

Parent council meeting

30 August 2017

In attendance

Eva Malone (EM) – Chair

Katy Westacott

Jane Weir (JW) - Treasurer

Garry O'Connor

Julie Tait (JT) - Secretary

Katie Mallon

Johanna Jenkins (JJK)

Katie Wotherspoon (KW)

Steven Riley-Morrison (SRM)

Joanne Jamieson (JJ)

Anne Moore (AM)

Laura Robertson (LR)

Gill Lawson (GL)

Kasia Banaszewska-Diaz

Ewa Procek

Colin James

1. Welcome and Apologies

EM introduced herself to all parents and explained to attendees that pre-meeting notes had been circulated to support the agenda. Regarding points on agenda and objectives to be discussed, it was advised that some sub-agenda points may need to be followed up by email as there were lots of objectives to get through and EM would like to keep the meeting flowing and to time.

2. Approval of AGM minutes (held on 28th June)

AGM draft minutes were circulated by email prior to meeting: Points raised on minutes were addressed

Fundraising team was clarified

Balance in bank 1/4/17 was clarified in terms of unrestricted funds

AGM Minutes were approved with the minor amendments (above) by all at the meeting.

3. Chair update

EM has researched and provided reading material in relation to the charitable status of the parent council and the responsibilities of the three trustees.

EM has consulted with Parent Council (PC) colleagues/ friends to establish how other PC functions.

She has registered the charity online and updated the principle contact details.

Chair's report and treasurer accounts, end 31.3.17 have to be submitted and EM to sign off. Gillian Maxwell, previous chair, will be sent a copy for information/to review also. JW has completed the accounts and written the first draft of chair's report to be sent to OSCR for the period ending 31/3/17.

Bank account transfer completed – 2nd signatory now on account and is EM, this should assist with banking.

Email account managed by EM – although emails at present still say from Gillian, EM trying to amend.

Biggest success /defeat – St. Margaret's tug-of-war team in Ferry Fair. EM informed attendees about the event and the fun had by all. Great school spirit. LR also informed the meeting that the children of the school had participated and performed well too.

4. Running of PC 17/18

Links to OSCR website and trustee duties discussed. Trustees to operate in a manner consistent to charity purpose.

<http://www.oscr.org.uk/charities/managing-your-charity/trustee-duties>

If any changes to constitution, trustees need to advise OSCR.

Legal requirements / adverts / fundraising/provide information in relation to the charity number and

Name – Numerous requirements need to be adhered to due to charity status.

Vice chair

EM proposed the addition of the role of Vice Chair from members. There were no objections from members to the inclusion of this role in the team. EM nominated JJ in recognition of her previous work and success with PC related projects. JJ was happy to support the PC and EM in vice chair role. All PC members were in agreement.

Class representatives

Class reps were suggested for each class by EM. Each rep to be a point of contact for speaking/assisting with queries from parents and communicating information from PC to parents. A class rep may know what's happening in the class – have a feel for what is going on and can feedback at PC meetings.

JJ -Good idea

JJK– Good idea

Mrs Westacott and Mr O'Connor were in support of the suggestion.

No one on PC with a child in P1 or P7 at the moment.

All PC member agreed to trial the class rep system and class reps were agreed and are listed below.

P1 - Joanne Jamieson supported by P1 parent Colin James

P2- Katie Wotherspoon

P3 - Jane Weir

P4 - Steven Riley-Morrison

P5 - Julie Tait and Joanne Jamieson

P6 - Laura Robertson and Gillian Lawson

P7 - Johanna Jenkins

Fundraising

According to OSCR website, Trustees are responsible for taking control of how a charity fundraises. Therefore, all events should be agreed at PC meetings. Ideas should be discussed at meetings and agreed as a group/team. There should be no ideas discussed externally without first been brought up and agreed at the meeting. All ideas and events should be communicated in the appropriate manner to all parents at the same time.

All Requests of funds from external donors etc should be approved by two trustees EM & JW Marketing approval required from chair and vice and treasurer – manage who is being contacted and organise professionally - allowing contacts to be reviewed and called upon in appropriate fashion and timescales.

Treasury/Finance

JW- funds were not banked in a timely fashion previously which led to funds appearing in different financial years. This results in difficulties when completing accounts and reconciling bank statements.

Invoices must now be provided as back up evidence when completing payments for funding requests, this is important and needed for any audits that the charity may have.

JW agreed that funds should be counted and communicated in a timely fashion and aim to be completed within 48 hours. Guidelines for counting were discussed: 2 people to count funds– no signature for sign off required. All agreed that funds raised and lodged in bank within 2 weeks if possible. JW – would like to lodge the funds and Chair agreed.

Funds raised are to be communicated by email so PC members know what has been raised and the fundraising amount with the net figure detailed and communicated to everybody – therefore allowing for a true representation of the amount raised (total raised minus expenses). It is necessary to establish and communicate the complete picture of an event and work out the real value of the event.

Requests from school –

Pupil group to write and say what funds used for joint fund raising.

Mrs Westacott has asked if the PC could visit pupil council 1-1.30 on a Thursday. PC agreed to meet at a future date (tbc).

EM requested an impact statement, from students/staff, to advise how the fundraising has affected student experience/learning. Statement to be returned to PC within 6 months from event. This information will be used for Chair's report and to feedback to donors/parents etc.

Pupil council helped the parent council last year and the chair would like to say thank you for all their hard work.

The JRSO – junior road safety officers helped the parent council also and the parent council appreciated their efforts too and would like to say thank you for their hard work.

Communication

We are a team and represent each other as a group and also represent the school parents and children. The PC are keen to communicate and be transparent and are working to find the right way to reach all the parents and communicate clearly.

Minutes: We will work towards minutes being uploaded to school website within 2 weeks of meeting. Minutes will be approved by email. Help will be needed from school to get them on the website – Garry O'Connor has agreed to help. A text will be sent to parents to inform that minutes are on the website.

Website: The website needs updated.–what would we like to see / what wording should be on the website? PC members to send any ideas to EM.

What should be in the PC section? - Minutes /constitution /photos -class representative pics/FB link (Mr O'Connor will help with this)/what is up there at present and charity number.

Newsletter: EM – happy to contribute to school newsletter but not do a separate PC one

Parent council board at reception – team photo and information on board to be updated, another point of communication for parents. Possibly hard copy of minutes on board – pressure off the office and parents can pop in to see the board also.

JW – point raised about communication from school - can the school pass on the information – reference bridge walk – note to say what is happening events – can we have some clarification, Mrs Westacott will email EM going forward as first point of contact once she is aware of all the information this will allow EM to update all parents at same time. EM is keen that information is not put out in bits as it appeared that the walk across the bridge details were not communicated clearly. It may have appeared that PC were aware but not sharing the information but this was not the case.

Mrs Westacott advised that all children have a diary and it is to be used as a communication method – non urgent questions can be written in here and it also acts as a reminder for the children as they write reminders in here when required. Mr O'Connor also advised that there is a 'contact us' section on the website that is monitored and can be used by parents.

The school will work towards uploading class letters on the school website.

Can somebody email parent council to advise if letter goes out and can school be more specific with the information and provide as much detail as possible for parents? Mrs Westacott advised that there are too many letters to keep contacting PC and that the website would be a good place for parents to check.

LR advised if letters could be popped on FB it was a good way of supporting other parents – even if it was just a photo of the letter. All letters will go on the school website. However, parents can support each other by sharing photographs.

Facebook: The PC will be represented by one person on FB one person speaking on behalf of the parent council. Nominate one person and all other people are parents.

EM to look into answering as admin rather than herself on FB. EM read out prepared updated FB paragraph circulated prior to meeting – all agreed that this could be used and should be added to FB site.

EM has asked for help to manage FB members - to take off the parents with children no longer at school and P1 parents to be added. JJ will support EM with this.

Engaging with local councillors

Research conducted by EM suggested that the PC should communicate with local councillors and invite along to meetings. EM will draft a letter and send out to local councillors in relation to meetings and events to engage and gain some support. This letter will be circulated to PC first for comment.

Head Teacher report - Head teacher report can be put up as part of the minutes. – all can read

Positive Behaviour policy

The school is working towards a new positive behaviour policy. The new policy will work more closely with children – children may feel like victims reflecting on punishments given by different teachers, therefore teachers need to be consistent and support children and children with different behaviours/ different challenges/ different times – listen to children and parents and hear what works at home and perhaps this could be reflected in school.

Opening of hall

September the 14th –children will be in the hall and a variety of guests including Archbishop Leo Cushley and the Vice Convenor of Education for Edinburgh City Council, Councillor, Alison Dickie, local councillors and other interested third parties who have helped and can help. Fr Deeley will also be invited and all previous P7 children also invited – It was agreed that Alex and Sean Porteous should receive an invite too.

15th –Friday 11am – 12.15 open afternoon at school see new premises for all the community.

Invites have been made by the children but not sent yet – no PC names on list as yet and previous pc will also be invited to opening on 14th

Action for AM – speak to Fr Deeley with regards to inviting key parish members for the Friday and possibly Thursday if there is a finance committee.

29th Macmillan coffee morning and P1 and new parent welcome coffee morning will be combined.

Letter to be circulated but not yet available.

School funding requests – all reasonable – but PC await the individual quotes from teachers/ head teacher as they have not been provided yet. Therefore they cannot be processed or officially agreed.

There is an extra request for P4 retreat benefitted – could this be added to the list rough estimate c£50

It has been agreed that one house prize for four terms can be provided. – again await requests and will include in budget.

Objectives for the year

Objective 1 – explore airport funding and raise profile of school

KW raised the opportunity to apply for funding from the Edinburgh Airport Community Board. KW to lead on this supported by LR. JW applied for it last year but it was unsuccessful. Alex Cole Hamilton is a connection.

Application deadline 20 October– and need a good reason for funds – KW will organise meeting for anybody that wishes to attend and will circulate email for this purpose.

Objective 2 – Wrap around care

A meeting to discuss if this is required (breakfast club and after school club).

Support from wider parent to run it will be needed.

Charitable body to run it also – separate requirements.

An item for next agenda as this objective needs indept discussion and review and input from parents.

Objective 3 - P7 Transition

Action point for next agenda. Discussion and action required to ensure a smooth transition for all P7 students.

Objective 4 – Fundraising

It was agreed that individual fundraising events can be used to fund various funding requests and that events should not be specific or restrictive so that mone raised can be used to maximum effect.

Can we do an event in October / Halloween Friday 27th October

Agreed Oct spooky walk fundraiser to be repeated with party/disco for kids – JJ will take the lead on the organisation of the event with support from PC members and Chris Tait has agreed to apply to get the funding double matched again. This is a priority fundraiser to get funds in for various events/equipment for the children at the school.

Can Gift aid be put on the forms – give option. JW to follow-up.

Discussion that fundraising needs can be split in 2 – what can we do for parents and kids that they enjoy and allows for team spirit and good fun and then what events will raise funds but may not include children.

Suggested events

2 February - Ceilidh (family event does not raise lots of money as costings high in comparison to ticket sales but fun family event and kids all enjoy it. May raise more funds this year as we have our own hall that can be used)

Easter egg hunt

Discussion on the possibility of organising a Ball for parents (adult) at a local venue. To be discussed at future meeting.

A survey could be circulated to ask opinion/find preferences - What would parents like to take part in/ do?

Fundraising will be discussed at next meeting

Future meeting dates

Potential parent council meeting dates 2017/2018

4 Oct

29 Nov

10 Jan

14 Mar

2 May

27 Jun (AGM)

AOB

JW –Asked if Rising Roll has completed – Mrs Westacott advised that it had but elements were progressing under a different project different budget and Robbie/Karen will be back –a team may be needed. Mrs Westacott will speak to Robbie regarding parental contribution and will email update to PC.

Fr Deeley – has asked for support in relation to a Ceilidh - info is vague so church rep AM will speak to Fr Deeley and confirm requirements and establish what support he is requiring.

Meetings and time slots could this be a possibility.

P7 Science trip – when are they going – LR said updated and in the diary.

P6 back packing on sat at Tesco and could be busy due to bridge walk and hoping to raise funds for P6 Sailing - P6 is short for parent/children helpers Eva to put something on FB, Volunteer details to go to Mr O'C.

Mrs Westacott has said thank you to all the parent council.