



**Minutes of the St. Mary's Episcopal Primary School Parent Council  
Held on Monday 28<sup>th</sup> November 2016 at 6.30pm**

**Present:** Pauline Darnbrough, Fiona Frize, Alison Sammut, Mary Toop, John Ure, Heather White

**Apologies,** Hanneke Booij, Liz Owen

Item	Minute	Action
1.	<p><b>Apologies</b> Apologies were given as above.</p>	
2.	<p><b>Previous Minutes</b> The minutes of 19<sup>th</sup> October 2016 were approved.</p>	
3.	<p><b>Matters Arising</b> Review of any actions</p> <ul style="list-style-type: none"> <li>- Discussion about potential solutions to ensure the <b>safety of pedestrians and cyclists</b> 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. - <b>Liz Owen</b>. The school want to continue supporting the children to cycle or scoot to school and to this end the school are going to apply to Sustrans for funding. The children have suggested using funding to provide a scooter park and a shelter for the bikes.</li> <li>- <b>School Meal Arrangements</b> –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. - <b>Mrs White</b></li> <li>- Michael Boyle is no longer the SC person responsible for facilities management, <b>Mrs White will continue the dialogue with the new member of staff. – Mrs White – ongoing.</b></li> <li>-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. – <b>Alison Sammut and Mrs. White – ongoing.</b></li> <li>- Mrs. White explained that <b>Education Scotland</b> have an <b>ilearn initiative</b>, 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. – <b>Mrs White, a representative from Apple is visiting the school on 8/12/16 and Mrs White is continuing to contact Microsoft - ongoing</b></li> <li>- 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</li> </ul>	<p>Liz Owen</p> <p>Mrs White</p> <p>Mrs White</p> <p>Alison Sammut and Mrs white</p> <p>Mrs White</p>

Item	Minute	Action
	<p>setting up the new bank account and gathering the relevant information. – <b>John Ure and PC, the application is complete and the PC is just waiting for the bank to process it. The PC will e-mail the parent body regarding the change in constitution.</b></p> <ul style="list-style-type: none"> <li>- 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. – <b>Fundraising Group - Done</b></li> <li>- 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. – <b>Mrs White - Done</b></li> <li>- 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. – <b>Mrs White - Done</b></li> </ul>	Fiona Frize
4	<p><b>Finance/Fundraising</b> See above regarding the change of bank account. We are indebted to the work of Vic Bruce Winkler, Hanneke Booij and Alison Sammut for all their hard work in getting the Christmas cards produced and for forging some new, and developing other very positive existing partnerships with local businesses who have been selling the cards.</p>	
5.	<p><b>New Parents Evening Feedback</b> The feedback from parents regarding the new format was very positive, people appreciated being able to look around the classroom. There were difficulties with accessing suitable devices to update children's e-profiles and appointments running significantly late, there was a discussion about how to overcome this in the future.</p>	
6.	<p><b>Homework</b> This item has been postponed until the January meeting.</p>	
7.	<p><b>Parents Internet Safety Workshops</b> P6 and P7 children have undergone a net safety workshop, a similar workshop will be available for parents to attend. Unfortunately, NSPCC who run the workshop only do so during the school day.</p>	
8.	<p><b>Learning Community Attainment Data</b> In December, the Scottish Government will be publishing data that will compare the Dunblane learning community with Stirling. The data will reflect attainment in reading, writing, listening and talking and numeracy. There is a community learning standard that is moderated, the data will be available on Education Scotland's parent zone on their website.</p>	
9.	<p><b>SLA Posts and Staffing</b> Mrs Smith's daughter is home and recovering well, Mrs Smith hopes to be back in January. Mrs Currie will take leave from 9th December. Mrs White and Mrs Lee will teach the P5/6. Two SLA appointments have been made, Pamela Holmes will work on a Tuesday, Thursday and Friday and Rachel Donaldson will work on a Monday, Wednesday and Friday.</p>	

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10.	<p><b>Outdoor Learning Update</b></p> <p>Development of the outdoor space is progressing. Chris Sawyer has helped the P7's to map the outdoor space which they thoroughly enjoyed doing. Mrs White got in touch with James Keir who will produce a design for the outdoor learning space that will be within the budget. The school currently have funding from the following sources: - £1000 from Dunblane Windfarm Community Fund Committee, £1000 from the Mr. Alfred Excell Trust Fund, £500 from Mrs Thomson and £50 from Dunblane and District Gardening Club plus £3000 from the PC.</p>	
11.	<p><b>A.O.B.</b></p> <p>The Nursery are performing the Gruffalo on 6/12/16 and 9/12/16 at 10am, Mrs White asked if the PC could provide tea and coffee before the performances and if they could also do the same on 13/12/16 before the nativity performance. Fiona said she would ask the fundraising group.</p> <p>Mrs White also asked if parents would like to help serve the school Christmas dinner on 14/12/16, from approximately 11.30am – 1pm. Fiona Frize will e-mail the parent body.</p> <p>Inconsiderate parking outside school continues to be a source of concern, including double parking, parking on yellow lines and parking across the drives of residents in Smithy Loan. Parents are advised that parking is available at the India Gate restaurant.</p>	<p>Fiona Frize</p> <p>Fiona Frize</p>
12.	<p><b>Date of Next Meeting</b></p> <p>11/01/17 at 6.30pm</p>	