

## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

**Minutes of Meeting Held On: Monday 19 March 2012 at 7.30 in  
John Muir Campus School Library**

### **Present:**

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|--|-----------------------------|
| 1. Dee Davison (Co-Chair & P4B)            | 2. Fiona Houghton (P1F)     |
| 3. Audrey Cameron (Co-Chair & Woodland AM) | 4. Sonya Lugton (P2A)       |
| 5. Sarah Duguid (Harbour/Seashore AM)      | 6. Anne Marie Gibson (P2B)  |
| 7. Polly Phillips (Haven AM)               | 8. Emma Hexley (P5A)        |
| 9. Eden Blair (Woodlands AM)               | 10. Lucy McCloughan (P3A)   |
| 11. Kirsty Parkin (P1A)                    | 12. Helen McLachlan (P3D)   |
| 13. Deborah Curtis (P1C)                   | 14. Lorraine McLuckie (P6D) |
| 15. Christine Love-Rodgers (P1D)           | 16. Jenny McGlinchey (P6D)  |

### **Other Attendees:**

1. Gordon MacKenzie - DHT
2. David Summersgill - Sign Language Interpreter
3. Fraser Stewart
4. Susan Brennan – Class Teacher
5. Lawrence Tierney

### **Apologies:**

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|-------------------------------------|---------------------------|
| 1. Grainne McIntyre (Lighthouse PM) | 2. Sarah Watt (P4A)       |
| 3. Emma Vance (Harb/SS PM)          | 4. Maureen Sangster (P1E) |
| 5. Helen Gillanders - HT            | 6. Kirsty Bunyan (P5D)    |
| 7. Wendy Morrison (P2C)             | 8. Liz Todd (P5/6)        |
| 9. Cath McKay (P2D)                 | 10. Emma Fairbairn (P6C)  |
| 11. Anouska Woods (P3B)             | 12. Marie Savage (P4D)    |
| 13. Jackie Bell                     | 14. Susan Mowatt          |

	Action
<p>1. <b>APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING</b>  The minutes of the meeting held on 8 February were approved by: Lucy McCloughan and Emma Hexley. Dee welcomed all to the meeting and noted which year group reps were in attendance – John Muir Campus had a higher representation than Lochend.</p>	
<p>2. <b><u>SUB GROUPS MEETING (7.00 – 7.30) REPORTING BACK</u></b></p> <p><b>SciFest Group:</b>  An overview interim report was sent to all Parent Council members by DD. 3,500 visitors attended SciFest which went extremely smoothly thanks to an excellent team effort. The STV news clip is on the PC website. Thanks given to Fraser who videoed the whole event and produced a DVD. The costing of the event was still on-going but was expected to break even which is an excellent outcome considering the high cost of putting on such a large event. Any profit would be determined by the £3,200 cost of the new electrical ring main that was installed by ELC and whether the full cost had to be met by Parent Council. DD is still in discussion regarding this. This year all volunteers were given a free family ticket – this will be reviewed for next year. The evaluation feedback provided so far indicated that: the venue was spacious and worked well; there was a relaxed atmosphere with a positive vibe; all people involved were very helpful and cheerful and it was professionally run – congratulations to all.</p> <p><b>Readathon:</b>  Lorraine reported that they were in the middle of the collecting phase so was difficult to predict the total funds raised at this stage (Est £4,500 so far). Due to the lowered entry cost, it's possible that less money may be raised this year but the libraries are both well stocked due to previous generous funds raised. Plans are to buy modern non-fiction accelerated reader books. Lindsey Barley is doing an audit of sets of books within school, to identify gaps where reading books are required. The general consensus was that Readathon has had a significant positive impact encouraging children to read.</p> <p><b>School Grounds Group:</b>  Grainne is currently liaising Morag Hadow re the "Twenty's Plenty" campaign and Dee is liaising with Kirsty Parkin regarding seeking funding for the Trim Trail for John Muir campus and will keep PC posted.</p> <p><b>Fundraising Group:</b>  Sarah Duguid suggested producing printed tea towels &amp; bags in the Summer term for Pre-school pupils as a memento of their time at nursery. HG to discuss with teachers.</p>	<p><i>Dee/Audrey</i></p> <p><i>Lorraine &amp; Janet</i></p> <p><i>Grainne, Kirsty &amp; Dee</i></p> <p><i>Sarah</i></p>

	<p><b>Visual &amp; Performing Arts Group:</b> This newly formed sub group is looking at how to better resource the Art Room at Lochend Campus. There is currently a P5 Art Club. The funds raised from the sale of Christmas cards will be used for this and ideally towards an artist in residence. Polly discussed various events being held throughout June and August linking with North Light Project to engage local community and visitors to Dunbar. She requested help to contact interested parties and any suggestions. Polly will forward any information to Dee.</p> <p><b>Fund Raising &amp; Events Group:</b></p> <p><b>Ceilidh:</b> This is being held on April 20<sup>th</sup> at John Muir Campus– further information to follow.</p> <p><b>School Fair:</b> Dee has started the process for getting a public entertainment licence to cover the Parent Council for the year. School Fair being held on 16 June.</p> <p><b>Lottery:</b> Sarah will review paperwork to start a lottery (as per West Barns).</p>	<p><i>Polly &amp; Dee</i></p> <p><i>Morag</i></p> <p><i>Sarah</i></p>
3.	<p><b><u>HEAD TEACHERS REPORT</u></b> Gordon MacKenzie gave apologies for Helen being unable to attend.</p> <ul style="list-style-type: none"> <li>• An e-mail has been sent to parents regarding the Ceilidh</li> <li>• Aileen Dingwall (Nursery PT) will discuss the printed tea towels and bags with teachers – further info to follow.</li> <li>• GMcK is meeting with school council re playground markings to enable pupils to have an input on how the funds are spent</li> </ul>	<p><i>Helen &amp; Gordon</i></p>
4.	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Sub Groups:</b> As we're approaching the end of this school year, the Committee thought it would be beneficial to prioritise which sub groups are working better than others. It was agreed that PC should concentrate on the 'Keeping Parents Informed' sub group this session and 'Delivering the Curriculum' sub group next autumn.</p> <p><b>Lochend Campus:</b> Lawrence felt that Lochend Campus would benefit from improved signage within the school as was difficult to find way round this building and has volunteered his assistance with this.</p>	<p><i>Dee</i></p> <p><i>Lawrence</i></p>

<p><b>Roof:</b> Gordon stated that the scaffolding has been erected but ELC are still in discussion regarding responsibility. All the classrooms are in use and repairs will take 6 weeks once agreement has been reached.</p> <p><b>Class Reps:</b> Dee and Audrey were concerned that reps were not aware of document outlining role of a class rep – all reps will be notified of this and it will be reiterated that it is on the PC website. ‘Meet the Teacher’ event was the main event for reps to make effective communication with class parents (Dee &amp; Helen have discussed date to ensure this is after AGM). Volunteers for P1 Reps will be requested at the end of this school session. As the AGM is at the beginning of September it would be beneficial if all Class Reps could be confirmed by the end of June and attend the AGM to enable discussion on involvement and roles. Lawrence agreed to take photographs of Reps at the AGM to speed up process. Dee, Audrey and Sarah will attend events where parents are involved. Suggested that all PC reps bring a friend to the June meeting.</p> <p><b>Parent Guides:</b> The draft guides will be given to separate year group reps to ensure that all the relevant year group information is available. It was felt that information such as: sport, trips, musical instruction and swimming would be beneficial to parents. There will also be input and discussion from Helen before guides are issued to parents. Christine LR will bring all guides together.</p> <p>Emma suggested questionnaire to be issued to clarify issues regarding communication – to work in partnership with school.</p> <p>Parent Council newsletter to go out before Easter and before June if possible.</p> <p><b>Finance Report:</b> Emma stated that Parent Council debit cards can now be used and proposed that they be kept in the school safe. Two people are needed to authorise – an e-mail will be send from Emma and the pin from Audrey/Dee. Anouska has set up an account for the parent Council with ‘Pick and Choose’.</p> <p><b>Parent Request:</b> A parent had requested leaflets to be handed out using school post to advertise a ‘See-Saw mobile market’ selling nearly new items for children. The first event is being held on 29 April at Hallhill and profit will be donated to Parent Council. This was proposed by Dee and agreed in principle.</p> <p><b>Olympics and Jubilee:</b> Gordon stated that the school would be marking these events and discussions were on-going. A possible activity for the Olympics was that each year group represented a country on Sports Day. He will check with Pam and Aileen if the Nursery will be part of this as are not part of the school Sports Day activities.</p> <p>Various suggestions were given as to how to mark these events from the Parent Council and possibly doing activities during the School Fair.</p>	<p><i>Dee, Audrey Sarah &amp; Lawrence</i></p> <p><i>All &amp; Helen G</i></p> <p><i>Emma &amp; Helen G</i></p> <p><i>Gordon &amp; Helen</i></p>
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	<p><b>Nominate a Cause:</b> Asda is promoting the above to promote local charities. The three causes with the most votes will be available for funding or part-funding. Suggested the following could be put forward: SciFest, Science Club and Readathon. This was agreed by PC.</p> <p><b>Shared Services:</b> Don Ledingham is the joint Director of Education and Children’s Services at East Lothian and Midlothian Councils.</p> <p><b>Festivals:</b> Dee is attending a meeting with ELC and is working with the other major festivals in the area: Lennoxlove Book Festival, Lammermuir Music Festival, Three Harbours and Fringe by the Sea in North Berwick to make East Lothian a ‘Festival County.’</p>	
5.	<p><b>Date of Next Meeting:</b> <b>Wednesday 18<sup>th</sup> April</b> at 7.30 in the John Muir Campus Library.</p>	

PARENT COUNCIL: BREAKDOWN OF £60 ALLOCATION

Harbour/Seashore	Orchard toys, monster bingo, doodlebugs, creepy castle
Woodlands	Amazon jigsaws
Lighthouse	Amazon 2 chicco bullet balance bikes
Haven	Asco fingers and toes, party number puzzle, sorting houses
P1A	P1 classes grouped together
P1B	Amazon bananograms, jcb multiconstruction, Melissa and doug castle wooden figures, farm family set, aquatic nature tube
P1C	Water fun set pretend and play airport set
P1D	Fuzzy felt sets parachutes jumbo tweezers
P1E	Insects convection poly bag
P1F	Workbench all Amazon website
P2A	Amazon, slug in jug, yo ho ho, tummy ache, fruit frenzy, super marble run, giant snakes and ladders, hairy mclary story collection
P2/3	Amazon construction boxes and tool box
P2C	YPO lego brick set, octoplay, dominoes, peg boards & pegs
P2D	Amazon games and puppets
P2E	Junior Monopoly, Beads from Amazon
P3A	Multilink cubes P3a and b clubbed together
P3B	Multilink panorama scene
P3C	
CP UNIT	Yellow Room – YPO Easigrip Tweezers, Talk Tinie Cards, Big Point
P4A	Football Table Top Game, Pig goes pop
P4B	Monopoly Puppets lego
P4C	Lego, Football Table, Kerplunk
P4D	Lego pavilion Pop up relay set
P5A	Deluxe Mini Desk top table, Kids Compendium Velcro Darts Wii Dance Game, Giant 4 in a row
P5/6	Berol Pens
P5C	Connect 4, Guess who, Pictureka, Frustration, Twister
P5D	Hama Beads Football Table
P6B	Sports Table, & Sea Monkey, Football
P6C	Lava Lamps
P6D	Beanbags
P7A	Football Table, Electronic Dictionaries, Twister, Spiral Art, Spir-Animal
P7B	Snooker Table
P7C	Berol Pens