



Parent Council Minutes  
24/09/2018



**Present:** Siobhan Hewitt, Hanneke Booij, Matt Davies, Pauline Darnbrough, Katie Duncan (KDu), Klara Kynaston (KIK), Kirsty Wilson, Kirsty Thomson, Alison Brown, Liz Owen, Mary Toop, Erik Weber, Danielle Smith,

	Item	Lead	Outcome
1	Apologies and AOCB	LO	<p>Apologies:- Gemma Beher, Kate Kilpatrick (KaK), Karen Derrington (KaD)</p> <p>LO thanked GB for all hard work as chair</p>
2	Agree Previous Minutes	LO	<p>Oven – Agreed oven would be worthwhile, safety concerns raised regarding placement upstairs. <b>SH to look into electrical testing and best placement</b></p> <p>Child Protection Training – 2 places available, <b>LO to look into.</b></p> <p>School event on app – <b>SH to link newsletter to app covering 3 month calendar.</b></p> <p>Railings – front railings and large gates still to be done. KIK suggests parent help or re-inviting parents to help. Discussion regarding parents helping to paint inside school. <b>SH to look into permission needed from Council. KIK happy to organise if given go ahead.</b></p> <p>Parent Council Finance Protocol – not ready yet, should be by next meeting. <b>LO, SH, AB</b></p> <p>Parental online survey – <b>ongoing LO and KIK</b></p> <p>Christmas Cards – PC would like to make parent forum aware of the support and involvement of Mr Bhatti who runs local Post Office</p> <p>Bic writing instruments recycling scheme – pupil council keen to take on. <b>SH</b></p> <p>Baking Money – Letter of thanks from Mrs Pearson and Mrs Polatajko <b>see attached</b></p> <p>P.E and Music – info shared by newsletter. LO in touch with Councillor Flannagan. SH confirmed with Judy Edwards that direct communication from Chair does not need to be sent as a member query. SH cannot promote parent council, SH name removed from action. <b>LO to send out email for parent action, should they wish to contribute</b></p>

			<p>Parking – LO discussed email received from parent regarding disabled parking. <b>LO and SH to look into a role for parent due to experience and knowledge in this area. Parent to hopefully attend November meeting.</b></p>
4	Communication Methods	MT	<p>Discussion regarding best methods of communication involving Parent Council and Parent Forum particularly in time sensitive circumstances. It was agreed that the school has adequate procedure in place to alert parents quickly. It was agreed PC would use email as standard and everyone should use “reply all”. <b>LO to review if needed.</b></p> <p>SH proposed for a database of parent helpers for odd jobs eg snow clearing that could be contacted by school directly if required. <b>LO and SH to build parent helper list as offers come in</b></p>
5	School Improvement Plan (to include parental engagement)	SH	<p>SH provided PC with rainbow diagram (<b>see attached</b>) on details of the 4 priorities of the SIP. Pupil council to take diagram and adapt into a child friendly format so that all pupils are aware of priorities and what this means. <b>Pupil Council version to be shared with parents – SH All parents to become familiar with SIP objectives</b></p> <p>SH looking for volunteers to be involved with each priority. Discussion re how to get parents to sign up and commit. <b>SH will put in newsletter. All Parents who would like to get involved please get in touch!</b></p> <p>LO asked about school database of volunteers. <b>SH to look into this.</b></p> <p>Newsletter will detail the 4 areas.</p> <p>Commitment would be a meeting every term, 4<sup>th</sup> term focusing on next school year.</p> <p>Discussion regarding best way to gather feedback from parents. SH to start a ‘Question of the month’ on newsletter – where parents can email a response. QR codes have been successful in other organisations and may be a future option.</p> <p>SH would like a pupil version of “how good is our school?”</p> <p>PD - next month’s questions should reference previous months answers so parents know they are being listened to.</p> <p>SIP will become a regular PC meeting topic and discussed to monitor success. <b>LO to put on agenda</b></p> <p>Connect SIP evening clashes with parents night. However KaD and MD volunteered to attend to find out how PC can support SIP – <b>MD to</b></p>

Connect SIP evening 14/11

			<b>attend - LO to forward details to MD.</b>
6	Pupil Council engagement	SH	<p>Pupil council proposing library to be turned into a Den/ Hub/ break out space. Volunteers required to update book bags so P1 can take home and use going forward as they are outdated and taking up lots of space. <b>Parent helpers required to make library appropriate space for pupil council plans – if you can help – please get in touch</b></p> <p>Pupil council keen to proceed with Bic pen recycling- need parental support. <b>KIK agreed</b></p> <p>Pupil council to explore events such as World Book Day and Children in Need.</p> <p>Discussion on how to utilise BERTT. Current barriers include staff not aware exactly what is there or benefits of using it. <b>DS and SH to take forward</b></p> <p>Need parental involvement to support teacher as ratios only allow one adult to four pupils. KIK suggests a regular basis i.e. monthly or fortnightly rota to allow for plenty of notice for parents to help. <b>All Parents who would like to get involved please get in touch!</b></p> <p>PD to forward lesson plan for cooking with children in BERTT to SH. <b>PD to action</b></p> <p>BERTT Needs cleaned out as it is currently being used as storage. LO suggests Forest Schools equipment could be placed in Parent Shed instead however requires a padlock. <b>LO to buy a padlock</b></p> <p>Again discussion arose regarding list of volunteers for school to call up on. <b>All Parents who would like to get involved please get in touch!</b></p> <p>Friday 12 Oct 2pm – Pupil Council meeting would be good if PC member could attend - <b>HB will attend, will review if HB to continue or extra help required</b></p>
7	Parent Council Funds a. Protocol  b. Spending priorities until FEb 19 ** see below	LO	<p><b>SH, AB and LO to meet on 1/10.</b></p> <p><b>Already agreed:</b>          P7 trip to Dalguise (subsidy for current P6s) c. £520 (£40 per child, P6 has 13 children assuming all go)          Athletics license c.£400 - We are currently in year 3 of Athletics,  <b>SH will review using Athletics</b>  <b>Other expected spending - to be agreed:</b></p>

			<p>18/19 Pantomime buses c.£450 –discussion regarding whether this needed to be yearly or bi-yearly excursion. Concerns raised by EW as a whole school trip would have a more lasting impact on the children and December is a very busy time. Majority of PC agreed to continue pantomime buses yearly as this was felt it was a beneficial, shared experience for the children.</p> <p>18/19 Christmas party food c.£75 – agreed to keep as PC felt it was a small amount for a whole school benefit.</p> <p>SIP ideas – focus on whiteboards for now</p> <p>Pupil Council ideas – nothing yet as these depend on adapting library space. Although funding may be required to update book bags etc  <b>LO to get protocol in place with SH and AB</b></p>
8	Fundraising update	KIK DS KDu LO	<p>Kilt walk was very successful - £1900 raised to date which will have a further 40% matched by The Hunter Foundation. The children raised £700 from Tartan Trail. Discussion regarding end date of sponsorship money to be handed in. Agreed 5<sup>th</sup> October closing date. <b>SH to put in newsletter</b></p> <p>KIK – Kilt walk wraps up 3 months from the date of the walk. PD/ KIK and AB suggest reminding parents to donate if they haven't already.</p> <p>LO – has updated app in news section to show information regarding 40% Hunter Foundation contribution. <b>Further reminder to be sent out KIK and LO</b></p> <p>Discussion regarding donations of funds to maximise the extra 40% from The Hunter Foundation. As previously agreed, the BBQ profit and Daffodil Tea money has been added to the Kiltwalk 'Big Acorn' fundraising page. This means the target of enough money for one new whiteboard is likely to be reached. It was agreed that no more money would be transferred.</p> <p>It was noted that the 40% would likely come to an end and not be the case next year.</p> <p>Discussed having the Kilt Walk a yearly event.</p> <p>Future Kilt Walk fundraising activities by the Parent Council will be clearly identified as such so that parents know. <b>All on PC.</b></p> <p>Discussion – some parents would like to pay a lump sum at the beginning of the year as opposed to all the fundraising events individually. Contributing to the Kiltwalk page is a good time to do this due to the current 40% addition. <b>KIK and LO to send one last reminder out to parents.</b></p> <p>Congratulations to the tremendous efforts of the community to support the KiltWalk!</p>

			<p>It was agreed that rocket fund was too soon after kilt walk, consider for next year as first 50 applications get “rocket boost” help of 25% matched donations. Approach companies for donations. Digital leaders to help take forward with support of DS who will run extra curricular club.</p> <p>SH has asked Chris Sawyer for support and DS has approached other local primary schools and DHS. <b>Ongoing - DS</b></p> <p>Suggested that Waitrose bag packing money could go towards whiteboards via the rocket fund, however children should have a say in what technology is purchased.</p> <p>KIK – Christmas cards successful and ongoing          Craft evening successful and going to go bi-weekly.          KIK – has approached St Marys craft group regarding items to sell at school Christmas fayre and Dunblane centre</p> <p>KaD - DDT Windfarm application for £3500 is in          Waitrose needs support from all community to get tokens into our box.  <b>All parents</b></p>
9	Christmas and Summer Disco	KDu	<p>KDu to look into disco prices. Potentially bi-yearly. Discussion regarding best times to have them.</p> <p>SH - staff not to be involved in the event. Discussion regarding parent helpers or following lead of other schools where parents stay and supervise their own child. <b>Need Child Protection Training – LO to organise. Further discussions to continue at fundraising committee – Fundraising Committee</b></p>
10	Big Conversation	SH	<p>Video shown regarding Stirling Council plans for engagement. Services are changing! £20m being spent on nursery expansion of hours offered. Looking to save £17m over the next 12 months.</p> <p><b>Link:</b> <a href="http://www.stirling.gov.uk/bigconvo">www.stirling.gov.uk/bigconvo</a></p> <p><b>All parents – please use this link to have your say!</b></p>
11	Health and Wellbeing update	SH	<p>SH – sanitary towels available in secondary schools within Stirling for free.</p> <p>P4-P7 girls – health box within toilet containing deodorant, wipes and dry shampoo – <b>Mrs Currie to lead</b>          Assembly to inform the pupils. Only girls currently however point was raised “why not boys as well?”</p> <p>Issue raised regarding only 1 toilet working, however SH clarified 1 toilet not working. 2 working girls toilets.</p>
12	Constitution Updates	MT	<p>Issue with constitution and how inflexible it is about people joining the PC outwith the AGM. <b>MT will put together some changes for PC to</b></p>

			<b>consider.</b>
13	Digital Classroom	MT	<p>S1 DHS pupils to be given a Chromebook.  DS is working with P7's and google classroom to prepare them for this. Noted DHS PC believe more training required.  SH – increasing digital literacy for teachers during in-service days.  PC currently use google for agenda's and minutes – could potentially incorporate google classroom going forward.  <b>SH – PC member to take forward with DS . Any parents who would like to get involved in digital literacy - please get in touch!</b></p>
14	Shoe Box appeal	LO	<p>DS – shoebox appeal - going with Blythswood due to links with the church – <b>ongoing Parents will be asked to support pupils in the shoe box appeal. Deadline end of October</b></p>
15	PC shed roof leak	KT	<p>HB – usually pressure wash sorts this however probably needs new felt  KT had left meeting  <b>Any parents who could help with this please get in touch!</b></p>
16	Date of next meeting	LO	<p><b>Wednesday 21<sup>st</sup> November 2018 at 6.30pm</b>  <b>Every member of the Parent Forum (if you have a child at the school you are a member of the Forum) is welcome!</b></p>