

## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of Parent Council Meeting Held On: MONDAY 14<sup>th</sup> JANUARY 2019 at John Muir Campus

### Present:

Helen Schoen (Chair)  
Helen Faulds (Co-Vice Chair)  
Jaime Calder (Treasurer)  
Jaclyn Eeles (Depute Head Teacher)  
Stacey Marko (East Lothian Play Association)  
Jennifer Holland  
Emma Buglass  
Debbie Durnion  
Emma Smillie  
Kirsteen Wilson  
Julie Adams

### Apologies

Helen Gillanders (Head Teacher)  
Sara Covey

### **1. APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING**

Helen Schoen (Chair) opened the meeting and thanked everyone for attending. The minutes from the previous meeting (November) were agreed by Julie Adams and Emma Buglass.

### **2. PARENT CHAIR UPDATE**

- Christmas Fundraising: Helen S and Jaime C thanked Sara for organising the sale of Christmas Cards, which raised over £1000 and Emma S for the Elfridges event, which raised over £1100.
- IT Devices: The first order for IT devices has been placed under this fundraising project.

### **3. LOOSE PARTS PRESENTATION**

Stacey Marko from the East Lothian Play Association gave a presentation about loose parts play which uses random items such as tyres, crates and suitcases for children's play. It can encourage children to work together and reduce conflicts and accidents in the playground. Staff training sessions are currently underway, with parental engagement and pupil sessions to

follow. A launch date at the John Muir Campus is planned for before the February break, weather permitting. Stacey thanked the Parent Council and Rotary Club for funding the Play Pod.

Emma B and Debbie will recruit a team of parents to help collect materials and prepare the Pod for the launch, coordinating with Stacey. Donors would be invited to the launch.

Helen S thanked Stacey for her presentation. **(Action Emma B/Debbie/Stacey)**

#### **4. REPORT FROM HEADTEACHER**

- School Improvement Plan: This would be carried over to the next meeting. **(Action: Helen G)**
- Arrangements for Late Pick-Ups from School Trips: Helen G sent apologies for the recent mistakes made at the pick-up for the P3 panto trip which led to parents waiting for over 30 minutes with no information. Helen S suggested that it should be standard policy for at least one member of staff to remain at the school to update parents on such occasions.

#### **5. REPORT FROM TREASURER**

- Account: There is currently £6068.67 in the Parent Council account. £3000 has been set aside for the purchase of tablets and £1500 for the Artists in Residence project in the summer.

#### **6. FUNDING REQUESTS**

- £100 for a tarpaulin for outdoor learning
- £199 for Kapla wooden bricks for the Ringo Room

Both requests were from Mrs. Christopherson and agreed by a clear show of hands. The Parent Council asked whether the tarpaulin would be suitable for use in the loose play pod when not required for outdoor learning. **(Action: Jaclyn)**

#### **7. ELFRIDGES CHRISTMAS FUNDRAISER FEEDBACK**

Debbie reported that everyone had enjoyed the Elfridges event very much. Emma S noted that as this was the first year of this event it had been a good learning experience and improvements had been identified for next year.

## 8. FUNDRAISING PLANS FOR SPRING TERM

- Nursery Toy Sale: It was agreed that the Nursery should decide whether to hold this event.
- Easter Fun Day: Several suggestions were discussed, including a decorate an egg competition and an egg drop challenge. Helen S would set up an Easter fundraising committee at the next meeting. **(Action: HS)**
- School Fair: This would be discussed at the next meeting. Suggestions included riding, assault courses and virtual reality.

## 9. DATA PROTECTION POLICY

Connect (SPTC) had recently e-mailed a suggested data protection policy. Judy would send this out to Class Reps for comments to be received before the end of January. Helen S would e-mail Bev Skirrow at ELC to find out what other Parent Councils are doing. **(Action Helen S/Judy)**

## 10. AOB

- Library: Jaime reported that problems with the Library computer had resulted in several parent complaints that pupils could not take books out. Jaclyn Eeles would check availability of a replacement computer. In the meantime, it was suggested that all incidents be logged with the school office so that ELC is made aware of the scale of the problem. Jaclyn Eeles would alert Angela in the School Office. **(Action: Jaclyn)**
- Social Media: Emma S noted that the Moderators/Admin on the Parent Council Facebook Page are no longer in the Parent Council. It was agreed that Helen S and Helen F would arrange for the Chair, Vice-Chair and Treasurer to be the only admins for Social Media sites.
- Uniform Rail: There would be an update at the next meeting. **(Action: Helen G, Jaclyn)**
- Civic Week: The Civic Week Committee has requested volunteers to help organize the Civic Queen and Court events. It was suggested that parents of the Queen and Court could take on these duties. Helen S would inform the Committee. **(Action: Helen S)**

**11. DATES OF NEXT MEETINGS (7-9pm) at John Muir Campus Library**

- Tuesday 26th February 2019
- Monday 1st April 2019
- Tuesday 14th May 2019
- Monday 10th June 2019

Signature of Chair: ..... Date: .....