



## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

### Minutes of Meeting held on Tuesday 4 November 2008 at 7.30p.m.

**Present:** Morag Readman (Chair) – Haven  
Sarah Duguid – Lighthouse a.m./Comms.; Dee Davison – Lighthouse p.m.  
Sue Anderson – Woodlands p.m.  
Janet McDougall-Welch – P1B; Jackie Gourlay – P1D  
Jennifer Goldie – P2B; Laura Bullen – P2C; Emma Hexley – P2D  
Judy Newton – P3D  
Isla Paterson – P4C  
Andy Napier – P5D  
Rob Barley – P6A  
Paul McLennan – P7A & Councillor  
Jo McGinty – Comms.  
Helen Gillanders - Head Teacher; Hazel Sampson – Staff Rep.

**Apologies:** Sarah Everard; Elspeth Richards; Sue-Guy Inglis; Lorraine Laird;  
Eileen Fisher; Paddi O'Brien; Shona Ronan; Sarah Watt; Kirsten Collin;  
Jackie Gourlay; Lynn Carter; Cllr. Jackie Bell

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|   | Morag welcomed everyone and introduced Hazel Sampson who will be the Staff representative.   |          |
| 1 | <p><b>Minutes of Last Meeting:</b> These were taken as read.</p> <p><b>Matters arising:</b> (i) Soap in toilets – Helen had asked the cleaners to keep a check on this.</p> <p>(ii) Cycle rack – No further progress at present.</p> <p>(iii) Recycled waste in Dining Hall – As yet, there had been no response from Elite Catering.</p> <p>(iv) Public Meeting – This had been very poorly attended. It was suggested that perhaps the early start of 7p.m. had a bearing on the turnout. It was agreed to ask Don Ledingham to give some feedback to parents about the meeting. Paul McLennan agreed to put a copy of the Presentation on the School and Parent Council websites. He also agreed to arrange a visit for members to Windygoul Primary School which was one of the newest in E. Lothian. A request was made for this to be during daylight hours if possible.</p> <p>Dee Davison has agreed to replace Gordon Saunders on the Communications Group.</p>   | MR/ PMcL |
| 2 | <p><b>Head Teacher's Report:</b></p> <p>(1) <b>"Jeans for Genes"</b> had been a great success, raising just over £800.</p> <p>(2) A fundraising event will take place on 14 November in aid of <b>"Children in Need"</b>. Helen said that a proportion of what is raised will go towards a fund which has been set up to obtain a prosthetic leg for the son of Bob Anderson, former County Ranger. Bob's son, who is a pupil at Law P.S., North Berwick, has had to have his leg amputated through illness.</p> <p>(3) There will be a <b>"Friendship</b> (as opposed to anti-bullying) <b>Week"</b> in November which will include an assembly on the subject of bullying. Helen also said that a new draft policy is being drawn up and will be submitted to the P.C. for consultation in due course.</p> <p>(4) Helen had asked the authority if a <b>pedestrian walkway</b> could be provided across the new grassy area in the playground to assist with congestion and it was hoped that this will be done within the next few months.</p> <p>(5) <b>Nursery Hallowe'en Party</b> – There had been a lack of helpers resulting in some of the activities having to be cancelled. It was suggested that this was perhaps due to a lack of clear communication.</p> <p>(6) <b>HMIE</b> – An Inspector had visited school for a pre-inspection talk and, if desired, Helen was happy to give a Presentation to the P.C. on this subject.</p> |          |

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|   | <p><b><u>Head Teacher's Report cont'd.</u></b></p> <p>(7) A <b>Staff Monitoring Programme</b> had been established.</p> <p>(8) Helen is meeting a rep. on Wednesday to discuss acquiring a suitable <b>Tuancy Call Automated Service</b> for use in emergencies as well as for alerting parents of their child's absence. It was agreed that the onus is on parents to contact the school if their child was to be absent. This would save a tremendous amount of administration staff's time.</p> <p>(9) A <b>Uniform check</b> had been very successful – 98%.</p> <p>(10) <b>Christmas arrangements</b> for this year will be the same as for last with the exception of the "D" Factor. This will probably take place at the end of the Easter term.<br/>The P.C. requested as much notice as possible of requirements for parent helpers.</p> <p>(11) A very successful <b>Quality Improvement visit</b> had taken place.</p> <p>(12) There had been 2 half day <b>exclusions</b> for the use of foul language to a teacher. Pupils must realise that the use of foul language will not be tolerated.</p> <p>(13) Helen requested a <b>grant</b> of £100 cash from the P.C. to cover any minor incidental expenditure which may arise. E. Lothian policy was for all purchases to be done either by requisition or school credit card and this was not always possible. It was agreed to grant this request.</p> <p>(14) "<b>Red Nose Day</b>" – assistance for the sale of these was requested from the P.C.</p> <p>(15) <b>Budget</b> – Helen outlined the amount of money allocated to the school, based on the school roll. However, from this the school was expected to make a 2.25% energy efficiency saving and she was working on how best to tackle it. Paul explained that a Consultation Document will be submitted to the P.C. for responses, the deadline for these being 19 December 2008. It was agreed that a sub-committee of P.C. reps should be formed to meet and discuss this highly important subject with a view to preparing a draft response for consideration by the P.C. at the next meeting. Morag and Isla, being the only volunteers, would undertake this task.</p> | <p>RO'R</p> <p>MR/IP</p> |
| 3 | <p><b><u>Treasurer's Report:</u></b> In Rebecca's absence Morag reported that the current balance stood at approx. £3000. Morag was pleased to announce that, included in this figure was £500 which had been passed on by the now defunct "Friends of Dunbar Primary".<br/>It was agreed that last year's "Wish List" should be revisited and updated to help decide how the money should be spent.</p>   |                          |

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|   | <p><b><u>Treasurer's Report cont'd.</u></b><br/> The sale of calendars was underway and a healthy profit was expected.<br/> "Spooky Night" – 220 tickets had been sold and a profit of £178 made which represented half of the total raised – the other half going to the Countess Youth Centre as previously agreed.</p>   |               |
| 4 | <p><b><u>Sub-Committee Reports: Fundraising</u></b> – In Sarah Everard's absence, Andy read out a report from her. She thanked everyone for their help at the very successful "Spooky Night" but would have appreciated a bit more assistance.<br/> The next event being arranged was the Christmas Hampers. It was hoped to have the first hamper made up for Ladies' Night to sell tickets. Tickets will also be on sale at both Parents' Evenings. Tickets will be £1 per strip and it was proposed to sell these around the school on Fridays. (Alternative arrangements need to be made for Nursery a.m. ) Assistance from P.C. members was requested. Arrangements were being considered for an event to coincide with the Christmas Lights switch-on on 30 November.<br/> <b><u>Parent Forum Volunteers</u></b> – No report available at this time.<br/> <b><u>Healthy Living/School Environment</u></b> – No report at this time.<br/> <b><u>Communications</u></b> – (i) Suggestions were required for updating Website. E-mails to Sarah please.<br/> (2) Working on the preparation of a Welcome Pack for new P.C. Class Reps.- suggestions for content were requested.<br/> <b><u>Communications</u></b> – a detailed report was attached to the Agenda.<br/> <b><u>Quality</u></b> – A report was also attached to the Agenda.</p> |               |
| 5 | <p><b><u>Equalities Training Proposal:</u></b> Due to Paddi's absence it was not possible to discuss this item.</p>   |               |
| 6 | <p><b><u>Any other business:</u></b> (A) School Photographs – Is there a cheaper alternative? - Helen said that the current company had proved to be the best at arranging to photograph all the children in such an organised and swift manner and was used in most schools in East Lothian.<br/> (B) P1/2 Lines - Parents were still assembling around the lines. Helen said that she would attempt to try and solve this situation. It was also pointed out that dogs were <b>not allowed</b> inside the school gates. Animals should be tied up outside school with due consideration to others.</p>  |               |

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|  | <p><b><u>Any other business cont'd</u></b></p> <p>(C) Puddles at school gates: Paul agreed to chase this up with the authority.</p> <p>(D) Helen announced that Nadia Percy-Davis, Learning Support Teacher, was taking a year's leave of absence as of 5 January 2009.</p> | <b>PMcL</b>   |
|  | <p><b><u>Next Meeting:</u></b> The next meeting will take place on Monday 1 December 2008 at 7.30p.m. in the school.</p>  |               |