

## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

**Minutes of Meeting Held On:                    Tuesday 1 May 2012 at 7.30 in  
John Muir Campus School Library**

**Present:**

- |                                       |                              |
|---------------------------------------|------------------------------|
| 1. Dee Davison (Co-Chair & P4B)       | 2. Deborah Curtis (P1C)      |
| 3. Eden Blair (Woodlands AM)          | 4. Catriona Reece-Heal (P1E) |
| 5. Aileen Kelly (Woodlands AM)        | 6. Wendy Morrison (P2C)      |
| 7. Lorraine McLuckie (P6D)            | 8. Sharon McVitie (P2E)      |
| 9. Sarah Duguid (Harbour/Seashore AM) | 10. Lucy McCloughan (P3A)    |
| 11. Marie Savage (P4D)                | 12. Emma Hexley (P5A)        |
| 13. Polly Phillips                    |                              |

**Other Attendees:**

1. Helen Gillanders - HT
2. Fraser Stewart

**Apologies:**

- |  |                            |
|--|----------------------------|
| 1. Audrey Cameron (Co-Chair & Woodland AM) | 2. Mo Sangster (P1E)       |
| 3. Grainne McIntyre (Lighthouse PM)        | 4. Morag Haddow            |
| 5. Kirsteen Wilson (Lighthouse PM)         | 6. Fiona Houghton (P1F)    |
| 7. Julia McAlpine (Haven AM)               | 8. Kirsty Parkin (P1A)     |
| 9. Emma Vance (Harb/SS PM)                 | 10. Anouska Woods (P3B)    |
| 11. Cath McKay (P2D)                       | 12. Jenny McGlinchey (P6D) |
| 13. Morag Readman (P2C)                    |                            |

|    |  | <i>Action</i> |
|----|--|---------------|
| 1. | <p><b>APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING</b></p> <p>The minutes of the meeting held on 18 April were approved and agreed by: Deborah Curtis and Sarah Duguid.</p>  |               |
| 2. | <p><b><u>SUB GROUPS MEETING (7.00 – 7.30) REPORTING BACK</u></b></p> <p><b><u>FUNDRAISING &amp; EVENTS SUB GROUP</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>Ceilidh:</i></b> This was a great social, family event that over 100 people attended. Well done to Morag Readman and her team for making this such a success. The band and caller were very good. The Ceilidh is not run as a fund raising event but as a social event but all credit to the team, it managed to make a small profit.</li> </ul> |               |

- **See Saw Sale:** This nearly new sale took place on Sunday 30 April in Hallhill and was run to assess whether this could be a viable business venture by a parent, Nicky Robertson, who very kindly offered to donate the profits to Dunbar PS Parent Council, for which we are very grateful.

- **School Fair:** The equipment and Marquees are sorted out. Donations for and volunteers to man each stall and activity will be sought shortly.

*Marie S, Emma H, Sarah D.*

Dee is hoping to apply for an annual Public entertainment Licence for the school which will cover SciFest, School Fair and Ladies Night. This will make a significant cost saving and save having to complete the forms for each event.

*Dee*

- **Nursery Mementos:** Sarah D had a meeting with Aileen Dingwall (Nursery PT) about the nursery pupils (pre-school) making fund raising items - Tea towels and cloth bags but it was decided to postpone this until the next session's Spring Term.

*Sarah D*

- **Parents Lottery:** This would be a very effective fund raiser for the school and as previously agreed, profits would subsidise travel costs for all pupils. Deborah C (and her husband Lee) kindly agreed to take on this project. Kathy D to contact DGS to get information on how they run their Lottery. Meeting to be organised in May to discuss further.

*Deborah & Kathy*

#### **SCHOOL GROUNDS SUB GROUP**

*Grainne*

- Grainne is working on the school travel plan – a data gathering exercise with Morag Haddow. P2 and P5 year groups will send out maps to mark on the best / safest routes.

*& Morag H*

- **Gardening Club:** Volunteers are urgently required for the gardening club as only one parent is left. Mondays after lunch – 1 hour per week.

*All, contact Dee*

#### **HEALTHY LIVING SUB GROUP**

*All*

- **Healthy Snack:** Volunteers are still required for the Healthy Snack.

- **Bug Busting:** The date of the second bug busting weekend was agreed to be the May long weekend. Kathy D to distribute ELC standard letter. To check at Pharmacy that it is not necessary to bring child in to receive free medication.

*Janet MW*

- **Bullying:** A parent approached Audrey C re a bullying incident – Helen G requested that any incidents should be reported her or Pam Clark.

*Helen G*

#### **COMMUNICATIONS SUB GROUP**

*Emma H & All*

- Emma has created a questionnaire which will be checked by PC and issued to parents. This will enable the PC to get a better understanding of the best way for parents to receive communication from and communicate with the Parent Council and the school.

#### **LITERACY SUB GROUP**

*All*

- Lindsey Barley welcomes any feedback from her presentation at the April PC Meeting.

|           |  |   |
|-----------|--|---|
|           | <ul style="list-style-type: none"> <li>• <b>Readathon:</b> Dee and Janet McDW to meet with Helen on 18 May to discuss doing adapting Readathon in June 2013 to be a culmination of the new intensive family reading initiative that will be rolled out across the school from August.</li> </ul> <p><b>SCIENCE MATHS &amp; ICT <u>SUB GROUP</u></b></p> <ul style="list-style-type: none"> <li>• An Expression of Interest application has been submitted for SciFest as part of a Creative Enterprise project within Dunbar to the newly created Coastal Community Fund.</li> </ul> <p><b><u>VISUAL &amp; PREFORMING ARTS SUB GROUP</u></b></p> <ul style="list-style-type: none"> <li>• It had previously been agreed that funds raised by selling pupil's Christmas Cards would be spent upon an art project, delivered across the school to all P1-P7 classes. Options for employing an Artist in Residence (AIR) were explored but it was not possible to accommodate this in the remaining weeks of term. Instead artist parents in this sub group will work with pupils in all year groups to create 'Little People', linking to the Olympic themes being taught across the school. An installation of the ~800 figures could then be created. The project will be photographed and filmed. The Sub Groups proposals for employing AIRs to work intensively with up to 3 different year groups each school year were approved, as were their proposals for developing an Art Club based upon the 'Room 13' initiative.</li> <li>• It was agreed to continue to use the two Christmas Cards companies; one for Nursery and one for the P1-P7 pupils. It was also agreed that the parents should be involved with helping the nursery create pre-school design templates.</li> </ul> <p><b><i>Commemorating People</i></b></p> <p>The general consensus was to continue sending flowers and cards to families who have suffered the loss of a parent or child on behalf of the PC but not to create an award or trust fund.</p> | <p><i>Dee &amp; Helen G</i></p> <p><i>Dee</i></p> <p><i>Wendy M</i></p> <p><i>All</i></p> |
| <p>3.</p> | <p><b><u>HEAD TEACHERS REPORT</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>Kittiwake Project:</i></b> Various artists will be working on an art project (North Light) with various classes (pupils involved will dependant on SMT decision based on activities already carried out). Art will be hopefully be displayed at the new Community Centre.</li> <li>• <b><i>School Fair:</i></b> Marie S &amp; Emma H will be coming to John Muir Campus on 28 May at 1.30 to discuss the School Fair with staff. Request for volunteers to also be put on the next school newsletter – 1.00 to 4.00pm (suggested 1 hour required if enough parents volunteer).</li> <li>• <b><i>Jubilee Celebration:</i></b> All pupils will be singing at Hallhill (or, if poor weather, at their own schools) dressed in red, white and blue. The school will provide snacks for the pupils, as well as with ice-cream paid for by the PC. Helen is to provide quotes as cost last year was unexpectedly high.</li> </ul>   | <p><i>Newsletter</i></p> <p><i>Helen G</i></p>  |

- **Torch Relay:** Dunbar is one of 8 schools sending a choir (P5 to P7 pupils) for this event at Musselburgh.
- **Classes for new session 2012-13:** Still awaiting confirmation of classes for the next session. Information will be sent to parents as soon as this is known.
- **P3 – P4 Transition:** This is going well – information will be included in the next school newsletter.
- **May Holiday:** Due to some confusion re this holiday a Group Call will be sent to all parents to clarify the dates pupils are off school.
- **Last Day:** PC agreed that all pupils will finish at 12.00 on the last day. The P1, P2 and P3 pupils will ‘clap’ the P7 pupils out after the assembly at John Muir Campus. They will then be ‘clapped out’ by the pupils/staff at Lochend Campus.

*Helen G*

*Newsletter*

*Groupcall*

### **ANY OTHER BUSINESS**

***Next Meeting: the last PC meeting of this school year!***

**Meeting date has been changed from Tuesday 5 June to Thursday 7 June, due to the Jubilee Weekend holiday being extended. Meeting to start at 7pm with drinks!**

- **All class reps need to confirm if they would like to stand again at the June meeting to make the organisation of the AGM on 3<sup>rd</sup> September easier.**
- **Nominations for Chair, Vice Chair and Treasurer are welcomed. Dee, Audrey, Sarah and Emma are prepared to continue for one more year, but only if no else wishes to take on these roles.**
- **All parents are invited to attend and Class Reps are requested to “bring a friend” and enjoy Pimms provided by the PC and nibbles provided by Helen.**

*All*

*All*

*All*