

## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of Parent Council Meeting Held On: MONDAY 10<sup>th</sup> JUNE 2019 at John Muir Campus

### Present:

Helen Schoen (Chair)  
Jaime Calder (Treasurer)  
Jennifer Holland  
Emma Buglass  
Helen Gillanders (Headteacher)  
Susan Brennan (Teacher Rep)

### Apologies

Emma Smilie  
Laura Turney  
Emma Vance  
Sarah Covey

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

Helen S (Chair) opened the meeting and thanked everyone for attending. The minutes of the May meeting were agreed by Helen G and Helen S.

### **2. HEADTEACHER'S UPDATE**

Helen G gave an update: -

#### Staffing

- 5 NQTs had been agreed.
- 2 teachers had been released to support teaching and learning; 1 at each campus. They would concentrate on digital learning, numeracy and literacy.
- Interviews for the post of Business Manager and Early Years Manager would take place next week.
- Helen Bennett had been appointed as Principal Teacher, Innerwick Primary School.

#### John Muir Week

This was a great success, providing good preparation for camp by giving pupils experience of nights away from home. The pupils had enjoyed building bird boxes, hedgehog homes and other biodiversity activities.

#### School Improvement Plan

This would be put on the school website for parent and carer comments. The final version would be available at the 'Meet the Teacher' nights in August.

#### Proposed Outdoor Learning Environment – Lochend Campus

The School would like to create an outdoor learning environment at Lochend Campus on a site approximately large classroom size. Learning outcomes would include physical activity, reduction of harm potential, resilience and skills development and risk management. Help from the Parent

Council was sought to contact the Community Council, local Councillors and the Landowner. Funds would also be sought to purchase materials and build the outdoor area which would be a designated space for the school, but would be available for use by the community. It was noted that there had been problems with vandalism at similar sites in the area so security would have to be considered carefully.

Helen S would prepare a draft letter for comments from Parent Council members to Councillor Hampshire to seek both support for the project and advice on security. The Community Woodland group would also be consulted. Helen G would also contact Councillor Hampshire prior to a press release in late August.

*(Action Helen S/Helen G)*

#### Other

- Pupils would meet their new teachers on Monday.

### **3. SCHOOL FAIR - FEEDBACK**

Helen S had received good feedback; there had been a friendly atmosphere at the fair with the brass band and east Coast FM being particularly well received. The Selfie booth traffic was steady. Parents felt it was a good feature but that a different location should be tried next year. Helen G thanked everyone involved.

### **4. TREASURER'S UPDATE**

Jaime gave an update; the barbecue had raised £460, adding to the total of £3484 raised from the school fair in total. There was currently £7192 in the account, £6400 of which was available for funding applications.

### **5. FUNDING REQUESTS**

Helen G confirmed that the 'Artist in Residence' scheme would be extended from 5 to 6 days; Susan would be contacted to confirm. Helen G would provide information about costs.

*(Action: Helen G)*

The following requests were all approved in full by a clear show of hands: -

- £1000 for maths resources - this request was for equipment such as geometry instruments, scales, counters, mirrors etc.
- £350 for P7 events – comprising £200 for the P7 disco and £150 for props for the P7 show.
- £150 for the final stage of the Pod training.
- £250 for sports day equipment for the John Muir Campus and team t-shirts for sporting events at Lochend Campus.

### **6. FUTURE OFFICE BEARERS POSTS**

Helen S thanked Helen F and Jaime for their work and support. It was noted that Sarah Covey had offered to take on the role of Treasurer next year. The posts of Chair and Vice-Chair were

still vacant; Helen S would put out a post explain what the roles involved and also requesting class reps. Helen G would organize a group call towards the end of term.

***(Action: Helen S/Helen G)***

**7. AOB**

- Stop, Hop and Drop – Emma B requested signs to remind pupils to get off their scooters. It was suggested that pupils could help to design signs or path markings and that Torness should be approached for community funding.
- School Gates – Staff would remind pupils and parents and carers to shut the school gates.
- School Calendar – Help was requested to prepare the school calendar; the school office would co-ordinate help.
- Meet the Teachers nights would be held on: -  
P1 - P3 : 27<sup>th</sup> August, John Muir Campus  
P4 - P7 : 28<sup>th</sup> August, Lochend Campus

Helen G thanked the Parent Council for its work over the past year.

**8. DATE OF NEXT MEETING**

The AGM would be held on Monday 19<sup>th</sup> August in the Library, John Muir Campus.

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