



**Minutes of the St. Mary's Episcopal Primary School Parent Council
Held on Wednesday 19th October 2016 at 6.30pm**

Present: Pauline Darnbrough, Fiona Frize, Jenny Kinvig, Alison Sammut, John Ure, Heather White

Apologies: Mary Toop, Liz Owen, Cedric English

Item	Minute	Action
1.	<p>Apologies Apologies were given as above.</p>	
2.	<p>Previous Minutes The minutes of 7th September 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. - Liz Owen - 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. - Mrs White – Michael Boyle is no longer the SC person responsible for facilities management, Mrs white will continue the dialogue with the new member of staff. -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. - 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. – Alison Sammut and Mrs. White – ongoing Mrs. White and Alison Sammut. - John Ure has offered to create a (skills) 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. – John Ure This has been done and is working really well, needs to be ongoing and regularly updated. - 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</p>	<p>Liz Owen</p> <p>Mrs white</p> <p>Alison and Mrs white</p>

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4	<p>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. – Mrs. White - see item 4, fundraising.</p> <ul style="list-style-type: none"> - Mrs. White will e-mail parents asking if anyone would be willing to donate any unused iPads to the school. – Mrs. White – see below - John will discuss the IT infrastructure with Mrs. White. Mrs. White and John Ure - John has done some investigation and fed back to Mrs. White, Mrs. White explained that Education Scotland have an ilearn initiative, someone working for Apple will come to the school and audit the IT infrastructure and offer free training. Mrs. White is also going to contact Microsoft to ask if they have any similar initiatives to support IT within primary schools. Representatives from SC have also assessed the IT infrastructure and agree that a majority of the hardware within the school needs to be upgraded. <p>- There was a discussion and suggestion about changing banking provider to the Royal Bank of Scotland. Kirsty will look into this. - Kirsty Thomson – see below.</p> <p>Finance/Fundraising</p> <ul style="list-style-type: none"> - Outdoor learning space <p>Mrs. white still hasn't heard from the windfarm trust, hopefully she will hear by the end of October. It was agreed to wait until we know the outcome of this application until any other spending is discussed.</p> <ul style="list-style-type: none"> - IT infrastructure <p>See above</p> <ul style="list-style-type: none"> - Bank Account <p>John is investigating various options concerning the bank account, it was agreed that office bearers would be the signatories and to this end it was also agreed to amend the constitution to reflect this. John Ure will continue with setting up the new bank account and gathering the relevant information.</p> <ul style="list-style-type: none"> - Fundraising update <p>The Christmas fair is on 3rd December and the fundraising group will be issuing a letter to parents with more information concerning preparations for the fair. The fundraising group has already been successful in obtaining some great prizes for the raffle and £70 was raised at the recent coffee morning.</p>	<p>Mrs White</p> <p>John Ure</p> <p>Fundraising Group</p>
5.	<p>A.O.B.</p> <p>InCAS results have been collated and in reading and maths the majority of children are performing well above average. The school are already aware of the children who didn't perform quite so well, most are on staged intervention and are receiving any extra support required. Mrs White will include information in the newsletter about the InCAS results and explain that parents are welcome to contact the school to learn more of their children's results.</p> <p>Some garden furniture will need to be built once the items have been delivered. Mrs White wanted to acknowledge and thank Mr Reid who has built the garden furniture that has already been arrived.</p> <p>There is a change to the school meals procedure, children are now ordering daily. Parent Pay has been introduced which will save a tremendous amount of time for the office and support staff and parents are encouraged to sign up to it. Further information will be given to parents in the forthcoming newsletter.</p> <p>There was a discussion about parents being asked to contribute towards the cost of a trip. Discussion took place about all school trips and learning experiences for pupils. Consensus was that while there may be differences in</p>	<p>Mrs White</p> <p>Mrs White</p>

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	<p>spend between classes in an academic year, over children's full primary education term, every child will benefit from a variety of trips, visiting specialists, activities etc. The Headteacher and the PC remain in open communication about how the fundraising profits are spent. The PC does cover many of the costs involved with trips but parents may be asked to occasionally contribute towards these and the PC supports the Headteacher in doing so when necessary.</p> <p>Date of Next Meeting 28/11/16 at 6.30pm</p>	