

**DUNBAR PRIMARY SCHOOL PARENT COUNCIL**

**Minutes of Meeting Held On: Wed 2<sup>nd</sup> April 2014 at 7-9pm at John Muir Campus**

**Present:**

Tracy Gillespie (Chair)  
Mo Sangster (Vice Chair)  
Lisa Lumby (Vice Chair)  
Maria Savage  
Lucy McCloughan  
Anushka Woods

Julie Adams  
Laura Bullen  
Malcolm Punler  
Angie McDougall  
Suzanne Burgess

**Other Attendees:**

Helen Gillanders (Headteacher)  
Trudy King

Jaclyn Eeles  
Will Collin, Dunbar Community Council  
Eden Blair

**Apologies:**

Susan Brennan (Teacher Rep)  
Lana Brady  
Michael Veitch

Steph Gilmartin  
Claire Truswell  
Deborah Curtis

1.	<p><b>APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING</b></p> <p>Tracy Gillespie opened the meeting and thanked everyone for attending. The March minutes were approved by: Lucy McCloughan and Laura Bullen.</p> <p><b>Lottery Draw:</b></p> <p>The Lottery was not drawn at this meeting.</p>	
2.	<p><b>P5 Enterprise scheme</b></p> <p>P Melvin introduced the four of the pupils who did wonderful presentations of the products they have designed for the scheme. Tracy has secured funding to sell enterprise products at the fair, all profits will go to school or charity (TBC). Sponsors are: - Dufraim Consultancy, OSC, WA Gillespie &amp; Son: Builders, Amy Marath Community Café.</p> <p>There are two separate groups taking part in enterprise project, the other group are not yet complete due to timing (York trip) but it was agreed that pupils from other group could come to later PC meeting and perhaps produce to sell at Ladies night. Project has been great success, raising the pupils' expectations of work options.</p>	
3.	<p><b>PRESENTATION BY HEADTEACHER</b></p> <ul style="list-style-type: none"><li>• <b>Nursery Provision:</b> There will be a Q&amp;A sheet going out to parents at the beginning of May. Lucy asked if the hours have now been decided and another parent asked will there be a set time for pick-up: ELC keen for two pick-up times (3.15 &amp; 4.15) as otherwise a Health &amp; Safety/resource issue if not kept to two specific times.</li><li>• <b>New climbing frame :</b> Lucy asked if other children can play on the frame – yes but parents need to supervise</li><li>• <b>Staffing:</b> Helen updated parent council on staffing in relation to maternity cover and sickness.</li></ul>	

- **Reports:** Will go out on the 16th May. Mrs Sheerin, Mrs Hughes and Mrs Whitehead will do any meetings during the day before end of May (as they then go on maternity leave).
- **Classes:** Confirmed as 31 for next year, 17 at Lochend and 14 at JM composite classes P5/6 and P2/3. There will be leaflet explaining about composite classes sent out nearer the time. Children will meet their new Teachers on Tues 24<sup>th</sup> June. Still waiting to see if Mrs Barley will return after her secondment to Pencaitland PS.
- **Transition:** the transition for Nursery, P3 and P7 has started
- **Chickens:** Mrs Clark is hopeful that the Chickens will arrive on Friday 25<sup>th</sup> April
- **Internet Safety Talk:** Talk by Helen and Gordon at J Muir on 7<sup>th</sup> May at 6pm for parents of P7 pupils. It is hoped that parents will come along and share their concerns and knowledge. PowerPoint and a list of websites will be added onto school Website afterwards.
- **John Muir Campus Flooring:** This will be laid during the Easter Holidays.
- **Summer countdown** will be going out after Easter Break

### 3. EVENTS PLANNING & SUCCESSES

- **Ceilidh:** £100 profit to be given to buy shelving for garden
- **Mathletes:** 12 – 16<sup>th</sup> May. Activities to take home to work with parents, information to follow soon. No money asked for, just fun. L Bullen also developing a maths quiz for P4-P7, linking to High street shops – approach Howden’s for sponsorship to buy prizes.  
AW - Why no maths homework weekly in early years. HG: maths done in class with teacher supervision. Parents can also help develop numeracy skills at home by playing games, using money, using number bonds, practicing times tables – leaflet has already been issued. Mathletes will concentrate on the core skills that are really needed to allow pupils as base for other maths work.
- **School Fair:**
  - MS gave update: all going to plan. Volunteers needed: contact made to last year’s by e-mail, make more people aware. L Bullen offered her help.
  - Let is done, kitchen let - need to pay £60 in advance, marquee form is in.
  - Stalls being booked up.
  - Poster competition to be organised.
  - Activities contacted – positive response so far.
  - School input: J Eeles, S Brennan, organising pupils, stalls etc.
  - Discussion around dance school show in hall, change for this year? Concerns over needing hall due to bad weather. Flash mob outside – all approved - MS to look into.
  - School to look at resources in PC cupboard to see if they can use any i.e. face paints etc.
  - Thoughts for money raised: TK – Develop outdoor classroom – quiet area-tables, whiteboards etc.? This was agreed.
- **John Muir Tapestry:** E Blair – coming along really well. Friday am volunteers in library to sew and check what needs done to finish. Discussion on where it will hang for JM birthday on 21<sup>st</sup> –Catholic Church would be big enough,

	<p>banner outside to let people know its inside. Individual pieces on tables and on wall. HG – use hall at school fair to display. Final resting place – Split over 2 campuses?</p> <ul style="list-style-type: none"> <li>• <b>P1 Book sacks &amp; P7 T-shirts:</b> Angela to find out if we need to order more. JE – P7 t-shirts, need on last day. Kids loved them last year.</li> <li>• <b>Ladies Night:</b> Date same but at Hallhill this year – mainly due to set up/tidy up time and challenges over serving drinks – this will make it easier. Perhaps refresh of format: auction will take place as make a lot of money from this, formal compere this time, stalls but not as many as previous years.</li> <li>• <b>Sci-fest:</b> Very successful this year good feedback from everyone. Lots of posters advertising, reaching a wider area.</li> </ul>	
4.	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• <b>Parent Council Newsletter and Website:</b> <ul style="list-style-type: none"> <li>○ Word press and blog format. Asked if we can use Edu- Buzz</li> <li>○ To move forward parent will help build a website. In meantime remove previous posts as a short term measure.</li> <li>○ SB – list of class reps added on? HG – school has this. KD to give to SBurgess.</li> <li>○ SB – Take pic of chair, reps of parent council, and class reps to add on – make it more approachable, friendlier.</li> <li>○ AW – people can send their own pics in to SB to use.</li> <li>○ SB – link to TG not working, check if e-mails are working.</li> <li>○ LMCL – is there a link from Facebook to PC site?</li> </ul> </li> </ul> <p><b>Data Protection:</b> If a parent gives a parent council rep their contact details (telephone no, email address etc) these should only be used for parent council related matters and not passed on to any 3rd party, even if it is another parent from the same class. You are responsible for keeping this information safe and it should not be stored along with the child's name. Failure to do so can result in a significant fine.</p> <p>If parents in a class choose to share their contact information with each other they can do so but the parent council has no responsibility for the safety of this data.</p> <p>Any queries regarding this matter should be directed to Tracy Gillespie.</p>	<p>KD</p> <p>ABR SB TG</p>
5.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Murals:</b> Fundraiser - Asda Bag Pack: Sat 24<sup>th</sup> May to raise money for the mural. P6&amp;P7 to help. Next steps for outside will be sorting boxes and resources</li> <li>• <b>ELC food hygiene certificate:</b> PC needs to be covered, does Healthy snack? Can be supervised by someone who has certificate. TG &amp; HG to follow up.</li> <li>• Commonwealth Games baton bearers: Richard Taylor, Iby Robertson.</li> </ul>	<p>TG,HG</p>
5.	<p><b>DATE OF NEXT MEETING (7-9pm)</b></p> <ul style="list-style-type: none"> <li>• The next meeting will be held on: Tuesday 13<sup>th</sup> May</li> </ul>	