



## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

### Minutes of Meeting held on Tuesday 16<sup>th</sup> March 2010

**Present:** Helen Gillanders, Isla Patterson, Heather Kilfara, Liz Young, Morag Readman, Janet McDougall Welch, Karen Brougham, Fiona Smith, Sarah Watt, Dee Davison, Jackie Gourlay, Mark Patterson, Jennifer Goldie, Laura Bullen, Victoria Shortt, Wendy Nicolson, Sonya Lugton, Kirsten Pearson, Lynn Fenn, Cath McPhillips, Andy Napier, Jacquie Bell, Norman Hampshire, Paul McLennan, Rachel Hall, Lindsey Barley, [Sarah Duguid](#)

**Apologies:** Margaret Brown (clerk), Sue Anderson, Elspeth Richards, Samantha Ball, Susan Mowatt, Kirstin Welsh

	<b>Action</b>
<p><b>Welcome</b> Morag welcomed everyone to the meeting, it was nice to see so many attending. She mentioned our clerk Margaret couldn't attend, so the minutes would be taken by Sarah Watt, she also mentioned Rhonda Elliott who was working on the library system, adding new books so there would be the occasional beeping, which she hoped nobody minded.</p>	
<p><b>Minutes of last meeting and matters arising</b> The draft minutes of the last meeting had been circulated and Morag hoped everyone had had a chance to see them, the only thing arising from the minutes was the read-a-thon which has just finished. There were lots of positive comments saying how nice it was to see children reading in every corner of the school, some were even reading whilst walking!! No further matters arising the minutes were taken as read.</p>	
<p><b>Head Teacher Report</b> Helen started by explaining she had a presentation on the layout of the</p>	

new reporting system the school were using this year, and she would end her report with that. She confirmed that the last day of the summer term was Thursday 1<sup>st</sup> July 2010 not Wednesday as is in the school calendar. She is going to propose to Head Office that the whole school finish at 2.50 as the P7's get clapped out of the school and she doesn't want the infants to miss out on this experience. There had been a meeting with Planning regarding the 4 new Temporary Units that are to be erected this summer. Originally they were to be 2 up and 2 down in design, but it has now been confirmed that it will be 4 on one level. She has negotiated that they will give some hard standing back as this is going to take up twice the playground space as the 2 up 2 down design. This is also going to reduce the size of the playground considerably, so she is looking into perhaps putting P1,2 and 3 together for breaks and P4's – P7's together. They may have to re-jig the schedule to bring the building work forward to starting in June to be finished in time for school returning in August. If this is to be the case, there will be very careful planning to have as little an impact as possible on the children. She cannot see this being an issue with the School Fair on 12<sup>th</sup> June. Congratulations to 4 of the P6's who have won the regional finals of Euroquiz, they will now go on to represent East Lothian at the Scottish Parliament in May which will be beamed live back to the school. Helen has written to P7 parents asking for co-operation for the P7 event which last year was hijacked by limo's! On the run up to the event there are lots of squabbles as to who is getting a limo with whom and the children now seem to have more emphasis on the arrival than on the event. They are planning on opening the garden again this year for photographs and serving sparkling juice. The P5 trip to York had been a great success. Any parents with any comments (good or bad) are encouraged to approach either the P5 teachers or the Senior Management Team. All staff are to undergo the 2 yearly Child Protection Training before the end of term. After-school Club is perhaps moving into the school as from September this year as they are demolishing the existing building as from August. They will be housed in the dining room. Staff have come back with ideas we asked for at the last meeting and Rachel Hall would give these after Helen's presentation. Helen then went on to give a presentation showing an example of the new form of report card and explaining the levels and sections. This will be done officially at the Curriculum for Excellence event on Tuesday 23<sup>rd</sup> March either at 2pm or 7pm. The list of wishes from the staff was then read out, art supplies, all-in-one wet weather outfits for nursery, panto buses, cool boxes for milk, mobile cooking station, rat-a-tat-tat workshops. Helen agreed to obtain costings for these items for the next meeting. Morag

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confirmed that we had already gone ahead and bought some all-in-one outfits for the nursery, which were great. They will actually fit up to P2 children. Only 8 were bought initially. Dee Davison commented on the recent P2 presentation of the Wee Bannock, which had been brilliant. Rachel Hall commented that it was quite nerve-wracking as the first time it was performed in its entirety was just 40 minutes before the performance, but the children had done excellently.

**Treasurer’s Report**

Isla has given her apologies as her children are not well. We are just beginning to take money in from the Read-a-thon, but the first days have already shown an excellent effort again this year. There is still money coming in from the sale of School Calendars. ~~Hopefully w~~We will get a full financial report at the next meeting, before the end of term.

**Correspondence Received**

Morag pointed out that this is new to our agenda ~~as having never done it before.~~ We are getting increasing correspondence from East Lothian Council, sometimes maybe too much, and we are now getting lots of correspondence from outside agencies too. ELC correspondence usually asks for items to be added to the agenda, but if we added everything we would have an agenda that was pages long, so these items are usually vetted by Morag.

- SPTC Newsletter ~~—they provide insurance.~~ They have a new Chair who wants to form an opinion panel called The Parents’~~s~~ Voice, we will be sent one email a month asking for an opinion on that month’s topic. It would be good to have some Dunbar Parents on board, as this will cover lots of topics. It only entails one email per month and a short response and Morag urged members to consider joining the panel.
- Minutes of the Strategic Budget Meeting – This was circulated to all reps for information only, no response is required. Helen confirmed that Jo Legge one of the P1 teachers is in this group.
- Funding information – this came we think from a Parent at St Gabriel’s. Paul McLennan also offered the services of the funding officer with the Council.
- Consultation for Session 2011/12 dates – ELC have sent 3 options of session dates for us to discuss. One mirrors Edinburgh City Council, one gives full week at February mid-term and the other gives only 3 days at February mid-term, all 3 have very little difference. It was pointed out that everyone here has different circumstances, and ~~this is notis this~~ a decision that should be made by just the reps. A lot of the reps in attendance stated it didn’t make much difference what option they went with. After **great** discussion about what difference it can make it

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<p>was asked what the teachers thought. The teachers have favoured options 1 or 2 so the Parent Council have backed their decision to go with either 1 or 2 as a lot of members were not bothered. <u>Morag to notify ELC of this.</u></p> <p>This was all the correspondence that had Morag felt needed to be discussed at our meeting, but she then raised how do we want to deal with correspondence in the future. It was suggested that any correspondence was put on the web-site for all parents to view, a secretary was also suggested, to ease the pressure from the volume of mail that goes to the Chair. After discussion it was agreed that we would continue emailing <u>relevant items</u> to all reps for the time being.</p>	<p><b><u>MR</u></b></p>
<p><b>School Fair</b></p> <p>Morag confirmed that Sue, Laura and her had the wheels in motion for the School Fair which will take place this year on 12<sup>th</sup> June. Reps are asked to try and get as much help as possible and although we say this every year, it would be great if we could get a rota system in place so that helpers can spend some time enjoying the Fair as well as working at it. They are not sure if the Council will give them marquee yet, but this has mirrored previous years, and they always come good in the end. There will be no bike festival this year, and it has been suggested that this could be included in the School Fair. Any more ideas are welcomed by Morag, Laura or Sue.</p>	<p><b><u>All</u></b></p>
<p><b>Planning for Parent's Guide</b></p> <p><u>No information has been received following the discussion at the last meeting. Morag will check if the office is holding anything. Morag and Sarah Duguid will draft a</u><del>There is a</del><u> template ready</u> to be emailed to all PC reps.</p>	<p><b><u>MR/SD</u></b></p>
<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• Paul McLennan <u>advised that an invitation would be sent to attend</u><del>raised</del> the Community Based <u>Management of Schools conference</u><del>Meeting</del> which is to be held on 22<sup>nd</sup> April <u>asking for</u><del>volunteers to attend</del>. It is at Queen Margaret's University between 9.30 – 4.00.</li> <li>• This year's Pipe Band Competition is to be held <u>on 8<sup>th</sup> May</u> at Hallhill and this could present a possible fund-raising opportunity for the school, <u>managing parking at the school</u><del>given that there could be a car parking issue. It is to be held on 8<sup>th</sup> May</del>. It was questioned whether we would be allowed to charge for car-parking on the school grounds, and Paul answered yes we can charge. He is to go ahead and arrange a meeting. Helen suggested that any funds raised could possibly go towards buses for the panto, as that had been on the teachers' wish list.</li> </ul>	<p><b>PMcL</b></p>

<ul style="list-style-type: none"> <li>• Dog's getting tied to the school gates is still an issue. Although Helen has tried many different avenues, dogs outside of the school gate <u>are</u> not her responsibility. It was suggested a couple of the railings are painted a different colour and these specially coloured railings only can be used for dogs to be tied up on. These railings should be well clear of the school entrance.</li> <li>• The new pedestrian path is coming out of April's budget and should be completed over the summer holidays.</li> <li>• Water dispensers in school were brought up. Helen confirmed there are 3, one by the dinner hall, one in the P 1 corridor and one in the P5 corridor. But parents are encouraged to send their children to school with a full water bottle each morning <u>as drinking cups are not supplied due to cost.</u></li> <li>• Garden club have made an application to Civic Pride for funding for a new venture. Their new focus is <u>the area</u> just to <u>the left of</u> <u>as entering</u> the school gate, they are hoping to plant climbers, create bedding on the inside, <del>have a century bell rock</del>. They are hoping to secure funding for the kids to build a modular lighthouse. They also hope to have large cut out lighthouses to attach to the fencing.</li> <li>• It was pointed out that a parent was sharpening his chain-saw on the bonnet of his car, which was illegally parked at the school gate this afternoon. Helen will deal with this directly.</li> </ul>	<b>HG</b>
<p><b>Next Meeting</b>  Our next meeting will take place on Wednesday 21<sup>st</sup> April 2010. No further business the meeting closed at 9.08pm.</p>	