



**Minutes of the St. Mary's Episcopal Primary School Parent Council  
Held on Monday 8<sup>th</sup> January 2018 at 6.30pm**

**Present:** Gemma Beher, Alison Brown, Pauline Darnbrough, Julie Russell (Acting Headteacher)

**Apologies:** Hanneke Booij, Fiona Frize, Klara Kynaston, Mary Toop

Item	Minute	Action
1.	<p><b>Apologies</b> As above</p>	
2.	<p>Currently £5,000 in the PC a/c. Agreed to give school a cheque for £1,500, as school PC a/c is currently at £791.35 deficit.</p> <p>Discussed suggestions made by parents and staff for spending the PC funds.</p> <p>The nursery staff will review the dressing up resources and decide if any further items are required.</p> <p>Mrs Russell is an Emergency Life Support trainer and has offered to give training to the P1 -P7's before she leaves, in the future she would be happy to come back and give training to the P7's. There would not be a significant cost implication for this, just a donation towards the first aid resources.</p> <p>PC will purchase a penguin stand for publicity.</p> <p>The outdoor play area suggestions will be taken forward and reviewed along with the work and contribution of the children in Kippenross House who are currently focusing on this area, supported by Mrs Kinvig. Gemma will meet with Mrs Kinvig and ask her to feedback to a future PC meeting. The bottom pitch belongs to the church and therefore that may limit the possibilities for development.</p> <p>Mrs Russell suggested that the following headings should be included in a Headteachers Report - staffing, finances, school activities, curriculum, property maintenance, community links. This was agreed as being a helpful tool. It is helpful for the report to be e-mailed to the secretary, so it can be attached to the minutes and circulated to the parent forum.</p> <p>Mrs Russell will prepare a financial breakdown of the school budget for the next PC meeting.</p> <p>It was agreed that for academic year 18/19 the PC will pay/contribute to, the following: - P7 trip to Dalguise, engraving of P7 trophies and the Athletics licence. A P7 class photo was suggested as a PC gift to the P7's. It was agreed not to decide any further spending until the PC is given feedback from the playground review. Also agreed to move the financial planning meeting for the cyclical spending for the next academic year until after Easter to tie in with the end of the financial year and the school improvement plan. Gemma will discuss with Mrs White to set a date for a consultation regarding this.</p>	<p>Alison Brown</p> <p>Mrs Russell</p> <p>Mrs Russell</p> <p>Gemma Beher</p> <p>Gemma &amp; Mrs Kinvig</p> <p>Mrs Russell/Mrs White</p> <p>Mrs Russell</p> <p>Gemma Beher</p>