

DUNBAR PRIMARY SCHOOL PARENT COUNCIL



MINUTE OF MEETING HELD ON THURSDAY 6 OCTOBER 2011
AT 7.30P.M. IN JOHN MUIR CAMPUS SCHOOL LIBRARY

Present:- Audrey Cameron- (Co-Chair & Woodland am);
Dee Davison – (Co-Chair & P4B);
Sarah Watt (Vice-Chair);
Emma Hexley (Treasurer);
Kirsten Wilson – Lighthouse p.m.
Polly Phillips – Haven a.m.
Eden Blair – Woodlands a.m.
Sarah Duguid – Harbour/Seashore a.m.;
Jane Tulloch – Harbour/Seashore p.m.
Kirsty Parkin – P1A;
Nicky Hamilton – P1B;
Deborah Curtis – P1C;
Catriona Reece-Heal – P1E;
Fiona Houghton – P1F
Sonya Lugton – P2A;
Cath MacKay – P2D;
Sharon McVitie - P2;
Annie Beatty - P2E;
Anouska Woods – P3B;
Helen McLachlan – P3D
Jill Lough – P4B;
Marie Savage – P4D
Liz Todd – P5D
Lorraine McLuckie – P6D

Other attendees:-
Helen Gillanders – H.T.;
David Somersgill, Sign Language Interpreter;
Lawrence Tierney, I.T.

Apologies:- Susan Brennan, Teacher Rep.; Grainne McIntyre, Lighthouse p.m.;
Emma Vance, Harbour/Sea p.m.; Katy Gardiner, P1C; Liz Young, P2A;
Anne-Marie Gibson, P2B; Liz Wardhaugh, P3B; Heather Black, P3C
Kirsty Bunyan, P5D; Emma Fairbairn, P6C; Jenny McGlinchey, P6D;
Sharon Rapson, P7A; Cllrs. P. McLennan & J. Bell.

		Action
1	<p>Welcome: Dee welcomed everyone and thanked them for coming along on such a stormy night. She also thanked them for agreeing to be Class Reps. It was encouraging that there were only 3 vacancies for Class Reps, but hoped that these would be filled soon and emphasised that all parents were welcome to attend Parent Council Meetings. She felt that this was the most strongly represented P.C. to date.</p> <p>She introduced David Summersgill, Sign Language Interpreter, who will attend meetings to assist Audrey Cameron, Co-Chair.</p> <p>Audrey, through David, introduced herself and gave a brief description of her experience. She explained that in her capacity as Co-Chair she would represent the John Muir Campus and Dee would represent Lochend Campus but that they would share the role of Chair. She looked forward to working with everyone in supporting the School and Helen, the Head Teacher.</p> <p>Dee then outlined her experience and expressed her pleasure at having inherited the legacy of such a healthy Parent Council thanks to the efforts of all P.C. members under the leadership of former Chairs, Annie Beatty and Morag Readman.</p> <p>Sarah introduced herself as Vice-Chair for a second term. For personal reasons she had opted out of this position last session but was pleased to be back supporting Dee and Audrey and the P.C. as a whole.</p> <p>Emma has taken over the mantle of Treasurer and was pleased to inform everyone that the P.C. currently had a healthy balance of £6,700, £1,500 of which was assigned to the Science Festival. This was a large amount to be holding but it had been agreed previously to hold back a certain amount until the requirements of the new school had been ear-marked. It was now felt that arrangements should be put in place to plan expenditure, using wish lists collated by teachers and also by pupils, seeking the views of the Pupil Council. If larger projects required more significant funding, then grants could be applied for from other sources (matched funding). The PC wish to ensure that all parents see how all monies raised has been and will be spent. P.C. members were asked to generate ideas for any major items e.g. playground equipment etc. and these could be discussed at future meetings.</p> <p>The main resolution to be considered at this meeting was the change of bank account from the RBS to the Co-operative Bank. As well as other benefits, the Co-op Bank will provide internet banking and a debit card, both features which RBS are currently unable to provide. This was agreed unanimously.</p> <p>It was also agreed in principle that the Science Festival money would be kept in a separate account.</p> <p>At next month's meeting, the issue of agreeing a seed fund for fund-raising event set-up costs will be considered, as well as setting a minimum amount to be retained in the P.C. account to cover unexpected eventualities.</p>	<p></p> <p>HG/Pupil Council</p> <p>ALL</p> <p>ALL</p>

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	<p>At this point each of the members introduced themselves to the meeting and said which class they were representing.</p> <p>Mention was also made that M. Brown was retiring as Clerk to the P.C. and this was her last meeting. She was warmly thanked for her work over the past 4 years. Members were asked to consider volunteering their own services for this post or also let it be known in the wider parent forum that a Clerk is urgently required.</p>	
2.	<p><u>Approval of previous minutes & matters arising:-</u> The Minutes for the meeting held in June 2011 were approved by L. Tierney and seconded by S. Lugton.</p> <p><u>Christmas cards:-</u> Sarah reported that arrangements were well underway and it was hoped that cards and gift tags will be available after the October break. For financial reasons it had not been possible to engage the services of the Artist in Residence as discussed at the AGM. Two family-based companies were being used. The whole school is being included and every stage will benefit from the profits accrued. Volunteers will be required to help with administering this project and members should give their names to Sarah. Dee expressed sincere thanks to Sarah and her team for their efforts.</p>	ALL
3.	<p><u>Outline of Sub-Groups:</u> Dee gave a short report on each of the current sub-groups and explained their purpose. This session it was hoped to set up 2 new sub-groups covering visual and performing arts and Nursery.</p> <p>On the question of Fundraising it was agreed that more effort needed to be put into letting parents know how the money raised by PC Fundraising events was being spent within the school. e.g. money from the Nursery Toy Sale had purchased digital photo-frames for the classrooms.</p> <p>Money raised from Readathon was also discussed and it was agreed to seek feedback from the parent forum and also the library volunteers on how best this hugely successful event can be taken forward.</p>	
	<p>Dee outlined a number of areas where help is required:-</p> <ul style="list-style-type: none"> • “Ladies Night” – Planned for 1 December 2011. An organising committee needs to be set up a.s.a.p. • “Spooky” Night school Disco – Monday 31 October 2011 (Hallowe’en). • School Calendars –To sell at Parents’ Nights – 7 & 8 November at John Muir Campus and 9 & 10 November at Lochend Campus (along with water bottles and gym bags) and prior to Christmas. 	

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	<ul style="list-style-type: none"> • Volunteers are still required to support activities within the school, such as Snack trolley, library etc. (The question of having P7 pupils helping with the Snack trolley was raised and this will be considered.) • Science Club Workshops – to help at the monthly Saturday events • Attending E.L. Assoc. of Parent Council Members or National Parent Forum of Scotland meetings and training events etc. • <p>In relation to setting up the annual Special Events Programme, Eden Blair suggested that a John Muir Celebration Day could be held on his Birthday on 21st April which next year coincides with Earth Day. It was agreed that this was a good idea and should be taken forward.</p>	
4.	<p><u>Head Teacher's Report:-</u> Helen reported that the school was looking to apply for the "UNICEF Rights Respecting School Award" and also for "Fair Trade School" status.</p> <p>She would like to include "2 Stars and a Wish" programme at Parents' Nights as this is a great way of obtaining feedback from parents on how they felt the school was doing.</p>	
5.	<p><u>Any other business:-</u></p> <ol style="list-style-type: none"> 1. <u>External Lights at Lochend Campus</u> – Helen understood that there was a problem with Scottish Power. It was hoped that this will be resolved very soon. 2. <u>Parents in cars dropping off children at school gates/ congestion at Kelly Road</u> – Council and Police are aware of this problem. 3. <u>Adverse weather planning</u> –Awaiting outcome of Consultation process. This should be available shortly. 4. <u>Safety concern</u> - Any possibility of a side gate being created to allow access once main gates are closed? Helen explained that this cost would have to be met by the school. She will investigate and report back. 5. <u>Dates of Parent Council meetings</u> – It was agreed to continue to rotate the days of the meetings Monday through to Thursday. Next meeting will take place on Thursday 3 November 2011 at 7p.m. in John Muir Campus. 	HG