



Woodburn Primary School Parent Council Committee meeting minutes	
Date:	6 <sup>th</sup> September 2016
Time:	6:45pm
Location:	WPS
Present:	Steven Reidie, Lyndsay Proc, Debbie Lawson, Gillian Gordon, Laurinda Ramage, Elspeth Reid, Susan Welsh, Yvonne Somerville, Joanne Corris, Donna Strachan, Amy Stewart, Jaclyn Marrant, Helen Laidlaw, Gillian Taylor, Lynsay Renwick



Item	Agenda items	Minute of discussion	Actions – Who and by when
1	Welcome from the chair	Debbie (DL) opened the meeting – everyone introduced themselves	
2	Apologies	Susan Burrell, Laura Diamond. Margot Russell, Hannah Clark, Kenny Clark, Laura Saunders.	
3	Review of actions from previous meeting	N/A	
4	Approve minutes of previous meeting	Minutes Approved	
5	<p><b><u>Regular Agenda items:</u></b></p> <p>1. AOB to be discussed at the end of the meeting?</p>	<ul style="list-style-type: none"> <li>* Dates for Next year</li> <li>* P1/2 Fun Night</li> <li>* Agenda/minutes proposal going forward.</li> <li>* Donna Strachan – One Dalkeith and Arts project</li> <li>* Scooters/bikes in playground.</li> <li>* Playground monitors - feedback - Renae Bell.</li> <li>* Reading Challenge</li> <li>* Peanuts</li> <li>* Camp</li> </ul>	

		*Parent Charter	
6	2. <i>Election of Office Bearers 2016/17</i>	<p>Chair:</p> <ul style="list-style-type: none"> <li>• Steven Reidie stood down</li> <li>• Debbie Lawson Elected</li> </ul> <p>Secretary</p> <ul style="list-style-type: none"> <li>• Lyndsay Proc stood down</li> <li>• Hannah Clark elected</li> </ul> <p>Treasurer</p> <ul style="list-style-type: none"> <li>• Gillian Gordon stood down</li> <li>• Amy Stewart elected</li> </ul> <p>Fundraising Team has decided to carry on this year – Gillian Taylor, Helen Laidlaw, Jaclyn Marrant, Lynsay Renwick</p>	
7	3. <i>Treasurers Report</i>	<p>The PC has a balance of £4489.32 The school still needs to invoice the PC for:</p> <ul style="list-style-type: none"> <li>• Nursery trip buses</li> <li>• Kitchen hire at school fair</li> <li>• Signage for school fair</li> </ul>	Gillian / Amy to get the invoices from the office.
8	4. <i>Fundraising Team Report</i>	<p>FRT are having a meeting next week to start planning the Christmas Fair (3<sup>rd</sup> Dec 2016 from 10am – 1pm). Plan is to have more outside stalls and charge them slightly more than last year. FRT asked if the choir could be at the fair again. FRT will revisit the catering side of the fair as the kitchen hire is so expensive.</p>	
9	5. <i>Head Teachers Report</i>	<p>Busy but positive start to the new term Laurinda Ramage is preparing a Standards and Priorities Report to send out to parents. Priorities this term are:</p> <p>6. Writing</p> <ul style="list-style-type: none"> <li>○ Handwriting</li> <li>○ Layout</li> <li>○ Going 'back to basics'</li> </ul>	

		<p>7. Assessments</p> <ul style="list-style-type: none"> <li>○ How are we doing this?</li> <li>○ There are new guidelines.</li> </ul> <p>8. Moving towards Level 1 Rights Respecting School – school has already received it's ROC Award.</p> <ul style="list-style-type: none"> <li>○ The class charters and booklet are completed and will be handed out to parents soon.</li> </ul> <p>9. Reading (ASG Priority)</p> <ul style="list-style-type: none"> <li>○ Getting children's views on reading</li> <li>○ Get the parent's view, perhaps film them?</li> </ul> <p>Staffing is mostly unchanged. Nursery organisation has changed a little. Yvonne Somerville is Acting Principal Teacher (replacing Audrey Lenaghan). Maternity cover will be required in October for Elspeth Reid. Office staff – Gemma Cronin has gained a place at university to pursue Nursing. She will be with us only one day a week until Christmas.</p> <p>P1s are all settled in - 4 classes. PIPs and school lunches are well underway.</p> <p>Nursery changes – there is now a team, Midlothian Learning Community, the principal for our team is Rachel Combes. The nursery is staffed for 80 in the am and 80 in the pm although it is currently running at 70/70. Alongside the Family Learning Centre, we can cater for birth to 5. Changes to the nursery building – the kitchen and door move is now planned for October.</p> <p>Bikes and Scooters in the playground – the p7s are to have this as part of their duties. Perhaps have some signage at the gates.</p>	<p>JRSO to make posters?</p>
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<p>10</p>	<p><b>Any other business:</b></p> <ol style="list-style-type: none"> <li>1. Dates for Next year</li> <li>2. P1/2 Fun Night</li> <li>3. Agenda/minutes proposal going forward.</li> <li>4. Donna Strachan – One Dalkeith and Arts project</li> <li>5. Scooters/bikes in playground.</li> <li>6. Playground monitors - feedback - Renae Bell.</li> <li>7. Reading Challenge</li> <li>8. Peanuts</li> <li>9. Camp</li> <li>10. Parent Charter</li> <li>11. Petty Cash</li> <li>12. Children’s University</li> <li>13. Bug Busting</li> </ol>	<ol style="list-style-type: none"> <li>1. See attached sheet</li> <li>2. Volunteers required</li> <li>3. Try them and see how they work</li> <li>4. One Dalkeith is a community group that is currently looking at becoming a development trust. It runs community cafes with actions. They are organising a litter pick at the woods just outside the school gates on the 4<sup>th</sup> of November after school. There will be a small bonfire with hot chocolate. Arts Project – Woodburn Youth Project are organising an Art Club at the MARC building in Woodburn. Mondays 6:30 – 8pm free. Running it as an art enterprise.</li> <li>5. See Head Teachers Report</li> <li>6. Renae commented on the parents FB Group that it was lovely that large games are being organised by the playground monitors.</li> <li>7. Are we taking part in the First Minister’s Reading Challenge?</li> <li>8. Can we have clearer guidelines on peanuts.</li> <li>9. Susan Welsh visited Lowport and 2 meetings are organised for p5 &amp;p6 parents. Prices for camps are based on number of children attending. P5 will be no more than £90 for 1 night, 2 days and p6 will be no more than £149 for 2 nights, 3 days.</li> <li>10. The parents’ charter group met and gathered lots of information. The final points are mentioned in the newsletter. The Charter will be sent out to parents on the 20<sup>th</sup> September with a place for parents to sign and send back. House points to be awarded for each one returned?</li> <li>11. PC to give £50 sundry money to each class</li> </ol>	<p>4. If you would like to be involved see Donna Strachan.</p> <p>7. LR looking at this</p> <p>8. Clearer guidelines to be put on school website and in newsletter.</p>
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11	Details of next meeting	<p>Wednesday <b>05<sup>th</sup> October 2016</b>. 6:45pm: WPS – Creative Arts Room.</p>		
Signed	Debbie Lawson (Chair person)	Name of signatory	Debbie Lawson	Date 23/09/2016