

MAYFIELD PRIMARY SCHOOL, PARENT COUNCIL

Meeting Agenda



Date/Time:	Monday 6th February 2017 19:30-21:00
Venue:	Mayfield Community Club, 1 Stone Place, Mayfield, EH22 5PG (The Lounge)
Attendees:	Mamie McKenna (Chair), Sarah McBroom (Vice-Chair), Heather McBroom (Secretary) & Kelly Jack
Apologies:	Lynda Gilzean, Laura Brown, Sarah Newlands, Donna McLachlan, Tracy Gillon, Tara & Wayne

Item	Notes	Actions
1	Welcome & Apologies Mamie welcomed everyone to the meeting. Apologies were given for the members unable to attend.	
2	Minutes of Previous Meeting (17th January 2016) The minutes from the last meeting were approved by all.	
3	Vacant Roles Office Bearer Roles were confirmed as <ul style="list-style-type: none"> • Chair – MAMIE MCKENNA • Vice-Chair – SARAH McBROOM • Secretary – HEATHER McBROOM • Treasurer – LYNDA GILZEAN These roles will be reviewed at each AGM and anyone wishing put their name forward for any role can do so.	
4	Easter Disco The Disco will be held on Wednesday 22 nd March 2017. The times will be as follows: P1/P2 – 2:45pm-3:45pm P3/P7 – 4:00pm-5:00pm Children in P1 & P2 – They will be allowed to take a change of clothes in their bags and will be given an opportunity to change in class before going along to the disco. The children attending the disco will need collected as normal and taken to the disco by an adult. Adults will be required to stay and refreshments will be served. Children in P3 to P7 – A list will be drawn up of each child attending. This will detail who will be collected and who can walk home. Parents are also welcome to attend and sit in the dinner hall were refreshments will be served. A form will be drawn up detailing all the relevant information about the disco. This will ask for anyone wishing to attend, to return the completed form along with their money. This will give the staff and the PC the information they need to ensure that only the children with parent consent walk home themselves. With all details on the form no tickets will need to be issued. The form will also ask if any Parents would like to help with the planning/organising of the disco.	

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	<p>Mayfield Community Club are providing a donation of £250 towards the school disco. This donation will be restricted to ensure that it is used solely for a school disco.</p> <p>With a donation having been sourced the entry price for the disco will be kept to a minimum. The price will be £1 per family. Regardless of how many children a parent has attending the school it will only cost £1 per family.</p> <p>A treat will be included in the ticket price, which will either be an Easter Egg or a goody bag. These will be handed out at the end of the disco as the children are leaving. Special dietary requirements will be taken into account.</p> <p>P3A along with Mrs Brennan will be writing letters to local supermarkets to see if any are willing to donate Easter Eggs or treats that can be used as prizes on the day. Contact has been made with Tesco Community Champion at the Dalkeith Store and they are going to advise how many Easter Eggs they can donate.</p> <p>A budget of £25 for the decorations was set. This will cover bunting etc. The décor will be kept to a minimum as the hall already has various art work etc on the walls.</p> <p>The face painting at the Christmas Fair went down well with the Children. We will ask Melanie MacLeod if she would be willing to do this at the disco. This would be included in the price of the ticket. As the disco is only 1 hour long it would be best to not do full faces, but perhaps offer a cheek or hand tattoo style.</p> <p>A basket of chocolate will be made up to raffle off.</p>	
5	<p>Banking As Lynda Gilzean (Treasurer) was absent from tonight's meeting this will be added to the next agenda.</p>	
6	<p>Sensory Room Sarah McBroom (Vice-Chair) will meet with Pauline Lawson/Candy Ingles-Aker to draw up a plan on how to spend the grant received from Mayfield & Easthouses Community Chest (MECC). Around £1700 was received in May 2016. This was to be used by the end of the financial year (March 2017), any funds not used will have to be returned to MECC. They will meet the week following the February break and this will be reported at the next meeting on Monday 27th February. Once agreed the items will be ordered.</p> <p>The funds were originally granted to provide resources to achieve a high quality space for children with social, emotional and behavioural difficulties. It was agreed that this is no longer a suitable requirement and as space is limited in the school we will be purchasing items to make up Sensory Boxes. These will be portable and can go from class to class. They will provide resources to help calm children and breakdown barriers to learning.</p> <p>Paul Johnston from MECC has been advised of the change in how the grant will be used and will be invited along to the next meeting where we will present our proposal.</p>	
7	<p>Social Media Policy A Social Media Policy has been drafted and passed to the school to review. Candy will review this and liaise with Midlothian Council. Once agreed all office bearers on the PC will sign it to show they agree to the terms of usage.</p>	
8	<p>Fundraisers Mayfield & Easthouses Community Council are holding a Fancy Dress Disco in May at Mayfield Community Club (date TBC). They have asked if the PC would be willing to help and we could split the profits. Robert Hogg, the Chairman, has advised that draft posters will be made up and sent over for us to review.</p> <p>We currently don't have any fundraisers planned as we are awaiting confirmation from the school as to what fundraisers they are planning. We will work around what the school have planned to keep requests home to parents to a minimum.</p>	

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	<p>The current balance of our unrestricted funds will be confirmed at the next meeting when the Treasurer will be in attendance. From this we can plan what we can fund and what we can be fundraising for.</p> <p>At the last meeting, we asked the school to think over what they felt the children would benefit from the PC funding. They advised the P1 book bags and a P7 leavers gift of a scientific calculator. It was discussed that this might be something that not all children would use and we could look at alternatives. This will be put forward to the next meeting so we can see what funds are available to cover.</p> <p>Not all children are able to attend the various school trips throughout the year. The PC are looking at costings for providing a bus so that all children in the school are given the chance to go on a trip free of charge. We will liaise with the school to arrange this, costs allowing.</p>	
9	<p>AOB</p> <ul style="list-style-type: none"> • Forms were issued to parents of the 270 children who attend the school before the Christmas holidays to enquire if any wanted to be involved in the PC, in whatever way they could contribute. Five forms were returned. The 5 returned all request meetings on various days and various times in the day. It was agreed that its best to have the monthly meetings on a set day each month. They will be held on the second Wednesday of each month at 19:30. This way parents always know when meetings will be. However, subcommittee meetings (such as disco planning meetings etc) will be arranged at various times and days to allow parents/staff to attend that are unable to in the evenings. As the evening meetings are a lot to ask the teachers to stay on to attend it was mentioned that we could include a Head Teachers report section to each meeting. This means that if staff are unable to attend (which maybe be the majority of meetings due to the late times) the school are still given the opportunity to provide various information. Minutes from meetings will always be circulated to staff via email. • The issue of security in the school grounds was brought up at the last Community Council Meeting. We have invited Robert Hogg, Chairman, for Mayfield & Easthouses Community Council along to our next PC Meeting to discuss this further. We have also invited St.Lukes Parent Council and Head Teacher along. • It was agreed that it would be beneficial for someone from PC to attend each monthly Community Council meeting. Heather and Mamie to attend the next one on 1st March. • Files that where held in the school from the previous Parent Council Members cannot be located. Heather will speak to Candy to double check that they have not just been misplaced. If they are not found a replacement constitution will need drafted. An EGM will then need planned to agree this in. To prevent this from happening again a log in will be created for a file sharing app and access granted to all office bearers. This will mean that they all have access to electronic copies of all the necessary paperwork. • The PC email account will be handed over to Heather McBroom (Secretary). 	

Future Meeting Schedule

Date	Place	Time
27 th February 2017	Mayfield Community Club, 1 Stone Place, Mayfield, EH22 5PG	19:30

Role	Name	Contact Details
Chair	Mamie McKenna	Tel: 07989462534
Vice Chair	Sarah McBroom	Tel: 07565508121
Treasurer	Lynda Gilzean	Tel: 07734460650
Secretary	Heather McBroom	Tel: 07437056305
Member	Sarah Newlands	
Member	Kelly Jack	
Member	Laura Brown	
Member	Tracey Gillon	
Member	Donna McLachlan	
Member	Natalie Archibald	
Member	Tara-May Chalmers	
Member	Natalie	
Member	Wayne	