

DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of Meeting Held On: Tuesday 4 November 2014 at 7-9pm at John Muir Campus

Tracy Gillespie (Co-Chair)
 Lisa Lumby (Vice Chair)
 Sarah Horsburgh (Vice Chair)
 Deborah Curtis
 Helen McLachlan
 Jacqui Preston
 Angie McDougall

Joanne Robinson
 Fiona Houghton
 Susan Brennan
 Jaclyn Eeles
 Trudy King
 Helen Gillanders
 Julie Adams

Apologies:

Siobhan Thomas
 Lucy McCloughan
 Heather Kilfara
 Margaret Brown (Treasurer)
 Suzanne Burgess
 Steph Gilmartin

Jenny Cowsil
 Dee Davison
 Jane Lockett
 Tracy Drysdale
 Will Collin, Dunbar Community Council

1.	<p>APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING Tracy Gillespie (Chair) opened the meeting and thanked everyone for attending. The October minutes were agreed by Trudy King and Julie Adams. The Lottery will be drawn outwith the Parent Council Meetings (on Friday 7 November in the library at John Muir Campus).</p>	
2.	<p>PROMOTING THE PARENT COUNCIL Pictures of Parent Council reps will be displayed on a notice board at Parents Evenings (and in some cases outside classrooms ie Nursery). They will also be displayed on the Parent Council website with the current FAQs.</p> <p>Tracy will send information to the school requesting volunteers to assist at Parents Evening and what to put on the notice board. One of the suggestions was to inform parents of what items had been funded in the school by the parent council and what the Parent Council is working towards (an A5 leaflet was suggested). The P7 pupils will help with the button vote at the Parents Evenings. Kathy to send Lisa list of items/activities that the Parent Council have funded.</p>	KD/LL
3(a)	<p>LADIES NIGHT (Nov 28 at Hallhill) Tickets will be on sale at the end of the week at both offices (est cost £10). The auction prizes are coming in (The Pine Martin and Howdens have sponsored tables which will raise an estimated £500). Having this event at Hallhill has been a lot less work (caters for 120 people).</p>	
3(b)	<p>SCHOOL CALENDAR This is progressing well. Dates: - Helen and Tracy to discuss Parent Council dates. - The School Fair will be the last Saturday in May (30th). - The Ceilidh (29 January) will be discussed at the next meeting (Helen to check if Miss MacDonald available and the Parent Council will cover the cost of the band).</p>	HG

	<ul style="list-style-type: none"> - Ladies Night next session will be the last Friday in November (27th). - Toy Sale will be 4 December for next session. - Bug Busting – Tracy will pick dates. 	TG
3(c)	<p>TOY SALE</p> <p>Jacqui asked if the Toy Sale can be called ‘Christmas Toy and Book Sale’ (Agreed) and there will be a letter going out to all parents on 7 November.</p>	JP
4.	<p>HEAD TEACHERS REPORT</p> <ul style="list-style-type: none"> • There was an incident at the Halloween Party when a pupil left the building whilst parents were still entering. Helen apologised, expressed her concern and promised to look into the incident. Security arrangements may change in light of the event. It may be that the parents of P1 pupils staying for the whole event next session or all parents staying until the doors are closed. A large amount of pupils came at the same time instead of being staggered which created a very busy entrance hall. AMcD suggested that the letter to parents should state that an adult to stay until child completely settled; to remind pupils that if at all unhappy to speak to an adult; to let pupils know that it will be dark in the hall later on. As always, pupils are reminded about keeping themselves safe and will take part in a formal programme ‘Keeping Myself Safe’ in the Summer term. <p>Helen also talked about the new security system that has been organised: both doors going from the main entrance into the school corridors and the back door will be on a key fob entrance and parents and pupils will need to be buzzed in allowing us to keep a close eye on pupil safety.</p> <ul style="list-style-type: none"> • Helen thanked Sarah for the chair in the library. • The Class Teacher in P2C will be absent for at least a month – Helen is looking for a replacement that will minimise disruption to class. (Helen and Pam attend the P2 planning meetings to ensure continuity of learning across all of the P2 classes) • Colin Baird informed Helen that a traffic notice with flashing lights will go up on Countess Road. • Helen and Tracy will be attending a ‘Working with our Parent Council Event’ tomorrow. • Tracy agreed to giving lby a gift on his retiral on behalf of the Parent Council. <p>A self-evaluating Activity was carried out using the following statements:</p> <ul style="list-style-type: none"> • Partnership with Parents • Expectations and promoting attainment • Working with and engaging the community • The schools success in involving parents • Stop, Start, Continue 	HG
5.	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • The PLI for Scifest will stay with the Parent Council. • The Treasurer is unavailable at present – Tracy will be the contact at present. • The non-slip covering is now in place at the Nursery. • HMCL stated that there was a large amount of traffic/foot congestion at Lochend Campus beside the AstroTurf pitch. Helen will mention to pupils. 	HG

6.	DATES OF NEXT MEETING (7-9pm) The next meeting will be held at John Muir Campus on: Monday 1 December 2014 at 7.00pm.	

Signature of Chair: Date: