



**Minutes of the St. Mary's Episcopal Primary School Parent Council
Held on Wednesday 7th September 2016 at 7.30pm**

Present: Hanneke Booij, Alison Brown, Shivaughn Brydon, Fiona Byrne, Pauline Darnbrough, Katie Duncan, Fiona Frize, Pamela Holmes, Jenny Kinvig, Liz Owen, Alison Sammut, Mary Toop, John Ure, Heather White

Apologies: Fiona Atkinson, Matt Robinson, Mary Toop

Item	Minute	Action
1.	<p>Apologies Apologies were given as above.</p>	
2.	<p>Previous Minutes The minutes of 8th June 2016 were approved.</p>	
3.	<p>Matters Arising Review of any actions - Discussion about potential solutions to ensure the safety of pedestrians and cyclists emerging from the end of the lane onto Smithy Loan. Agreed to investigate signage to indicate no cycling in the lane – Nick Green – still waiting for quotations. Liz will get an update. Concern raised about when the tarmac is icy, it was explained that there is a safe alternate route. - School Meal Arrangements – Mrs. White is currently in negotiations with Nick regarding replacement chairs for the hall, Mrs. White – Mrs White is meeting Hugh Grant and the hall committee on 14/6/16 to discuss the issue of chairs. - Michael Boyle is the SC rep who approves payment for the school hire of the hall and he has agreed that funds will be made available to purchase new tables and chairs to improve the dining experience. Investigations are now taking place into deciding upon the most appropriate chairs and tables that need to fulfil a number of needs. The hall was redecorated during the summer holiday, which has made a huge difference, the school passed on their thanks to the church hall committee. -It was suggested that more financial information could be made available on the school website, twitter, fundraising Facebook page and that a visual record could also be included in the school annual. Alison Sammut agreed to assist Mrs. White with this, agreed to complete this at the same time as the Standards and Quality report. - Alison Sammut and Mrs. White - PC to give information to Mrs. White by first week in June. - Mrs. White will forward photographs of what the money has been spent on and Alison will create a report. Alison and Mrs. White will continue to work on this. - Matt offered log rounds and poles and said he would deliver them to school. Matt has delivered the logs but not the poles as yet. – Matt Robinson - The outdoor environment - contact the other Rainbow leaders in Dunblane and discuss the opportunity of using the school garden outwith school hours. – Mary Toop, still to do. – other Brownie packs have confirmed their involvement. - Matt said he would provide a list of early and late fruit trees and give it to Mrs. White – Matt Robinson - waiting to hear from a colleague at work, also suggested Tweed Valley Fruits, still to do, and also waiting for him to come and</p>	<p>Liz Owen</p> <p>Mrs White</p> <p>Mrs White/ Alison Sammut</p>

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4.	<p>map the playground. - DDT Trust are supporting the school in developing the outside space and have invited the school to join their gardening group at the Braeport Center. Mrs. White has also been in touch with the SC Ranger Service.</p> <ul style="list-style-type: none"> - Matt offered to collect some pallets that are available – Matt Robinson <p>– still to do - Done</p> <ul style="list-style-type: none"> - Golf tournament – the school will receive 9% of the money raised. <p>There was discussion regarding the distribution among the schools of the money raised at the golf tournament and Mrs. White will follow up with the heads of the schools involved. - Mrs. White - see fundraising</p> <ul style="list-style-type: none"> - The PC asked Mrs. White for a proposal with costings detailing improvements in the outdoor space that she will circulate prior to the next PC meeting. Liz will ask a friend if they can assist with mapping the playground. - Mrs. White & Liz Owen -see fundraising - PC & the fundraising group will collate a list of the jobs that need to be done and the skills and time commitment involved. This will be done by June 24th. - PC & Fundraising Group - Done - Mrs. White will ask Mr. Sawyer about making better use of the website to keep an updated list of parental help needed at school. – Mrs. White - Mr Sawyer investigated the options but it is not possible with the current website format. - John Ure has offered to create a spreadsheet to capture all the information. - John Ure – e-mailed Mrs White and is now working on developing a spreadsheet – John Ure, via the PC e-mail contact list will ask parents to provide relevant information relating to skills and possible contacts etc, this will also include agreement that in this context contact details can be shared with the school so they can contact parents to pursues offer of help. - Fiona will liase with Hanneke regarding the parental contributions needed by the fundraising group. - Fiona Frize - Done <p>Election of Office Bearers</p> <p>Chair of PC - Fiona Frize, Pauline proposed, Alison seconded</p> <p>Vice Chair – Alison Sammutt, Fiona proposed, John, seconded</p> <p>Treasurer – John Ure (with assistance from Kirsty Thomson in providing the floats at events), Fiona proposed, Hanneke seconded</p> <p>Secretary - Pauline Darnbrough, Fiona proposed, John seconded</p> <p>Hanneke has agreed to be the link person between the fundraising group and the PC.</p>	John Ure
5.	<p>Finance/Fundraising</p> <p>See attached reports. There was a discussion about expenditure, the school are still planning on fulfilling the plans for the outdoor learning space and have been successful in securing £2400 from the Food For Thought Fund. Mrs. White is currently in the process of applying for local community funding from the wind farm companies. It was agreed to wait until a response has been received regarding this application before making a final decision regarding the expenditure for an outdoor kitchen.</p> <p>The school would also like PC funding to support the STEM club, £200 would purchase 20 BBC microbits. The school would also like to provide each classroom with an iPad and further PC funding would enable the school to buy in freelance staff with specialist skills.</p> <p>Mrs. White will e-mail parents asking if anyone would be willing to donate any</p>	Mrs White Mrs White

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	<p>unused iPads to the school. Mrs. White will communicate to parents how the money raised and donated from the parent body has been spent and how this has positively impacted the children.</p> <p>John will discuss the IT infrastructure with Mrs. White.</p> <p>There was a discussion and suggestion about changing banking provider to the Royal Bank of Scotland, Kirsty will look into this</p> <p>Golf Tournament – the cluster PC’s have decided that the golf tournament will not be repeated. Other suggestions of joint fundraising ventures are being considered.</p>	<p>Mrs White</p> <p>John Ure & Mrs White Kirsty Thomson</p>
6.	<p>School Report Feedback The school did receive feedback from parents, in most part it was positive, there were comments about not all of the curricular areas being commented on within the report. Mrs. White explained that the report details more about the pupil’s skills and how the government has a focus on literacy, numeracy and health and well-being.</p> <p>There are other opportunities for parents to find out about the progress of their child throughout the year and it is important to remember that the children themselves write a big part of report.</p>	
7.	<p>Volunteering Opportunities/Jobs Fare Thanks were expressed to those who prepared and staffed the display boards it was much appreciated. This piece of work will be reviewed to decide whether it will be repeated. If so, then in the future a tick box will be included so parents can give permission to be contacted by the PC.</p>	
8.	<p>Budget Plans For Proposed Outdoor Project See above</p>	
9.	<p>A.O.B. School photographs – these will be taken by Tempest on 23/11/16.</p> <p>Local Christmas cards – these are sold in the Post Office, the children are invited to submit photos of snowy Dunblane scenes.</p> <p>There will be a coffee morning on 30th September organised by the fundraising group.</p> <p>Parents are invited to attend a parent focus group on 5/10/16 at 10.30am.</p>	
10.	<p>Date of Next Meeting 19/10/16 at 6.30pm</p>	