



CUIKEN PRIMARY SCHOOL PARENT COUNCIL
Minutes of Meeting on
Wednesday 28 November 2018 at
7.00 p.m. at Cuiken School

Present

Brodie Abbott (Teacher)
Karen Bennett (Parent, Vice Chair)
Lucy Brown (Parent)
Claire Bond (Head Teacher)
Aoife Callaghan (Parent)
Toni Coutts (Parent)
Gillian Drummond (Parent)
Hilary Larkins (Parent)
Debbie McFarlane (Nursery SCDW)
Leanne Naismith (Parent)
Jane Tweeddale (Parent)
David Watters (Parent, Chair)
Lynsey Weir (Minute Clerk)

Apologies

Petya Furnadzhieva (Parent, Treasurer)
Alan Watt (Parent)

1.0 WELCOME AND APOLOGIES.

Karen Bennett opened the meeting by welcoming all. Apologies were noted as above.

2.0 APPROVAL OF PREVIOUS MINUTES.

Minutes 19 September & 30 October 2018

- 1) David Watters updated on the defibrillators; we are awaiting approval of installation of a donated one within the school from the Council.
- 2) David Watters has circulated details about data protection, please return your signed copy.
- 3) Karen Bennett to pass the pen recycling initiative details to Claire Bond for follow up with other Midlothian schools.
- 4) Claire Bond reported that the JRSO's were out noting incidents with Gillian Bathgate, Travel Co-ordinator, Midlothian Council. Claire Bond to check what time frame the lollipop man should stay for.
- 5) Claire Bond to confirm with staff about communicating about house colours.

3.0 FINANCIAL REPORT.

- 1) Petya Furnadzhieva not present at the meeting but David Watters reported that £750 had been raised at the Halloween discos, a fantastic amount, well done all.

4.0 HEAD TEACHER REPORT.

ACTION

All

**Karen
Bennett**

Claire Bond

Claire Bond

- 1) Staffing: We currently have a high rate of sickness but classes are all being covered and not split up. Midlothian Council have agreed to fund a fixed term teacher for between January to June, a job advert will go live soon, this will help us out greatly. Kimberley Hughes returns at the end of January for 2 days a week until May when she will go full time.
- 2) Extension: A meeting will take place next week with plans to commence work in January. More information will be issued once known. Any member of the Parent Council free to attend the meeting is welcome.
- 3) Christmas dates have all been confirmed and issued to parents.
- 4) Communication: Brodie Abbott shared some information on communication within the school. Comments were gathered from parents at the Parent Consultation evenings, all very useful feedback. An App is being considered to move forward; be more user friendly; become more eco friendly and cut down on admin time. We will need to investigate if the text message facility will still be used. All agreed that this is a good idea moving forward. Brodie Abbott to investigate suitable Apps and costs and report back at the next meeting.
- 5) Claire Bond updated on our nurturing policy and recognition boards, these initiatives have been well received by pupils.

**Brodie
Abbott**

5.0 FUNDING REQUESTS.

- 1) David Watters advised that our bank account is quite high. A 'wish list' of purchases was suggested.
- 2) Claire Bond requested funding in the future for friendship benches within the playground and lego for a lunchtime lego group. All agreed to this, cost tbc.
- 3) Debbie McFarlane requested funding towards the Nursery Christmas entertainer. All agreed to this, cost tbc.

6.0 ELECTION OF OFFICE BEARERS.

- 1) Toni Coutts was elected as Chair – Proposed Gillian Drummond, seconded Aoife Callaghan.
- 2) Karen Bennett was re-elected as Vice Chair – Proposed Leanne Naismith, seconded Toni Coutts.
- 3) Jane Tweeddale was elected as Treasurer – Proposed Leanne Naismith, seconded Karen Bennett. Many thanks to Petya for her assistance in this role over the last couple of years.
- 4) Lynsey Weir will remain as Minute Clerk as employed by Midlothian Council.
- 5) Toni Coutts and Lynsey Weir to action an updated Membership Details form for Midlothian Council.

TC / LW

7.0 CHRISTMAS FAYRE.

- 1) Karen Bennett gave an update on the raffle ideas for the Christmas Fayre. It has been agreed that prize hampers will be made up for raffling. Gillian Drummond and David Watters to bring in the spare raffle books. Volunteers to man the raffle ticket sales table. Around 7 external stalls have signed up. The Parent Council agreed to man a refreshments stall

GD / DW

(tea/coffee/mince pies), asking for contributions for payment.

8.0 ANY OTHER BUSINESS.

- 1) Debbie McFarlane shared lovely news that Gem (Nursery SCDW) had a baby girl Aeryn today, both doing well.
- 2) Toni Coutts asked if soup is handed out to pupils purchasing a cold lunch or if they have to ask. Claire Bond to speak with the kitchen for ways to promote it.
- 3) Hilary Larkins thanked David Watters on behalf of the Parent Council for all his several years service.

CB

DATE OF NEXT MEETING.

1) The next meeting will be on Tuesday 5 February 2019 at 7pm within Cuiken Primary School. Future meeting dates are set as follows:

Wednesday 20 March 2019; Monday 6 May 2019; Wednesday 12 June 2019.