



**Minutes of the St. Mary's Episcopal Primary School Parent Council
Held on Wednesday 5th September 2018 at 7.30pm**

Present: Fiona Atkinson, Gemma Beher, Alison Brown, Fiona Byrne, Mrs Currie, Pauline Darnbrough, Karen Derrington, Katie Duncan, Mrs Hewitt, Mrs Kinvig, Klara Kynaston, Liz Owen, Susi Shanks, Mrs Smith, Kirsty Thomson, Mary Toop, Erik Weber

Apologies: Hanneke Booij, Kate Kilpatrick, Euan Robb, Angela Simpson, Sally Thomson, Kirsty Wilson

Item	Minute	ACTIONS
1.	Apologies Apologies as above.	
2.	Agree Previous Minutes - 11/6/18 Minutes agreed	
3.	Review Actions - There was a request to see the PC balance sheet for 16/17 – Alison Brown will request this. - Ongoing - The role descriptions need to be attached to the constitution. – Gemma Beher - Mary offered to do this - We need confirmation, that the PC money has been transferred and the new account is activated. – Alison Brown- Ongoing - It was suggested that it is also worth investigating bag packing at Morrison's and B&M. – Karen Derrington – Karen Derrington has been in touch with M&S, see fundraising item for further update. - Mrs White gave information about the Rocket Fund, any money raised by the school is match funded by this fund, so funding for interactive white boards could be included as part of the application. It is possible that the money raised by the Kilt Walk could go towards this. Mrs. Smith is taking the lead on this application, Klara Kynaston offered to investigate further, and Liz Owen said she would assist. - Ongoing, Karen Derrington will help with the application, Mrs Smith will bring information to discuss at the next meeting. - Mrs Russell will share the actions from the VSE at the June meeting. - Mrs. White will e-mail this to Pauline Darnbrough and the document will be attached to the minutes. - Done - Karen Derrington, Alison Brown and Liz Owen will meet to make an application to the landfill money fund. – Ongoing - Mary Toop offered to assist with this. - Mrs Russell will organise the purchase of the oven and the PC hope to cover the cost. - Ongoing - Mrs. White will follow this up. – Mrs Hewitt will investigate. - Klara Kynaston asked for the updated form to be e-mailed to her so she can add the PC logo. Pauline Darnbrough will e-mail the GDPR form to Klara Kynaston. Done -Ask SPTC (Connect) if they provide CP training – Gemma Beher - Connect can provide free child protection training to the PC. - A request for a school calendar combining both the PC and school events was agreed. This will be done by the Pupil Council during the first two weeks of the autumn term. – This item will be carried over to the September PC agenda, - Pauline Darnbrough – Done - some suggestions of dates to be included were given to Mrs. White to pass onto the new headteacher. – Done. Klara Kynaston will give fundraising dates to Mrs White to be included in the school calendar.	Alison Brown Mary Toop Alison Brown Mrs Smith/ Karen Derrington Karen Derrington/ Alison Brown/ Liz Owen/ Mary Toop Mrs Hewitt

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	<p>Done – It was suggested that the school events calendar be issued on the school App.</p> <p>- The PC agreed the details for repainting the railings outside school and will purchase the paint and necessary items. – Gemma Beher - ongoing</p> <p>- Clarification was asked for regarding the request for money towards the nursery snack. It was suggested that it would be helpful to make it easier to pay for the snack – Mrs. White will provide further information. See item below</p> <p>- Mrs. White will re-issue the current balance sheet to Alison Brown. Alison Brown and Mrs Hewitt will arrange to meet.</p> <p>- Pauline Darnbrough will e-mail the Parent Council Funds Protocol document to Mrs. White. – Done, Mrs White asked to meet with the treasurer to discuss the document. – Alison Brown. The document needs to be reviewed and will be discussed at the next meeting.</p> <p>- Liz Owen and Kate Kilpatrick will devise a parental online survey to be conducted next term to further explore some of the main themes that came out of the consultation. - Ongoing</p> <p>Pauline Darnbrough will e-mail parents asking if there is any interest in the role of the secretary. Done</p>	<p>Mrs Hewitt</p> <p>PC</p> <p>Alison Brown/Mrs Hewitt</p> <p>Kirsty Wilson</p> <p>Liz Owen/ Kate Kilpatrick</p>
4.	<p>Election of Office Bearers</p> <p>Chair – Liz Owen - proposed - Gemma Beher, seconded - Mary Toop</p> <p>Vice Chair - Karen Derrington - proposed - Gemma Beher, seconded - Mary Toop</p> <p>Secretary - Kirsty Wilson – proposed - Pauline Darnbrough, seconded – Gemma Beher</p> <p>Treasurer – Alison Brown – proposed – Gemma Beher – Klara Kynaston</p> <p>Class Reps were agreed as follows: - Nursery – Klara Kynaston P1 - Katie Duncan P2 - Gemma Beher P3 -Alison Brown P4 – Fiona Byrne P5 - Kirsty Thomson P6 – Erik weber P7 - Mary Toop</p> <p>Pauline Darnbrough (minute taker) left the meeting and Gemma Beher offered to take the minutes. It was agreed that in the absence of the newly elected secretary, Gemma Beher would take the minutes for the rest of the meeting and forward them to Pauline Darnbrough to be inserted into the minutes. See below</p>	
5.	<p>Headteacher's Report - see AGM</p>	
6.	<p>Fundraising Report</p> <p>KK discussed deadlines for artwork for Christmas cards; SH and KK to meet with Mr Bhatti who will come into school again and judge the entries around 19/9/18.</p> <p>Mini KiltWalk: Class Reps to encourage parents to come along and help from 9.30-11.30 on Friday 14th September. All children are involved, from Nursery to P7. Green sponsor forms were issued in school bags today. A message will go out on the App too (SH) (Class Reps).</p> <p>Summer BBQ 2018: the monies raised will be donated to the KiltWalk as previously minuted. GB will accept the donation from the Mini Kiltwalk and MT</p>	<p>Siobhan Hewitt/ Klara Kynaston</p> <p>Siobhan Hewitt</p> <p>Gemma Beher</p>

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	<p>will accept the BBQ donation onto their respective easyfundraising pages (GB) (MT).</p> <p>Craft and Chat evenings at the Dunblane Centre: the last one was a huge success and the next one is booked for Friday 28th September. This might be increased to fortnightly post KiltWalk due to demand. Class Reps are asked to remind parents when these evenings are. A table is booked at the Dunblane Centre Christmas Fair on November 11th to sell and crafts made by adults. The School fair on December 8th will sell any leftover stock and also everything the children make.</p> <p>Fiona Atkinson and Karen D will help to acquire donations and prizes for the fair, but all parents are asked to use their contacts where possible and see if they can get any donations as well (FA) (KD) (all parents)</p> <p>KK and HB to do a fundraising handover around the 20th September</p> <p>Bic Writing Instruments Recycling Scheme: SH will talk to the Pupil Council about this; storage in the PC shed was suggested. Shoe recycling was discussed and dismissed due to lack of storage space (SH)</p> <p>KD spoke about the on-going grant applications she has been involved with. KD was thanked for all the work she has put in to these applications. St Mary's are waiting for a slot at Waitrose (potential funding = hundreds of pounds)</p> <p>Tesco Bags of Help (up to £4K available): a whiteboard will be requested as the cost for one is nearly £4K</p> <p>Windfarm Trust (potential funding up to £4K): SH has applied for a grant to cover the cost of a white board on behalf of the school. A discussion followed as to whether the PC should be added to the application to increase its chances of success and the necessary criteria to receive funding. SH will check if the PC can be added.</p> <p>Landfill Trust (potential funding up to £10K with fewer conditions attached but has to be for the outdoors): Criteria for success discussed. KD to meet with SH to get specific details for the application (KD) (SH). Susie Shanks to approach Vestry to see what if any improvements they would be willing for this fund to potentially cover (e.g. re-surfacing playground, painting etc.) (SS)</p> <p>Rocket Fund: bumped to next meeting (DS to lead)</p> <p>Alison B left the meeting at 9.00pm</p>	<p>Klara Kynaston</p> <p>Class reps</p> <p>All parents</p> <p>Klara Kynaston/ Hanneke Booij/ Siobhan Hewitt</p> <p>Karen Derrington</p> <p>Karen Derrington</p> <p>Siobhan Hewitt/ Karen Derrington</p> <p>Siobhan Hewitt/ Karen Derrington /Susie Shanks</p> <p>Danielle Smith</p>
7.	Treasurer's Report - see AGM	
8.	Parent Council Funds Protocol – postponed to the next meeting	
9.	<p>Nursery Request for PC Financial Contribution</p> <p>A discussion took place about the options for funding and the quality of the extremely comprehensive application by AP and JP was highly praised. The PC will offer £200 to cover regular baking and one off-special activities and would like to request a sample of the baking for the next PC meeting on Monday 24th September (AP) (JP) (nursery children).</p> <p>It was asked for the Nursery parents to be especially engaged and involved in</p>	Nursery children

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10.	<p>all fundraising activities (Class reps).</p> <p>Music and P.E. Provision A discussion about the background to the specialist teacher cuts took place. SH explained that whilst the contact time with our music and PE specialists has been reduced by the Council, we do still have access to teachers who are skilled in offering music and PE. There has also been extra training given to all St Mary's staff in a music method called Charanga which will be used across the school this year. This year we also have access to a PE specialist as well who will offer a half-day of PE per class each fortnight, and next year (2019-20) there will be a music specialist available.</p> <p>Brian Flanagan from Stirling Council has requested feedback from parents about these changes. LO and SH will work together to explain the changes in provision to all parents via an email / newsletter. Those parents who wish to respond to the Councillor's request may do so via a short survey which will be circulated. (LO) (SH).</p> <p>This session the school has a P.E specialist, Ali Shearer. Class teachers also have access to training and resources to support high quality teaching and learning in P.E</p> <p>Our music specialist is Karen Moore who will be working with the school at various times throughout the year. She is also there to support additional projects in school. All staff are taking part in Charanga music training this session to add to music resources available. SH will share this information on PE / Music specialist via school newsletter.</p>	<p>Liz Owen/ Siobhan Hewitt</p> <p>Siobhan Hewitt</p>
11.	<p>Communication Methods- postponed to the next meeting</p>	
12.	<p>A.O.B A discussion around the needs of blue badge holders and maintaining safe access to school for all children took place. The PC wish to strongly reiterate the school's plea to use the India Gate car park and reduce incidences of disrespectful parking down Smithy Loan. Further guidance will come out in the next newsletter. SH has requested the names of offenders (i.e. those who persist in double parking or parking on yellow lines) (all parents).</p>	<p>All parents</p>
13.	<p>Date of Next Meeting Monday 24 September 2018 at 6.30pm</p>	