

Woodburn Primary School – Parent Council

3rd March 2016

Present: Debbie Lawson, Stephen Reidie, Alan Stables, Joanne Corris, Elaine Miller, Jody Wilson, Hannah Clark, Amy Stewart, Kenny Clark, Helen Laidlaw, Gillian Gordon, Jaclyn Marrant, Ross Armstrong, Laura Saunders, Laura Diamond, Terry, Gillian Taylor, Laurinda Ramage, Susan Welsh, Elspeth Reid

Apologies:, Beya Thomson, Lynsey Renwick, Susan Wright, Paula McPheators , Lyndsay Proc, Lynsay Renwick, Margot Russell

1. **Stephen Reidie (SR) introduces meeting and confirms due to errors the minutes from the last meeting are not to be approved until future amendments are made.**
2. **Chair Report**
 - SR requests that respect is shown during the meeting and only one person to speak at a time
 - Minutes should be shared no later than 10 days after the meeting
 - Chair and vice-chair to approve prior to wider circulation
 - Agenda to be issued at least 5 days prior to meeting
 - The Christmas fair was a massive success however there were issues with the money, mainly due to the large volumes coming in at separate times. This meant that various amounts were in circulation and wrong numbers reported. Gillian Taylor (Treasurer) was absent from previous meeting so amounts minute were incorrect. These will be amended and signed off. In future if the treasurer is absent a report will be provided ahead of the meeting.
 - Parent council newsletter raised again, SR said it was previously a massive success and perhaps read more than the school one. SR looking for someone to head newsletter, Lyndsay Proc (LP) had previously been allocated, anything for the newsletter to be emailed to LP.
 - SR to stand down as PC Chair after almost 7 years of service, the group thanked him for his hard work. New chair appointed at AGM in September.
3. **AOB:**
 - Breakfast club
 - Parents charter
 - Tesco – uniform easy
 - Faith Hope Academy
 - Vegetable garden / Gardening club
 - Dog mess
 - After school club committee members
 - P7 trip
 - Sports day
 - Parent helpers

- Hot meals
- Library
- P4 swimming
- Helpers for disco
- Children's university

4. Treasurer's Report

- Gillian Gordon (GG) raised concerns about the vacancies in amounts due to the current invoicing process between the school and PC, this is currently being investigated and Laurinda Ramage (LR) offered to step in to simplify the process
- £2722.37 available in the PC account
- £8510.31 is actual balance
- The difference of £5787.94 is due to the school
- GG has a complaint in with the bank about the lack of support for community bank accounts, suggestions were made to close and open potentially elsewhere. SR mentioned historic problems. GG to investigate further. Elaine Miller (EM) offered to support as has contacts at RBS
- LR suggested a finance template for sign off was introduced to allow for better tracking
- EM suggested in the meantime operating using an accrual method

5. Head Teacher's Update

- Family learning centre
 - Fantastic, beautiful new space now opened with natural colours and feeling
 - Nursery moving to a similar type environment
 - Benefits already been seen by the ability to pop into the centre for help and support
 - Official opening on 9th March at 9am by Scottish Education Minister
 - LR has requested 2 invites to opening for PC
 - Next PC meeting a tour will be provided to those interested in seeing inside
 - No press coverage due to purdah
- Recruitment
 - LR and SW interviewing for 5 learning support assistants
 - Strong applicants
 - Update announcement made once offers made and positions filled
- Activities
 - Judo taster, very positive feedback
 - Love drama sessions, now agreed lunch and afterschool sessions for interested children as uptake was so high

- SSPCA have visited again very positive, reinforces our ethos and can do attitudes
- High school links
 - SW has made positive links with DHS
 - Introduce programme to elevate fears and demonstrate the exciting things ahead at high school
 - P7s will be getting a visit from DHS pupils
 - P7s will be visiting DHS science labs etc. to get a tour of the school, meeting people etc.
 - Improve the transition process
- Pupil steering group now in place, looking at pupil and parent charter, big focus at citizenship gathering
- School trips and workshops
 - P2 were at museum
 - P3 visited Tesco for farm to folk
 - P6 were at the zoo
 - ASG camp meeting held and well attended
 - P6 Sex Ed classes taken
 - Learning festival was meant to take place with a focus on visible learning however with lots of others things going on relating to the parent charter etc. the decision has been made to postpone until next term. Date TBC
 - Parent consultants start last week in March
- Elspeth Reid (ER) still teaching P6, which is brilliant for them but is impacting on school plans and the LT are feeling the pressure. Still actively recruiting for this role and hope to fill before the new school year.

5. Fund raising committee

- Plans well underway for summer fair, HL provided a handout with all information (see attached)
- Date confirmed as Saturday 4th June 11am-1pm, SR confirmed booking
- HL said the day would have a family fun day feel
- Stalls in handout all agreed by group
- Activities in handout all agreed by group
- Volunteer needed for plant stall
- SR suggested doing in class and nursery before and selling on day or having an interactive stand where children could create their own
- Discussed communication methods in handout and agreed by group
- Any additional tables or activities will be signed off by the fundraising community and they will have final say to avoid any competing stalls etc.
- SR confirmed the catering plan on rolls, pizza was discussed but parked

- Ice cream options suggested, either by providing own or getting a lucas van. HL to price various options. DL pointed out that one would make money and one wouldn't.
- Activity locations are weather dependant but will be confirmed the week before
- Water splash was suggested but LR suggested it was against school ethos and the group agreed not to include
- DRC will do taster sessions, non-contact though
- School to coordinate football tournament ahead of the day as previous years
- Alan to cover beat the goal and/or tournament depending on FRC decision
- Fire, police etc. will be contacted to request attendance
- ER agreed school choir will take part
- Car boot sale will be considered depending on uptake
- Agreed £3 on face painting after concerns raised
- Car wash not allowed due to problems with damaging cars
- Looking for volunteers, PC will automatically be included
- SR to check insurance cover
- Rolls changed to £1.50, Juice 50p
- Everything else in handout was agreed and it was confirmed the FRC would continue as planned

6. AOB

- Breakfast club
 - JW raised some concerns about the current running of the breakfast club and how the logistics of the walking bus mean that doors opening times are inconsistent. Causing issues with some pupil's behaviour and levels of supervision.
 - It has been agreed that a solution will be investigated by senior school staff and members of the Parent Council Committee.
- Parents charter
 - Small group form to take lead on this
 - Letter going out 3/3 with more information for parents
 - Parents invited into school on 17th March to spend time in class and complete activity related to charter
 - Group will collate information on 21st
 - Dotmocracy completed at parent consultants
 - Feedback shared w/e 18th April
 - Launched new school year
 - Display options discussed for sharing information
- Tesco – uniform easy
 - JM raised that Tesco are now doing school uniform
 - School gets 5% pay back
 - Registered interest
 - Current providers give free P7 school jumpers
 - Need to check quality and ensure still value for money
 - Too late for 2016 but may be considered for 2017

- Faith Hope Academy
 - DL raised previously, working with school in Rwanda
 - DL gave some information as to the programme and the potential help we could provide
 - JM said that the football club were also collecting boots and strips
 - LR said it had to align to the school global citizenship focus
 - LS raised concerns as to the relevance
 - SR pointed out it must be launched to whole school
 - Time constraints made it difficult, suggestions made by HC to get P7 to start and then whole school involved, JM suggested the pupil council taking the lead
 - LR advised that only a few select charities would be chosen each year and these would be communicated ahead of the school year

- Vegetable garden / Gardening club
 - LD raised this suggestion of utilising the gardens and planters
 - Agreement was made to use the planters
 - LD to come up with suggestions and come with proposal to next meeting
 - LD to contact people for donations
 - All agreed it was a positive move

- Dog mess
 - School can't get involved
 - Encourage people to call council and complain
 - Dog warden previously contacted by EM and they are light on resource
 - EM to pick up again with council

- After school club
 - Desperately need committee members
 - Would like a stall at school fair

- P7 trip
 - Fox lake came out on top of children vote
 - Fox lake can't do 27th June so provisionally booked 23rd June
 - Cost £21 per child for 3 activities
 - 52 children to attend
 - Total cost £1,092
 - Currently have £700 - £400 from PC and £300 from tea towel sales
 - Bus prices needs confirmed but circa. £1,000
 - No school budget for difference
 - Fundraising options discussed, JM wanted to consult with the pupils as how to fund the trip
 - Discussed charging parents a few pounds each if required
 - Packed lunch would be needed
 - Risk factory will also take place this year, school only pays for the bus

- Sports day
 - Confirmed as 18th May
 - Reserve day 25th May
 - Looking into community lunch again

- Parent helpers
 - Encourage people to sign up
 - New support for learning assistant is holding training sessions for those interested
 - SR mentioned previous list of helpers

- Hot meals
 - JM raised shortage of certain items
 - SR said he didn't think that was the case as did LR
 - SR agreed to follow up

- Library
 - Still being used by all classes

- P4 swimming
 - Allocated slots are given normally for 6 weeks
 - Not yet provided
 - LR to chase

- Helpers for disco
 - Volunteers needed for disco, JM, HL and SR all put their hands up

It was agreed at the meeting that in future actions will be taken on discussed topics with owners allocated at the time and then followed up the next meeting.

Actions from this meeting:

(Please note there may be others as these were not agreed until the end)

1. Gather information and newsletter be sent out before the next meeting in May. (LP)
2. Assist with clarifying the current invoicing situation between the school and PC and agree a future template (LR)
3. Send EM details on bank account for support (GT)
4. Recruit volunteer for plant stall (HL)
5. Check insurance for car boot sale (SR)
6. Further information on school uniforms (JM)
7. Breakfast club options (DL/LR/JW)
8. Faith Hope Academy: a meeting after the Easter Holidays with LR to take this forward was agreed (DL)
9. Gardening club proposal (LD)
10. Contact council re dog mess (EM)

11. Investigate school dinner shortages (SR)
12. P4 swimming lessons update (LR)

SR requested that the following is added to the next meeting – introductions for parents.

Next meeting 9th May at 18:45