

UNAPPROVED MINUTES

St Margaret's RC Primary School

PARENT COUNCIL

Incomplete Minutes of meeting held on Wednesday the 7th October 2015

PRESENT: Gillian Maxwell (Chairperson), Eva Malone (Secretary), Katy Westacott (Headteacher), Jane Weir, Joanne Jamieson, Johanna Espey, Ann Moore, Jackie Page, Elaine Campbell.

APOLOGIES: Terese Feeny, Lynn Guyatt, Gill Lawson

1. The Chairperson of the Parent Council (PC) welcomed members to the meeting.
2. The minutes of the AGM meeting held on 16th September 2015 were approved with a minor amendment requested and actioned.
3. The constitution of the PC with objectives should go on the website when the website is live. The secretary will be responsible for uploading parent council information on to the school website when it is up and running. Support and training for the secretary, with regards to the school website, will be provided by the school. The Chairperson acknowledged the work of previous councils especially with regards to fundraising. In addition to fundraising, communication will be a focus of the current council. PC will try to attend and support school focus groups on a variety of themes and feedback at PC meetings.

The membership of the current council was discussed. All parents are members of the parent forum but the parent council has a defined membership. The current constitution states between 5-12 parent members should be on the council. Awareness of and access to PC members needs to be increased this year. The use of a PC board near the front door detailing members was discussed. There should, when possible, be a PC representative at school events for example talking newsletters and assemblies. Mrs Barbour is the teacher representative. Ann Moore was proposed as a possible Church representative and this is to be followed up and approval sought from the church after the meeting. It was agreed that all those present at the meeting would be PC members and parents that sent apologies would also be invited to be members. Once the constitution was revisited additional places could be opened up to the parent forum. Currently all pupil year groups would be represented by parents on the council. A representative from the St Margaret's PC is eligible to attend cluster group meetings (West neighbourhood primary and high schools). The Chairperson will forward the email to members. The next meeting is on the 16th November. Eva Malone or Jane Weir may be able to attend. It was agreed to invite Alison Hancock, cluster group, to a St. Margaret's PC meeting.

4. Olivia Liddel's mother and Joanne Jamieson are working together to design and prepare a new booklet for incoming P1 pupils and their parents.

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5. The headteacher provided an update to the PC.
 - 5.1 The school website is with the council for approval and at the checking stage so should be live soon.
 - 5.2 Staffing update - Two new pupil support assistants for the school.
 - 5.3 School uniform clarification – adhering to school colours is important. Grey skirt/pinafore/trousers/shorts, burgundy jumper/cardigan, white shirt/polo shirt or school polo shirts, grey or white socks/tights and black shoes are to be worn. Indoor shoes should be rubber soled. PE kit to include house T-shirt and black shorts or joggers. Indoor kit needs socks and shoes. Outdoor kit needs cagoule and hoodie and can come home each week (clear information about day/dates of outdoor training sessions will need to be provided). The Headteacher is looking to source a new supplier for the school uniforms and Elaine Campbell agreed to be a part of the school discussions.
 - 5.4 St. Margaret's pupils will be a part of the Christmas switch on in South Queensferry
 - 5.5 A copy of the PC meeting dates needs to be given to the school so that they can be submitted to the council. Additionally, the parent forum should be advised of PC meeting dates 4 weeks prior to each meeting.
 - 5.6 A full copy of SQIP will be available to parents on request from mid-November.
 - 5.7 Staff would like all children to be a part of Scot's night and would like the event to be in the afternoon.
 - 5.8 Staff and pupil wish lists for the year ahead will be communicated to the PC.
6. Pupil sailing has been subsidised previously by the PC. Costs have increased this year for a number of reasons and it was agreed that from now, only one block of sailing would be subsidised per child. The PC has committed to paying for the current block. Moving forward numbers and costs need to be clearly communicated including end of term numbers for forward planning. In future years, the P6 cohorts will have the opportunity to avail of subsidised sailing as long as the monies are available.
7. The PC aims in the year ahead were discussed. Charitable status will be applied for which will be led by the Chairperson. There is a three month process upon submission of the application. Three trustees are required. A constitutional aim needs to be agreed. With charitable status the PC will be able to apply for awards, grants, match funding and gift aid. The PC constitution needs to be re-visited prior to the application process. The chairperson will re-do the constitution and circulate to members for comment. The PC also aims to improve parental involvement and engagement with the PC and associated events. Eva Malone agreed to attend a pupil council meeting, as a PC representative, if invited.
8. The PC fundraising calendar was discussed.

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- 8.1 A family ceilidh on the 22nd of January was agreed. Teresa Feeny had a contact with a band - £100-150 (with caller). The high school is available as a venue - £23.40 for the night.
- 8.2 Halloween disco on the 28th October. P1-3: 6-7.15pm; P4-7: 7.30-8.45pm. PC members volunteered to help out per time/group.
- 8.3 Movie afternoon on Friday the 13th November. 2 movies- one for younger pupils and one for older pupils. Licence available – The Chairperson will organise event.

Remaining minutes of the meeting (approx. 30mins) were taken by the Chairperson as the secretary had to leave. They are not detailed in this document.