of the Parent Council (PC) welcomed members to the meeting. There were no apologies.
2. Approval of Minutes – The Chair noted no objections when circulated via email, minutes approved.
3. The Headteacher provided a School update. Please refer appendices for full report. Discussions ensuing are detailed below (point 4 - 13).
4. Pupil Groups: Mrs Westacott advised there had been a change of structure in the pupil groups. Instead of having a mix of classes in a pupil group, pupil groups were now grouped by classes to make it easier to manage.
5. School Ethos: Reviewed the RC guidelines on school ethos and talked about aspects of what made St. Margaret's special. Children, staff and parents are all contributing to a "scrapbook" to note things they like about the school and things they'd like to improve – all based around the wellbeing of the school community.
6. Some parents have mentioned that the school yard can be intimidating and some families don't feel welcomed. Members discussed the change around pupil line-ups in the morning from classes to houses as a possible contributing factor; however, there was no consensus. The change to line-ups in the morning was unlikely to revert back to the previous set-up. The current system was implemented to aid children getting to class on time, to help children mix particularly when year groups were split over composite classes and to limit the use of fire doors (these should not be regularly used). Members were asked to vote on their preference: 3/12 voted in favour of line-up in houses, 4/12 voted in favour of line-ups in classes, 5/12 had no strong preference. The Headteacher requested that PC members make an effort to speak with parents/carers standing on their own in the school yard. The Chair expressed concerned that some parents find the school yard intimidating - it really is important that parents feel welcomed in our school.

7. Breakfast Club: Twenty out of 78 families completed the breakfast club questionnaire. Most were in favour but some queried the possibility of a lower price. The Headteacher met with the manager from Oscars to discuss the possibility of a breakfast club at St Margaret's and was advised that 20 children would be required every morning. A lower rate could be possible. The Headteacher is looking at a joint option with a local Headteacher and will have more information at the end of June. A trial week was discussed for September to assess buy-in from parents.
8. P1 Transition: It was agreed to financially support a gift for the new P1 children. The new P1 children starting in August 2016 would receive a homework bag in maroon with St. Margaret's printed on it. The cost would be £5/bag/child with a total of 15 children that would cost £75 plus £ 7.20 postage. Eight members voted in favour of the gift while 4 voted against. A commitment for a welcoming gift for incoming pupils was agreed; however, the gift might change. The homework bag as a gift would be reviewed next year.

ACTION: Mrs Jamieson to order 15 bags.

9. Digital safety: While all years are learning a little about digital safety, P4/5 has a particular focus on this. The Headteacher suggested that Mrs Blackie could circulate relevant links to all parents for information.
10. The Reconciliation Certificates for the relevant P3 children will be arriving soon.
11. Mr O'Connor thanked the PC for their previous support and financial contribution to the children's sailing lessons. The plan for the next session would be for P6 children only due to rising costs. This would involve 17 children and cost £1700. The lessons are booked in blocks of 6 children with 6 weeks of lessons involving 2hrs per lesson. This would result in a cost of £99 per child but the cost per child would increase if the actual number taking the lessons reduced. A request of a contribution of £1100 was made to the PC. The Chair couldn't agree to this request as there were insufficient funds raised and currently available. However, there was support amongst members so it was agreed that the sailing would be postponed until Easter to give the PC time to ascertain if funding was possible and depending on the outcome, sufficient time for the school to communicate with parents.

ACTION: Consider funding request for P6 sailing at AGM.

12. Mrs Weir attended a recent funding event and spoke with a representative from The Robertson Trust. She recounted that she had been advised that a bid for funding to support the sensory room/equipment would be favourably received by The Robertson Trust.

ACTION: Mrs Weir to submit a funding application to The Robertson Trust for the sensory room.

13. Mr O' Connor sought feedback from members on the new website. Feedback was positive. A request was made to order the newsletters chronologically. Mrs Walls volunteered to help with the website and the PC section of the website. PC information and minutes needs to be uploaded.

ACTION: Secretary to provide Mrs Walls with PC minutes.

14. Chair updated PC that the new school hall was coming.

15. Communion: Mrs Moore, Mrs Page, Mrs Guyatt and Mr O'Connor volunteered to help out with the preparations for the Communion breakfast which will be held in the School hall after the Communion Mass. Preparations would take place on the Friday afternoon before the Communion. The cake was ordered. Mrs Page volunteered to do the shopping on the Friday morning. The children have ham or cheese rolls, a biscuit and juice. Thirteen children are making their First Communion. The photographer would take a group photo at the Church, individual photographs at the School and family photos would be possible afterwards. On the morning of the Communion, Mrs Moore, Mrs Page and Mrs Francis Jamieson would help and meet at the School at 9am.

16. Members discussed the PC Facebook closed group and agreed to continue to use it to post positive messages and promote successes as well as to communicate information about events, news items etc. It was agreed to use a standard message to guide members of the closed group to use the PC email or to personal message PC members when necessary. Mrs Walls volunteered to respond to the messages on FB.

17. Fundraising: It was agreed by vote to reduce the number of PC funding events to three funding events next year, one per trimester. This was to be taken forward for the school year 16/17. Marketing of events needs to be improved for future events.

18. BBQ: Plan and actions

- Tickets will be priced as per last year – £12 for a family ticket.
- Mrs Jamieson will lead on the raffle. The Celtic tour would not be included in the general raffle and there would be a separate draw for this prize. It would cost £5 to enter which should be placed in a named envelope by those that want to enter. The Headteacher would generate a poster regarding the Celtic tour.
- Mrs Maxwell will organise the face painting which will include tattoos.
- A dress down day will be organised to generate prizes for the tombola. Raffle tickets should be in the PC cupboard. Some prizes are already in the PC cupboard. Mrs Jamieson to liaise with Mrs Page regarding prizes.

- Mrs Weir will organise the bar and purchase larger/wine/juice (fruit shoot and diluting juice).
- Mrs Guyatt and Mr O'Connor would supervise the bouncy castle and fun slide. If the weather is scheduled to be bad these may be used inside - a risk assessment will be needed.
- The children will be invited to take part in a bake off. Entries will be £1. Boxes will be provided, one per entry. After judging, the entries will be sold. The police or fire brigade could judge the entries.
- Father's Day stall – make a card. Elaine will manage the stall. Mrs Page will order 20 Father's Day card sets.
- Second hand uniforms – Mrs Walls to ask again for donations via Facebook.
- BBQs – The Chair and Mrs Moore will organise the transport of to the school on the Friday prior to the BBQ.
- Mrs Lawson will run the race track again this year with some modifications to set-up.

19. P7 Outing: Mrs Barbour will consult pupils and cost the event and then return to the PC. There was discussion around the booking of the bus. Mrs Blackie will send information to the Chair so that the bus can be booked for the 23rd June. Mrs Guyatt will be travelling on the bus.

ACTION: To discuss the P7 bus at the next meeting and to place this on next year's agenda.

20. The Chair asked PC members to promote the AGM on the 15th of June and to advise parents that a Chair, Secretary and Treasurer need to be voted in for 16/17.

21. The Headteacher thanked all members of the PC for their support of the School.

Appendix 1

**St Margaret's RC Primary School**

Headteacher Report: Parent Council Meeting 17.5.16

Vision, Values and Aims

- The Pupil Council are leading a review of our vision, values and aims. We would like the Parent Council to be part of this and to approach our wider community in the playground. We want our school to be a welcoming place, inside and out. We want to find out from families if this isn't the case so that we can be proactive in making everyone feel welcome.
- We looked at the Charter for Catholic School and the Wellbeing Triangle.

Breakfast Club Survey

- Twenty families responded and are interested in finding out more about a Breakfast Club. Arlene Davison and I met Jonathan, the manager from Oscars, who run Echline Primary's Breakfast Club and it seems positive. We may pair up with another local school in order that it be sustainable. Myself and the other HT will meet with Jonathan at the end of June and then we will propose a trial of a week in the new term before we commit to rolling one out.

Transition

- Nursery-P1 - we have had a few meetings and have distributed programme of events to all children coming next year.
- P7- S1 meetings with high school have taken place with St Augustine's. 3 day visit 21-23rd June.
- Transition between classes: Staff have a meeting with Hilary Aitken, SfL tomorrow to review our transition process. We will move into our new classes the last week of term for a couple of days. We would encourage parents not to take holidays as it does impact on the experiences- academic and social of their child and it is particularly important if the classes are being reformed.

Staffing

- We are pleased that Miss Brown has been appointed as a permanent member of staff team.
- Support for Learning and PE vacancies have been advertised. Interviews will be held in the next couple of weeks. I will inform all of outcome via the newsletter.

Staff development

- Staff have taken part I writing moderation across the school. We will build more of this into our calendar for next year
- New Circle collaboration document meeting tomorrow.
- Staff attending training on Child Protection.
- I have been on various training recently: Health and safety, Risk assessment, Child protection on-line, CfE ' Achievement of a level'.

Digital safety

- P4/5 have been working weekly with the Digital Learning Team developing resources to teach other children about on-line safety. They will share these with other classes, teaching them about being safe on-line.

Sacramental update

- Met with Father Deeley last night and confirmed arrangements. He will distribute information shortly. The Sacramental Preparation is being led by the parish and this is a year of transition.
- We need to confirm arrangements for First Communion Breakfast.

Rising Rolls

- We have had a meeting and the team have been out measuring different spaces in school. The group will feed back on this later in the meeting.

Funding

- Gowan Calder's application looks super. We met with NQ PS staff on the in-service day- it looks very promising.
- I am still awaiting a response from Education Scotland's Innovation Fund. We submitted an application for maths funding- resources and staff development.

School uniform

- Order forms have gone out. Susi will place an order at the end of May and this will be delivered in June.

- P6 are keen to have something special about their uniform and are looking at different tie designs.

Sailing-Mr O'Connor

- Sailing is provisionally booked for August/September. We would like to request funding from Parent Council for this.

Travel survey- Mr O'Connor

- Garry met with X and Mrs Jamieson, Mrs Espey and the JRSOs and have analysed the questionnaire and have developed some action points.

Website- Mr O'Connor

- We would like to find out how this is going? What is going well, what development points can we take away?

Policies

- Child Protection and Equalities Policies will be emailed to Parent Council- I would be very grateful for feedback on these.