



**Minutes of the St. Mary's Episcopal Primary School Parent Council
Held on Monday 23rd October 2017 at 6.30pm**

Present: Gemma Beher, Alison Brown, Hanneke Booij, Pauline Darnbrough, Karen Derrington, Fiona English, Fiona Frize, Jenny Kinvig, Klara Kynaston, Liz Owen, Julie Russell, (Acting Headteacher), Danielle Smith, Mary Toop

Apologies:

Item	Minute	Action
1.	<p>Apologies There were no apologies.</p>	
2.	<p>Welcome Gemma welcomed everyone to the meeting, particularly Julie Russell who starts her role as Acting Headteacher tomorrow.</p>	
3.	<p>Agree on Meeting Ground Rules Gemma outlined some ground rules and a code of conduct for the PC meetings which were agreed by everyone present.</p>	
4.	<p>Review of Initial Discussions Gemma presented a summary of the feedback collated from the consultation (PC members, elected representatives and Heather White) regarding the PC vision and discussed the possibility of creating a PC charter. This will be discussed further at the next meeting.</p>	
5.	<p>Role Descriptors The role descriptions for the office bearers are almost complete and ready for distribution.</p>	Gemma Beher
6.	<p>Previous Minutes The minutes of 30th August 2017 were approved. Fiona English intimated that she has stepped down from the PC.</p>	
7.	<p>Review of Actions</p> <ul style="list-style-type: none"> • Mrs White to host a meeting with interested parties to review the parking on Smithy Loan - meeting scheduled for 25/10/17, Mrs Kinvig will attend. It was agreed that Mary Toop and Alison Brown will meet with Mrs Kinvig prior to the meeting to bring her up-to-date with some of the issues. Liz Owen is going to check that Rev. Nick Green intends to attend the parking meeting. • Liz Owen to speak to Rev Nick Green regarding the purchase of road safety signs for the lane from the church hall to Smithy Laon. – The matter was discussed at the vestry meeting and have agreed signs can be purchased, Liz Owen will discuss with Nick Green and signs will be bought. • School Improvement Plan development in consultation with a parent focus group – Mrs White/Mrs Kinvig - no update – ongoing. • Update Parent Network details – Fiona Frize - Done 	<p>Mary Toop, Alison Brown & Mrs Kinvig</p> <p>Liz Owen</p> <p>Liz Owen</p> <p>Mrs Russell</p>

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8.	<p>Treasurer's Report Alison Brown is currently working on adding the new office bearers as signatories to the PC account.</p>	Alison Brown
9.	<p>Fundraising Report The Christmas Fair is on 2/12/17 and planning is in progress. Mrs Smith offered to see if the children could be involved in inviting residents from Randolph Hill and the Dementia Café. Agreed to thank The Wire for their help with advertising.</p>	Mrs Smith
10.	<p>Report from SPTC Meeting Gemma attended the meeting and fed back the following information: -</p> <ul style="list-style-type: none"> • PC should display its insurance certificate – Mrs Kinvig offered to laminate the certificate and put it in the cabinet outside the front door of the school. Using the SPTC's extended liability insurance for events was also discussed; we just phone them to check all areas of our events are adequately covered. • Visibility – e-mail to parents to highlight 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. • Headteacher to go through using the School App at the next parents' information evening. • Bouncy castles and fireworks are covered by insurance • All schools get funding for the running of the PC – Mrs Russell will find out the exact figure. <p>Gemma distributed a Parent Council Health Check questionnaire to members of the PC and will collate the responses. Hanneke Booij offered to help with matters relating to writing a PC child protection policy. Fiona Frize and Gemma Beher will produce an information leaflet about the PC.</p> <p>The following areas were discussed at the SPTC meeting: Communication, Teaching and Learning, School Matters, Campaigning & Social and fundraising.</p> <p>It was suggested that the above areas could form the main structure of a PC charter.</p>	<p>Mrs Kinvig</p> <p>Pauline Darnbrough</p> <p>Mrs Russell</p> <p>Mrs Russell</p> <p>Gemma Beher</p> <p>Fiona Frize & Gemma Beher</p>
11.	<p>Slightly Optional Homework Gemma circulated envelopes to member to the PC containing the health check questionnaire and PC information booklets aimed at new P1 parents. Gemma will collate the questionnaires.</p>	Gemma Beher
12.	<p>Discussion around suggestions from parents for spending 2017-18 Suggestions for spending received from parents were circulated prior to the meeting. 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.</p> <p>Typically, the PC general spend is between £2,000 and £2,500 (performance licenses, trips, costumes, transport) anything above that is spent on other larger projects.</p>	<p>Mrs Kinvig</p> <p>Karen Derrington</p>

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	<p>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.</p> <p>The PC will utilise opportunities to re-use the PowerPoint presentation that was used at the end of the academic year 2016/17 to showcase the benefit of PC fundraising,</p> <p>Simon Hunt joined the meeting.</p>	Staff Team
13.	<p>Discussion Around PC Becoming a Charity</p> <p>There is lots of information on the SPTC and OSCAR websites regarding this; the advantages are gift aid generating 20% extra income and lots of charitable trusts will only donate to charities. Members of the PC will become trustees. It was suggested that it would be helpful to put together the pros and cons of becoming a charity, Liz Owen will investigate this.</p>	Liz Owen
14.	<p>Headteacher's Report</p> <p>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. We agreed this would be worthwhile.</p> <p>St Mary's has been awarded a Local School Nature Grant. Training will be provided on 28/11/17 at 3.15pm, and all staff, parents and church members are invited to participate; the focus will be on rejuvenating 'Fern Alley'.</p>	Mrs Smith
15.	<p>A.O.B.</p> <p>'New Families' will be a standing agenda item; Mrs Russell will bring any updates to the meeting.</p> <p>Christmas cards: Mrs Smith will liaise with Victoria Bruce-Winkler and Miss M Hughes.</p> <p>Parents had raised concerns about Class Dojo. There was a discussion about the use of Class Dojo, its purpose and relation to house points. It was agreed that it needs to be aligned with the school's behavior policy. Mrs Russell will conduct a consultation with the staff and pupil council and then feed back to the PC.</p>	Mrs Smith
16.	<p>Holmehill Community Group are hosting a spooky Halloween event on 29/10/17 at 3.30pm.</p> <p>Date of Next Meeting</p> <p>Monday 11 December at 6.30pm.</p>	Mrs Russell