

Mauricewood Primary School

Parent Council Meeting : Thursday 25 January 2018 @ 7pm

Attendees: Judith Mathers
Susan Woodyer
Julie Prentice
Lynne Grieve
Denise Bratby
Michael Kranert
Jenna Lamb
Cheryl Hannah
Phil Hale

Apologies: Gill McKendrick

1.	<p><u>School Website</u></p> <p>Susan and Phil had met previously the week before to discuss proposed plans for the school website. They presented various options using the current school platform. All were received very positively and will be investigated in more detail. It was noted the current school website is not visited and used frequently. The next step is to issue a survey to parents / carers asking them for their input. This will be compiled using survey monkey, but a paper copy can be requested. A lengthy discussion took place to compile questions for the survey. These will be compiled, and survey issued ASAP. (see separate note).</p> <p>It was also mentioned the school office are now uploading all school communication and letters onto the website. This will be communicated when the new website is operational.</p> <p>ACTION: Susan / Phil</p>
2.	<p><u>Library Plan Update</u></p> <p>Judith provided an update on the status of the library refurbishment. It has been confirmed the furniture will be delivered and fitted on the 12 & 13 February.</p> <p>There is an excellent stock of new books to be used in the library. Further thought needs to be given to the lending of books to pupils. There is an existing library book group which may be looked at to include a further book group.</p> <p>The official opening will be the beginning of Summer term. After school sessions will be investigated with potential 30mins sessions at the end of the school day.</p>
3.	<p><u>Letter to the Council</u></p> <p>Judith had e-mailed a copy of the draft letter to Sandra Banks from Resources but had yet not heard back.</p> <p>It was agreed the completed letter should now be sent. Lynne will send to Dr Grace Vickers, Head of Schools, Fairfield House with a copy to Judith.</p> <p>ACTION: Lynne</p>

4.	<p><u>School Photographer</u></p> <p>The response from Caldwell's was 82% good / fair. It was agreed we should now look at potential new photographers.</p> <p>Quotes and samples to be obtained from 2 / 3 photographers with costs obtained.</p> <p>All ideas to be sent to Judith in the first instance and this will be discussed at the next meeting.</p> <p>It was noted there is a confidentiality agreement with Caldwell's which will need to be completed by any new school photographers. Judith will investigate further.</p> <p>ACTION: Judith / All</p>
6.	<p><u>AOB</u></p> <p><u>Leaks</u></p> <p>Judith stated there are a couple of classrooms with roof leaks. E-mails to have repairs completed have been sent and are awaiting responses.</p> <p><u>Primary 1 and 2 classroom access</u></p> <p>As previously updated classrooms will be accessible for the pupils during harsh weather. Parents and carers have been asked not to enter the cloakrooms during these times as there is not enough room to accommodate. A further letter will be sent to parents / carers reminding them. An adult will be present in the cloakrooms during these times.</p> <p><u>Career Week</u></p> <p>This will commence w/b 12 March.</p> <p><u>Travel Survey</u></p> <p>All travel surveys have been completed and returned to school. All information collated will be posted onto the school website, but it was noted there were no real changes from previous years and only 7 forms were shown to have concerns.</p> <p>ACTION: Susan</p>

DISCUSSION ON WEBSITE SURVEY TO PARENTS / CARERS

General Notes

1. How do you access the school website, ie. Laptop, phone etc. It was noted this information can be obtained.
2. Would a google / outlook calendar that you can synchronise with your own calendar be a useful tool. This would be linked and there any updates would sync.
3. What do you look for / need from the school website? Box options can be listed such as; important dates, calendars, photos, homework etc. Individuals can prioritise with numbers in boxes in order of importance.
4. Do you use the school website? If yes, what works for you? If no, why? Any ideas?
5. Links on website need to be reviewed, what is needed and where is the best position for them, ie. At the bottom of the page rather than the left hand side.
6. What other methods of communication do parents / carers use or need, ie. Twitter, facebook.