

## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of Parent Council Meeting Held On: TUESDAY 20th NOVEMBER 2018 at John Muir Campus

### Present:

Helen Schoen (Chair)  
Helen Faulds (Co-Vice Chair)  
Jaime Calder (Treasurer)  
Debbie England  
Helen Gillanders  
Laura Turney  
Kelly Weir  
Emma Buglass  
Julie Adams  
Karen Divers  
Kirsteen Wilson

### Apologies

Susan Brennan  
Hazel Baptie  
Sharon Brown  
Jaclyn Eeles  
Michelle Higginbottom  
Sara Covey  
Gillian Heavie

### **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 (October) were agreed by Jaime Calder and Kirsteen Wilson.

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

- Sun Vouchers: There has been a very good response to request for Sun Vouchers. Helen to contact about getting a box for each campus and/or donating to another school dependent on the amount of vouchers received. (*Action: Helen S*)
- Write for Devices: P7 pupils and Miss Mackenzie have been contacting companies to try to get funds for IT devices. The amounts received so far are: £500 from Eve Coaches and £804 from Cala.

- Nursery Toy Sale: Due to no volunteers to run this it was suggested to reschedule to Easter.
- ELC Training: Any Parent Council Reps interested in the East Lothian Council training for Parent Chairs and Treasurers to contact Helen S.

## 2. REPORT FROM HEADTEACHER

- Report Feedback: The information gathered from the drop in session at Parents Evenings was that 82 parents were for the change and a majority had indicated they preferred Option 1 report. The target sheets had proved helpful and would be used at the next meeting. At the final session parents and pupils will be able to see the work the specialists have been working with the pupils on, and view the work in the classroom. It was agreed that there was enough parental opinion to move this forward. Helen will add information to go out in Newsletter. **(Action: Helen G)**
- Staffing Update: Charlotte Jordan (Class Teacher at Lochend Campus) is leaving on 20<sup>th</sup> December 2018 to be a Family Support Worker and Gill Veitch (Class Teacher at Lochend) will be going on her maternity leave at the same time.
- Ace Chrome Books: Helen has 20 names of companies and individuals who have offered to fund an Acer Chrome Books for Nursery, P1,2 and 3.
- Playpod: Helen asked if there was any possibility of Parent Council loaning the school £1000 to enable staff training to go ahead so the Playpod can be used. *(This was agreed by a clear show of hands).*
- Budget Savings: Helen mentioned that the council is now looking at how savings can be made across the whole council and that HTs were meeting to identify areas they feel are priorities that will have less of an educational impact.
- Volunteers: Please contact the school office if you are able to assist with wrapping presents on 30<sup>th</sup> November or 7<sup>th</sup> December.

## 3. FUNDRAISING

- Elfridges: Emma gave an update on the 'Elfridges' event being held at John Muir Campus on 8<sup>th</sup> December between 10.00 and 12.00. Letters will be going out to pupils on Friday 23<sup>rd</sup> November. There will be Christmas Stalls and Christmas Bake off (judged by Community Baker. Any spare wrapping paper to be handed in to office. If you are able to help on the day please contact Emma or school office. Helen will ask if any P7's are able to assist **(Action: Helen G)**

#### 4. REPORT FROM TREASURER

- School Calendars: Jaime thanked the P7 pupils their help in selling the School Calendars at Parents Evenings. The calendars have sold really well and there are only a few left.
- Account: There is currently £6562.81 in the Parent Council account (this includes donations of £500 from Eve's and £804 from Cala). £1800 has been raised by the sale of the calendars (the printing costs still to be paid but this was covered by the advertisers payments).

#### 5. FUNDING REQUESTS

*Funding Requests (All agreed by a clear show of hands)*

- £1000 (Loan until March) for shortfall of funds to train staff for Playpod
- £250 (issued now and £250 later) for Nursery Books (Request from Rachel Murray)
- £804 (given to school from donation from Cala for Chrome books)
- £500 (given to school from donation from Eve's for Chrome books)

#### 5. ANY OTHER BUSINESS

- Handwashing: Helen will add information to Newsletter about the importance of handwashing before pupils go for lunch and after visiting the bathroom. The Nursery are doing handwashing activities. There will also be a power point presentation at Assembly.
- Playground: Debbie mentioned that there was some concern amongst parents about an increase in the number of incidents in the playground and what the procedure was for any injuries. Gail stated that the role of the Playground Supervisor includes a lot of mediation to solve disputes which pupils are encouraged to find solutions between themselves if at all possible. The management team deal with any major injuries which are recorded in the medical room where 'bumped head' slips are issued if required. The aim at present is to get the Playpod up and running as soon as staff have been trained. The Nursery are teaching playground games Helen will do playground survey with pupils (**Action: Helen G**).

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

- Monday 14<sup>th</sup> January 2019
- Tuesday 26<sup>th</sup> February 2019
- Monday 1<sup>st</sup> April 2019
- Tuesday 14<sup>th</sup> May 2019
- Monday 10<sup>th</sup> June 2019

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