



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

Present: Fiona Atkinson, Gemma Beher, Hanneke Booij, Alison Brown, Pauline Darnbrough, Jenny Kinvig, Klara Kynaston, Liz Owen, Julie Russell (Acting Headteacher), Mary Toop, Leanne MacFarlane (school resource officer)

Apologies: Fiona Frize

Item	Minute	Action
1.	<p>Apologies As above</p>	
2.	<p>Recap of Meeting Ground Rules Gemma recapped the ground rules as agreed at a previous meeting.</p>	
3.	<p>Agree Previous Minutes 11/12/17 and 8/1/18 Minutes agreed</p>	
4.	<p>Headteacher's Report (including Dalguise and class size/school roll)</p> <p>Leanne MacFarlane, Stirling Council's school resource officer, gave details of what her role involves and explained the finances relating to St. Mary's. The biggest proportion of expenditure relates to the building costs, insurance etc. and then staffing costs which are over £200,000. £60 is budgeted for postage and £290 for client amenities (items needed to run a public building like toilet roll, paper towels, rubber gloves etc.). The school only has £2610 available which it is free to spend as it chooses, it is the only budget available to be spent on items such as educational supplies, photocopying, pencils, IT etc. Photocopiers are leased each year and paper is £10 per box.</p> <p>Various factors are taken into consideration by Stirling Council when calculating the amount of money per head per child that is allocated to the school. The figure of £2610 is based on the number of children, demographic, age of building etc. SC run to a financial year, but schools run to an academic year which can add to the complexity of the financial situation.</p> <p>The Pupil Equity Fund (PEF) and the Scottish Attainment Challenge (SAC) are funds allocated to schools based on the levels of poverty within a school, but St. Mary's doesn't currently benefit from either of these funds.</p> <p>Please see attached for the Head Teachers report during which Mrs Russell suggested that parents research Scottish Criteria for Writing which explains how a piece of writing is measured. This can be found online.</p> <p>Alison Brown left the meeting.</p> <p>Mrs Russell will ask for Mrs Mackie to map the Dalguise costs for the last 5 years.</p>	<p>Mrs Russell</p>

Item	Minute	Action
4.	<p>Fiona Atkinson left the meeting.</p> <p>Review of Actions</p> <ul style="list-style-type: none"> - Mary Toop will finalise the treasurer's role description. - Ongoing - Gemma Beher and Fiona Frize will attach role descriptions to the constitution and the constitution will be updated. - Ongoing - Nick has bought and installed three signs, a notification will be sent via the app. – Liz Owen - Done - It was decided to change to Bank of Scotland because of the ability to have an online treasurer's account. – Alison Brown - Ongoing 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 - Done - Mrs Kinvig offered to laminate the insurance certificate and put it in the cabinet outside the front door of the school. - Done - Mrs Russell will send out a letter asking about parent's experience of the school App. – Done: comments have been passed onto the App company, it was suggested that a message be issued by the school on the App when a new news item is available on the App, as news items don't have notifications. If parents would prefer to have hard copies of newsletters etc., please let Mrs Russell know. - Gemma Beher will report back regarding the results of the PC Health Check questionnaire. -Done: The PC were consistent in their replies and felt that the section on School Matters and Education needed further exploration. A meeting will be called to discuss ways to address this. - Fiona Frize and Gemma Beher will produce an information leaflet about the PC.- Done - 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 - Done - Fiona Frize will update the schedule of events. - Done - Mrs Russell will send Gemma a child protection policy. - Done - The school staff will organise a leaving gift for Rev. Nick. - Done - Agreed to give school a cheque for £1,500. – Alison Brown - Done - The nursery staff will review the dressing up resources and decide if any further items are required. – Mrs Russell - Ongoing - PC will purchase a penguin stand for publicity. – Gemma Beher - Ongoing - The outdoor play area suggestions will be reviewed and Gemma Beher will meet with Mrs Kinvig and ask her to feedback to the PC. – Done, Mrs Kinvig explained that the children in Kippenross House did a playground audit with respect to their global goal of sustainability and will continue to build on their ideas for improvement. -Mrs Russell will prepare a financial breakdown of the school budget. - Done – see above for Leanne MacFarlane's report. 	<p>Mary Toop</p> <p>Gemma Beher/ Fiona Frize</p> <p>Alison Brown</p> <p>Mrs Russell</p> <p>Mrs Russell</p> <p>Gemma Beher</p>
5.	<p>Fundraising Report</p> <p>On behalf of the fundraising group, Hanneke reported that the Christmas Fair had been successful, thanks to the hard work and commitment of a number of parents. Hanneke has stepped down as co-ordinator of the group but as yet, there isn't anyone able to take up the role. The fundraising group are considering ways of recruiting new members and recognise that more and more parents are busy and are less available to be part of this group. Gemma and Hanneke are going to meet.</p> <p>The Daffodil tea will be on Thursday 29 March.</p> <p>Klara has organised a team of parents to participate in the KiltWalk on Sunday</p>	<p>Gemma Beher & Hanneke Boojj</p>

Item	Minute	Action
	<p>16 September, which involves walking 26 miles around Edinburgh, people are welcome to join the team that are doing the walk. Klara will compose some information to be distributed to the parents regarding this and discuss with Gemma.</p> <p>Mrs Russell will investigate the most tax/cost efficient way for the money raised by those participating in the KiltWalk to be donated to the school.</p>	<p>Klara Kynaston</p> <p>Mrs Russell</p>
6.	<p>Treasurer's Report Alison will ask Heather Mackie when the PC contribution of £40 towards next year's Dalguise trip is required.</p>	<p>Alison Brown</p>
7.	<p>A.O.B Details were clarified regarding gift arrangements for Rev. Nick and Hayley Hughes. Nick will be available in the playground after his last assembly.</p> <p>Parents are welcome to come to the door of the hall meeting room at 12.05pm on Friday 9 February to share in the (surprise) PC presentation of flowers to Miss Hughes in the dining hall. Pauline will send an e-mail to let parents know the arrangements.</p> <p>Gemma will continue to review the implications of the impending change in Data Protection Legislation on the policy and practice of the PC.</p> <p>It was agreed that all reports and documents to be discussed or noted at a PC meeting, such as the head teacher, fundraising and treasurer reports be e-mailed to the secretary by the Friday before the PC meeting taking place in the following week.</p>	<p>Pauline Darnbrough</p> <p>Gemma Beher</p>
8.	<p>Date of Next Meeting Monday 23 April at 6.30pm</p>	