



Agenda

Meeting of the St. Mary's Episcopal Primary School Parent Council Monday 5th February 2018 at 6.30pm

1. Apologies
2. Agree Previous Minutes 11/12/18 and 8/1/18
3. Headteacher's Report (60 mins)
(including Dalguise and class size/school roll)
4. Review of Actions (10 mins)
 - **Mary Toop** will finalise the treasurer's role description.
 - **Gemma Beher** and **Fiona Frize** will attach role descriptions to the constitution and the constitution will be updated.
 - Nick has bought and installed three signs, a notification will be sent via the app. – **Liz Owen**
 - It was decided to change to Bank of Scotland because of the ability to have an online treasurer's account. – **Alison Brown**
 - 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 Smith**
 - **Mrs Kinvig** offered to laminate the insurance certificate and put it in the cabinet outside the front door of the school.
 - **Mrs Russell** will send out a letter asking about parents experience of the school App.
 - **Gemma Beher** will report back regarding the results of the PC Heath Check questionnaire.
 - **Fiona Frize and Gemma Beher** will produce an information leaflet about the PC.
 - It was agreed that 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. – **Mrs Russell**
 - **Fiona Frize** will update the schedule of events.
 - **Mrs Russell** will send Gemma a child protection policy.
 - The **school staff** will organise a leaving gift for Rev. Nick.
 - Agreed to give school a cheque for £1,500. – **Alison Brown**
 - The nursery staff will review the dressing up resources and decide if any further items are required. – **Mrs Russell**
 - PC will purchase a penguin stand for publicity. – **Gemma Beher**
 - The outdoor play area suggestions will be reviewed and **Gemma Beher** will meet with **Mrs Kinvig** and ask her to feedback to the PC.
 - **Mrs Russell** will prepare a financial breakdown of the school budget.

5. Fundraising Report (10 mins)

6. Treasurer's Report (10 mins)

7. A.O.B (5 mins)

8. Date of Next Meeting
Monday 23 April at 6.30pm