

LPS Parent Council Meeting Monday 29th August 2013

Present:

Julie Fox (Head Teacher), Jill Doyle (Acting HT), Elspeth Reid, Gilly Marshall (Chair), Lisa Watt (Treasurer), Jeanette Clark (Secretary), Ian Baxter (Councillor), Pauline McGrath, Lesley Scott, Leigh Miller, Barry Phillips, Andrew McConnell, Ian Armstrong, Liz Walker, Jacqueline Small, Lorraine Maguire, Jennifer Alves, Jane Owens.

Apologies:

Andrew Oag, Rachel Kemp, Yvonne Dickson, Karen Smith, Elaine Bannerman, Linette Stevenson, Gwynith Morrison, Ingrid Buchanan, Julie MacBeath, Stacey Armstrong

Previous Minutes

Minutes from last meeting were approved.

Finance Report

Account currently £4000 credit. This balance includes funds due to school in respect of Parent Council contribution to the recently purchased stage. Lisa to provide cheque for £3000 to the school. Accounts are currently with auditor, and due back prior to the next Parent Council meeting in September.

School Building Update

Mrs Fox advised that the roof has been renewed, however there are ongoing concerns as to the finish of some aspects of the work. The areas above the doors have wooden cladding and the metal of new roof has not been brought down to cover these wooden areas, nor has the wood been repainted, which has left these parts looking tired against the new roof. Also there are areas of wooden cladding around the roof area, which again has not been accounted for in the original spec for the work, which will in time deteriorate quicker than the new roof and raise problems in the future.

There has also been damage to the tarmac in the playground areas due to the heavy vehicles which required access. Mid Lothian council have patched the damaged areas, however it is not seen to be a satisfactory repair.

Mrs Fox has raised all her concerns to the council, and is currently in discussion with Derek Milligan with a view to getting them rectified. It was suggested that Gilly look to arrange another site meeting with Lisa Beattie, Jim Thompson, Mrs Fox and Gilly in attendance with a view to see what can be done. Gilly agreed to follow up.

It was mentioned that today's PC meeting was arranged to allow Cnl Beattie to attend, and provide an update of the work completed, as per minutes of 22nd April, however Cnl Beattie is not in attendance.

Cnl Baxter mentioned that funding of £1500 was available to schools from an environmental budget and the monies could be used to improve any environmental initiatives, i.e. playground activities, anything which supports cycling to school, i.e. cycle parks. Cnl Baxter advised that Mrs Fox should email him regarding the schools requirements and he could arrange the funds.

Actions Arising

- **Gilly to arrange site visit to discuss ongoing building concerns with Cnl Beattie, Jim Thompson, and Mrs Fox.**
- **Mrs Fox to contact Cnl Baxter regarding School Environmental Project Funding**

Office Bearer Positions

Gilly advised that numerous PC office bearer positions would be required to be filled at this year's AGM. Gilly will be standing down as Chair, Yvonne will be standing down as Vice-Chair, and Jeanette will be standing down as secretary.

Gilly indicated that she has role descriptions for all of the positions, and if anyone is interested they should contact her directly by email. Discussion took place around the possibility of having 2 parents to share the chair position and 2 parents to share the secretary position.

Lesley advised that she would be willing to take on Vice-Chair position, and this will be raised at the AGM.

Future Meeting Arrangements and Dates

Discussion took place around future meeting dates and meeting format. It had been previously raised about the possibility of splitting the PC into a fundraising committee and a separate committee looking after school business. The general feeling was that there were insufficient parents who regularly attend meeting to split into two, however it was agreed to trial a new PC meeting format, where the meeting would start slightly earlier, with first 45 mins being dedicated to fundraising and the remaining 30 mins being used to cover school business, with those who wished to leaving the meeting after the fundraising section.

The next meeting was arranged for 9th September starting at 6.45pm.

6.45pm – 7.30pm Fundraising agenda

7.30pm – 8.00pm School Business

AGM arranged for Thursday 19th September 2013.

In respect of fundraising Gilly highlighted the events which have previously been arranged including Fancy Dress Disco (Halloween), Blingo night, Ceilidh, Chick Drive, Lasswades Got Talent, Christmas Fayre and Summer Fayre. She advised that other events of 1) Lucky 7s quiz night, an adult quiz at an outside venue 2) Race night 3) Family Ceilidh at outside venue had all been suggested.

It was agreed that it would be beneficial to gain parental input into the type of events parents would like to attend, and Gilly has agreed to create a simple survey monkey, asking for parental feedback regarding school events, with the link being added to Lasswade's facebook page, twitter account, school website and school newsletter.

All agreed that the outcomes of the survey should be discussed in detail at the next meeting, with a view to agreeing fundraising events for the forthcoming year. Once events have been agreed, future Parent Council meeting dates will be confirmed to coincide with the events.

Actions Arising

- **Gilly to create survey monkey, with link added to School website, Facebook and twitter**
- **Mrs Fox to include link in school newsletter**

Uniform Update

The main order is now completed, although there were problems with some items missing from orders, but this is in hand.

Andy is updating the order form with a view to making it simpler, and hopefully avoiding confusion with orders. He is also considering a bi-monthly bulk order to allow parents to order through the school rather than ordering through Borders directly. It was also raised that a statement could be added to the order form which indicates that the school receive funds from the bulk order of uniform to make parents aware of this income for the school.

There is a large amount of stock within the school and Andy has requested assistance with a full stock take. There are currently different branding of uniform which have differences in sizing, which has led to parents having incorrect uniform sizes.

The stock take will take into account new/old branding, colour, size (age) and amount of stock, with the aim being to be in a position where there is only new branding available, and old stock to be sold separately.

Pauline and Lorraine agreed to undertake the stocktake and will liaise with school to arrange a suitable time.

Mrs Doyle raised the possibility of getting staff storm jackets and staff hoodies, and this will be passed to Andy.

Actions Arising

- Pauline and Lorraine to undertake a full stocktake of outstanding uniform items.
- Andy to update uniform order form, and include wording to indicate school gains income from purchase of uniform.

Website Update

As Yvonne will be standing down from the PC, a volunteer is required to take over the school website. Jane has been in discussion regarding this and agreed to help, along with her husband. Mrs Doyle advised that Lindsey Stevenson has also offer and is meeting with Yvonne on Monday 2nd September to discuss what is required. It was suggested that this could be a shared role between Lindsey and Jane.

Actions Arising

- Lindsey to meet with Yvonne to discuss school website

AOB

Mrs Fox advised that recently advertised teaching positions within the school have been filled, with the new incumbents due to start their roles during September.

Next Meeting: Monday, 9th September 2013, 6.45pm staffroom.