



## Agenda

### Meeting of the St. Mary's Episcopal Primary School Parent Council Monday 11<sup>th</sup> December 2017 at 6.30pm

1. Apologies
2. Recap of Meeting Ground Rules
3. Role Descriptions (5 mins)
4. Agree Previous Minutes 23/10/17
5. Review of Actions (10 mins)
  - The role descriptions for the office bearers are almost complete and ready for distribution – **Gemma Beher**
  - **Mary Toop** and **Alison Brown** will meet with **Mrs Kinvig** prior to the meeting to review parking arrangements on Smithy Loan. **Liz Owen** is going to check that Rev. Nick Green intends to attend the parking meeting.
  - **Liz Owen** will discuss the purchase of road safety signs with Rev. Nick green.
  - **Alison Brown** is currently working on adding the new office bearers as signatories to the PC account.
  - **Mrs Smith** offered to see if the children could be involved in inviting residents from Randolph Hill and the Dementia Café to the Christmas Fair.
  - **Mrs Kinvig** offered to laminate the insurance certificate and put it in the cabinet outside the front door of the school.
  - **Pauline Darnbrough** will e-mail parents highlighting who the class PC reps are and remind parents that they can write into the school anonymously if they don't want to make comment via e-mail.
  - **Mrs Russell** will go through using the School App at the next parents' information evening.
  - **Mrs Russell** will find out how much SC give to the PC to cover running costs.
  - **Gemma Beher** distributed a Parent Council Health Check questionnaire to members of the PC and will collate the responses.
  - **Fiona Frize** and **Gemma Beher** will produce an information leaflet about the PC.
  - **Mrs Kinvig** will ensure that Mrs Pearson is asked for any suggestions for expenditure before the finance meeting when the priorities for spending are discussed.
  - **Karen Derrington** volunteered to speak to nursery parents about suggestions for expenditure and to new parents about the PC.

- The **staff team** will consider their ideas for spending and feed back to the PC, then the PC will e-mail the parents with an updated list.
- **Liz Owen** will investigate the pros and cons of becoming a charity.
- **Mrs Smith** reported that Dunblane Primary School's PC contacted the school and asked if we would like to host a cluster SPTC training event which the PC agreed to.
- **Mrs Smith** will liaise with Victoria Bruce-Winkler and Miss M Hughes regarding the Christmas cards.
- **Mrs Russell** will conduct a consultation with the staff and pupil council regarding Class Dojo and feed back to the PC.

6. Treasurer's Report (10 mins)

7. Fundraising Report (10 mins)

8. Fundraising Suggestions (10 mins)

9. Pros and Cons of Having Charitable Status (10 mins)

10. Events Calendar (10 mins)

11. SPTC update: Data Protection Changes, Child Protection Policy (5 mins)

12. Outdoor Learning Event (5 mins)

13. Headteacher's Report (10 mins)

14. New Families

15. A.O.B

16. Date of Next Meeting