



## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

### Minutes of meeting held on Tuesday 7 October 2008 at 7.30p.m.

**Present:** Morag Readman (Chair) - Haven  
Sue Anderson, Woodlands; Dee Davison, Lighthouse  
Anna Wyatt P1A; Elspeth Richards & Janet McDougall Welch P1B;  
Lynn Carter P1C; Jackie Gourlay P1D; Sarah Watt (Vice Chair) P1E  
Susan Mowatt P2A; Jennifer Goldie P2B; Laura Bullen P2C;  
Emma Hexley P2D  
Sarah Everard & Lorraine Laird P3A  
Sarah Fletcher P4A; Bernadette Daff P4B; Isla Paterson P4C  
Rob Barley & Susan Guy-Inglis P6A  
Rhonda Elliot  
Helen Gillanders H.T.; Pam Clark DHT  
Cllr. Jackie Bell

**Apologies:** Wendy Kellock P2A; P. McLennan, Councillor & P7C  
Andy Napier P5D; Anne-Marie Napier P6B  
Paddie O'Brien P7A; Deborah Piner, Lighthouse;  
Shona Ronan P1C

		Action
	Morag welcomed everyone to the meeting, particularly the new class representatives , also Helen Gillanders the new Head Teacher and Pam Clark, Depute Head Teacher.	
1	<b><u>Minutes of Last Meeting:</u></b> There were no matters arising from the previous meeting which had been the Annual General Meeting.	
2	<p><b><u>Head Teacher's Report:</u></b></p> <p><u>Staffing:</u> Pam Clark and Gordon MacKenzie had been appointed DHTs. Gordon will take up his appointment in November 2008. One long term absence in Nursery. Chrissie Black will be returning after the October break to jobshare with Rose Chapman. Laura Langdon will be doing a phased return sometime in October and will share class with Stacy Manclark until Christmas. Karen Divers has returned after maternity leave.</p> <p><u>Playground Supervisors:</u> The supervisors were currently receiving training and Helen was looking for 2/3 parent representatives to assist in creating of behaviour contract and playground behaviour policy. 2 "Meet the Teacher" sessions had taken place when Helen had also given her vision for the future of Dunbar Primary.</p> <p>Pam had delivered <u>MR Tracker training</u> to all staff (used for delivering maths programme and diagnosing problems)</p> <p>Helen was working with Mary Howie, East Lothian Literacy Co-ordinator to set up <u>new writing programme</u>. £3000 had been spent on new reading materials.</p> <p>Helen had carried out 30 <u>Staff Development Reviews</u> as well as meeting all staff to indicate predictions for tracking of pupils' progress.</p> <p><u>Working Parties</u> set up for reading, active learning, problem solving (maths), healthy schools, listening &amp; talking and formative assessment.</p> <p><u>HMIE Inspector</u> will talk to staff on 28 October on new inspection procedures. A school inspection could be imminent, the last one having taken place in 2000.</p> <p><u>Teacher observation programme</u> to be introduced.</p> <p><u>Attendance:</u> generally very good but still far too many unauthorised absences for holidays.</p> <p>There had been 3 x half day exclusions this term.</p> <p>Pupils had been very busy and engaged since start of term with various class outings, including P7 School Camp visit. Many thanks to staff who attended camp.</p>	

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	<p><b><u>Head Teacher's Report cont'd.</u></b></p> <p>Pupil Council, JRSO and ECO groups had all been set up. P5 &amp; P7 teachers offering lunchtime homework clubs.</p> <p><b><u>Requests for help from parents:-</u></b></p> <ol style="list-style-type: none"> <li>1. Add markings to playground tarmac.</li> <li>2. Accompany classes to swimming lessons.</li> <li>3. Ensure child/children have lunch money. Discrepancies are having to be met by school.</li> </ol>	
<b>3</b>	<p><b><u>Discussion of Head Teacher's Report:</u></b></p> <p>Jackie Bell said that she had been very impressed with the standard of all the DHT candidates and the decision had been a difficult one. Helen was asked about situation with new school and she reported that planning permission was being submitted and everything appeared to be on track. Negotiations were still ongoing with the developer but the plan was for the school to be ready for August 2011. A meeting was being held on 21 October and a Public Meeting on 30 October at 7p.m. in the school. Sue Guy-Inglis mentioned that plans of the new school were posted in the school for parents/carers to comment on.</p>	
<b>4</b>	<p><b><u>Treasurer's Report:</u></b> In Rebecca's absence, Morag reported that the accounts for the period April – July were being prepared. The current balance stood at £2,500 with just a few items of expenditure outstanding. Monies were still due from the former Friends of Dunbar Primary.</p> <p>A small sum had been pledged to the school to assist with the Healthy Snacks deficit.</p> <p>A request for £100 had been received from the Nursery to assist with the Storysacks project. The meeting agreed this expenditure.</p>	
<b>5</b>	<p><b><u>Sub-Committee Reports:-</u></b></p> <p><b><u>(Fundraising:</u></b> This committee had not yet been set up but Morag reported on the following:-</p> <p><b>Spooky Night</b> – will be held on <b>Friday 31 October</b>. Many thanks to Sarah Fletcher for posters and tickets. 300 tickets had been printed. Separate arrangements will be made for sale of tickets to Upper Primary. The Nursery will be supported in whatever they plan to do on the Thursday./</p>	

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	<p><b><u>Sub-Committee Reports cont'd:</u></b></p> <p><b>Ladies' Night</b> – will take place on <b>Thursday 6 November</b>. Anyone wishing to offer a "Promise" should contact Lindsey Barley or any class representative.</p> <p><b>Christmas Lights</b> – will be switched on <b>30 November</b>. It was planned to reinstate the arrangements of 2 years ago when the pupils were involved.</p> <p><b>School Calendar</b> – this was well underway. Excellent support had been received from the business community with this venture.</p> <p><b>Christmas Hampers</b> – it was intended to do this fund raiser again this year.</p> <p><b>Parent Forum Volunteers:</b> 4 people had expressed interest.</p> <p><b>Healthy Living/School Environment:</b> no report available on this occasion.</p> <p><b>Communications:</b> Rhonda reported that this committee had met and items for discussion had included- distribution of minutes, improvements to Website, class reps. welcome pack and background to education system.</p> <p><b>Quality:</b> No report available at present. (Morag stated that, as Sub-Committees become established it is hoped that they will prepare reports to be circulated along with agendas in advance of Parent Council meetings.)</p>	
6	<p><b><u>Any Other Business:</u></b></p> <ol style="list-style-type: none"> <li>(1) Paddi O'Brien was offering to arrange a training session for EQUIAs. It was agreed to ask Paddi to explain further at the next meeting and perhaps invite a Council rep. for additional guidance.</li> <li>(2) Helen agreed to investigate the lack of soap in the pupils' toilets.</li> <li>(3) Sue reported that 300 Families had replied to survey. Main points raised were:- (i) better siting of litter bins (ii) state of Upper Primary girls' toilets (iii) provision of another cycle rack.</li> <li>(4) Kirsten Collin said that she had volunteered to act as the Cluster Parent Council Representative on the Board of the Hallhill Healthy Living Centre.</li> <li>(5) Recycling facilities in Dining Hall: Helen explained that the Dining Hall was run by Elite Catering. However, the school ECO group, led by DHT Heather Hackett, will no doubt be covering this issue.</li> </ol>	<p>P .O'B</p> <p>H.G.</p> <p>H.G.</p> <p>H.H.</p>
7	<p><b><u>Next Meeting:</u></b> The next meeting will take place on <b>TUESDAY 6 NOVEMBER 2008 at 7.30p.m.</b></p>	