



DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of meeting held on Tuesday 6 January 2009 at 7.30p.m.

Present: Morag Readman (Chair) - Haven
Wendy Kellock – Harbour
Janet McDougall-Welch P1B; Shona Ronan P1C; Jackie Gourlay P1D;
Sarah Watt (Vice) – P1E
Jennifer Goldie P2B; Laura Bullen P2C; Emma Hexley P2D
Jenny McGlinchy P3C; Judy Newton P3D
Kirsten Pearson P4A; Susan Love/Bernadette Daff P4B
Susan Guy-Inglis/Rob Barley P6A
Paul McLennan Cllr & P7A
Cllr. Jacquie Bell
Helen Gillanders H.T.

Apologies: Sarah Fletcher; Susan Mowatt; Anne-Marie Napier; Andy Napier;
Eileen Fisher; Samantha Ball; Sarah Everard; Lorraine Laird; Lynn Carter

		Action
	Morag welcomed everyone to the meeting.	
1	<p>Minutes of Last Meeting: These were taken as read.</p> <p>Matters Arising: (1) Puddles at school gates: Paul understood that this matter will be dealt with by the end of January.</p> <p>(2) Visit to Sanderson's Wynd School: It was agreed to e-mail all P.C. members to ascertain interest in this visit and for someone to co-ordinate same. Susan Watt intimated her interest in the visit.</p> <p>(3) Freecycle of school uniforms, books, toys etc. in school: Susan Love and Judy Newton agreed to co-ordinate distribution etc. once some sort of definition of parents' requirements was established. It was agreed to do ask parents via the P.C. Website and the Parent Forum newsletter.</p>	MR
2	<p>Head Teacher's Report:</p> <p>Automated Call Service: East Lothian Council was currently working on the safety procedures and it was hoped to have the service up and running at the end of January/beginning of February.</p> <p>Class Outings: Helen had arranged for lists of class outings etc. to be drawn up and these will be available at the end of this week.</p> <p>Class/School Events: <u>Starlab</u> visit for P2 to co-incide with class project.</p> <p><u>African Drumming</u> for P4.</p> <p><u>Football training</u> for P7.</p> <p><u>Basketball</u> for P6.</p> <p>P. Clark, DHT arranging <u>girls' football</u> for Spring Term.</p> <p>Annual <u>Burns Competition</u>.</p> <p><u>Storytelling Day</u>.</p> <p>P5 to hold <u>Quiz Night</u> on <u>Friday 27 February</u> to raise funds for York Trip.</p> <p>"<u>Homecoming 2009</u>" – School to hold a <u>Garden Party</u> on <u>8 May</u> as part of these celebrations.</p> <p><u>Internet Safety Talk</u> will be held on 22 January from 7.30p.m. – 9p.m. This talk raises awareness and also offers advice and whilst targeting P5 – S1, Helen encouraged <u>all parents</u> to attend.</p> <p><u>Outstanding Lunch Monies:</u> A number of debts remained unpaid from last year. Helen intends to do her best to recover these but parents must do their best to ensure that lunch money is paid on time.</p> <p>For <u>pupils' safety reasons</u> a decision had been taken that all P1 & P2 pupils should be collected after school. Helen will be informing parents by letter and it was hoped to start this procedure a.s.a.p.</p> <p>At this point Morag, on behalf of the P.C., thanked Helen and her staff for all their efforts with the Christmas arrangements.</p>	

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3	<p><u>East Lothian Council's Budget Consultation:</u> Morag thanked everyone who had forwarded their comments on the Consultation. The Assoc. of Parent Council Members intended keeping this issue as high profile as possible. Paul informed members that the Budget Meeting will take place on 10 February 2009 and all responses will be considered. Jacquie reported that there had been a total of over 1000 responses.</p>	
4	<p><u>Sub-Committee Reports:-</u> <u>Fundraising</u> – Morag reported that the School Fair will take place on Saturday 13 June 2009. Janet was keen to do a sponsored "Readathon" in March. <u>Parent Forum Volunteers</u> – Sarah felt that the co-ordination of volunteers was perhaps more important than a sub-committee. She was still working on this. <u>Healthy living/School environment:</u> Morag Haddow had been busy working on an Active Travel display. It was hoped to hold a school assembly on this subject during the winter months. Helen said that Pam Clark was now the point of contact for the school garden and it was planned to have a "wild meadow". Helen also reported that the staff were taking forward the Healthy Living Programme. <u>Communications:</u> A design template for Nursery class reps. poster is being worked on. Katrina McKenzie and Sarah Duguid were developing the Website. The school notice board information was being improved. The first draft of the Class Reps. pack is almost complete. The new e-mail address was now operative - <u>dunbarprimaryparents@live.co.uk</u> It was suggested that it might be useful for class reps. to be introduced to class teachers at the "Meet the Teacher" evenings. <u>Quality:</u> It would be helpful to have workshops for parents to enable them to help their children with homework etc. Helen was happy to provide these but needed to have information on which specific topics. The possibility of a Year Group Handbook for class reps. was mooted. Susan Guy-Inglis will provide a sample template for class information.</p>	

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5	<p><u>Treasurer's Report:</u> Morag intimated that sadly Rebecca was moving away from Dunbar and therefore a replacement was required for the post of Treasurer. It was agreed to inform all the P.C. members in the hope that someone will volunteer for this position. A basic knowledge of cash handling and the ability to produce an Excel spreadsheet were the essential requirements. Calendar sales - £2177.15. Advertising revenue - £1100. Morag expressed thanks to all those who had been involved. Christmas Hampers had raised £591.72 profit. Thanks again. Ladies'Night - £3190. Many thanks to Lindsay Barley and also to everyone who had assisted. (£3000 has been earmarked for specific school requirements). An Audit of the P.C. accounts will be arranged prior to handover to new Treasurer.</p>	MR
6	<p><u>Equalities:</u> Due to Paddi O'Brien's absence from the meeting this item was held over for future discussion.</p>	
7	<p><u>Any Other Business:</u> <u>Small Car Park</u> – The use of the disabled parking spaces was being abused. It was agreed to highlight this problem in the next P.C. newsletter. Jacquie agreed to raise the matter at the next council CAP meeting. <u>Cluster Meeting</u> for Parent Councils to be held in Dunbar Grammar School on 10 March. 2 Representatives from Dunbar Primary P.C. to attend – names to Morag. Please also advise Morag, in advance of the meeting, of any items for the agenda. <u>Indoor shoes & P.E. kit in P1 & P2</u> – A request was made to have these returned to parents for checking at half-term.</p>	MR MR HG/Parents
	The date of the next meeting will be Wednesday 4 February 2009.	