



## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

### Minutes of meeting held on Monday 7 June 2010 at 7.30 p.m. in Dunbar Primary School

**Present:** Morag Readman (Chair) – Haven a.m.; Heather Kilfara/Liz Young – Lighthouse a.m.; Carol Wall – Haven p.m.; Susan Mowatt- Woodlands a.m.; Annie Beatty – Woodlands p.m.  
Pippa Johnston – Harb./Sea a.m.; Janet McDougall Welch p.m.; Helen Clark P1A; Sarah Duguid P1B; Deborah Piner P1C; Fiona Smith/AudreyCameron – P1D  
Dee Davison/Elspeth Richards – P2B; Marie Savage P2C; Jackie Gourlay P2D  
Laura Bullen P3C; Emma Hexley P3D  
Jenny McGlinchey P4C;  
Kirsten Pearson P5A; Susan Love P5B; Isla Paterson (Treas) P5C;  
Lynn Fenn P6A  
Sarah Laing/Gayle Pacitti P7A; Lorna Allan P7C

**Other Attendees:** Helen Gillanders H.T.; Councillors Norman Hampshire & J. Bell; David Summersgill, Sign Language Interpreter.

**Apologies:** Sarah Watt (Vice-Chair); Sheena Richards; Sonya Lugton; Emma Fairbairn; Bernadette Daff; Cath McPhillips; Anne-Marie Napier; Mark Patterson; Cllr. P. McLennan

		Action
1	<p><b><u>Minutes of last meeting: (Matters arising):</u></b>  <u>Water bottles:</u> Now in school and will be distributed at Nursery Transition meeting on 18 June.  <u>School Fair:</u> Morag reported that everything seemed to be progressing smoothly and Sarah (Watt) had worked hard on the list of volunteers and also in obtaining Tombola prizes. She thanked the school for their help with printing leaflets.  <u>Meetings:</u> Morag had received no responses for a representative to attend the ELAPC meeting on 7 June. Dee was unable to attend the E.L. Heritage Forum meeting on Wednesday 16 June but Kirsten agreed to attend.  The minutes were taken as read.</p>	KP
2	<p><b><u>Head Teacher's Report: Staffing:</u></b> Helen reported that the vacancies had been advertised and she hoped to interview applicants on 21 June. It was anticipated that letters to parents will be issued on 22 June with class/teacher information and everyone will have an opportunity to "Meet the Teacher" on 28 June.  <u>Inspection:</u> An Inspector of Education had visited the school as part of the Cluster Initiative to see how the school is handling transition and the Curriculum of Excellence. His feedback was very positive and he had been impressed with the pupils, finding them extremely polite and happy. More details will be issued at a later date.  <u>In-Service Day:</u> This had been spent discussing the School Improvement Plan. Helen will extract information from the Quality &amp; Standards Report and issue to parents in early August.  <u>Building works:</u> The groundwork for the 4 new classes will begin on 14 June. Work will start on the buildings on 2 July.  <u>Animals in school:</u> Helen had received a report of a ferret/polecat in school. She also understood that a child had been bitten as a consequence. Pets should not be brought into school.  <u>Bicycles/Scooters:</u> Helen asked the P.C's support to encourage pupils, including nursery pupils, not to cycle or scott inside the school gates.  <u>Meadowbank Athletics:</u> Helen was pleased to report the school's victory at this event and expressed thanks to both Mrs Lyle and Richard for their coaching input.  <u>Lunches:</u> Only hot lunches will be served and the menu will operate on a two week rotation instead of the current 4 weeks. The P.C. will write to Elite Catering expressing their views on these changes.  <u>Skills:</u> 4 teachers have finished training on Forest Wood skills.  <u>School Names: /</u></p>	MR

		Action
2	<p><b><u>Head Teacher's Report cont'd.</u></b>  <u>Campus names:</u> The Nursery – P3 building will be called the “John Muir Campus” and the new school for P4-7 will be called the “Lochend Campus”.</p> <p>Helen was asked about the information evening on composite classes and said that this will be arranged for week commencing 14 June. A letter will be issued to parents and she suggested that any questions be submitted to her prior to the meeting to facilitate responses.</p>	
3	<p><b><u>Treasurer's Report:</u></b> The current balance stood at £7144.00. From this school will be given a cheque for £3288 to cover items on the “wish list”. The amount of £546.47 will also go to the school from the “Read-a-thon” event.</p> <p>Janet explained that this money will be used to stock up on accelerated reader books. A laptop has also been purchased for admin. use in the Library.</p>	
4	<p><b><u>Correspondence:</u></b> Morag said that only two items of any note had been received and these concerned Licensing and Gambling Regulations which were not relevant to the P.C. However, Cllr Bell advised that Morag should send a negative response re the questionnaire.</p>	MR
5	<p><b><u>Parents' Guide:</u></b> Morag thanked everyone for their responses and distributed draft notes for each class stage. The meeting then formed into groups to consider these notes and also to make any additional comments. Once the meeting had re-convened Morag explained that this document will be of an ongoing nature and further amendments could be made as and when required.</p>	
6	<p><b><u>Preparations for AGM and 2010-11 Session:</u></b> Morag said that the AGM will take place on <b>Tuesday 7 September 2010</b>. Preparations will take place over the Summer holidays. She announced that she will not be seeking re-election as Chair and there could be other office-bearer vacancies. As well as the P.C. members giving some thought to putting themselves forward for these posts, it was agreed to include this as an item in the next Parent Forum Newsletter, giving the wider parent community the opportunity to consider applying.</p>	
7	<p><b><u>Any /</u></b></p>	

7	<p><b><u>Any Other Business:</u></b> (a) Community Based Management of Schools – The Local Authority had held a cpmferemce on this and a feasibility paper is being drawn up and should be available by December.</p> <p>(b) Garden – Dee made a plea for more parents to get involved next year. A grant had been received and this will be used to create flower beds at the front of the school.</p>	
8	<p>Morag thanked everyone for their contributions to the Parent Council over the past year.</p> <p>The next meeting will be the <b>AGM</b> on 7 September 2010 at 7.30p.m. in The School Hall.</p>	