

DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of Meeting Held On: Monday 1 October 2012 at 7.30 at John Muir Campus

Present:

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| 1. Dee Davison (Co-Chair, P5B) | 2. Cath Mackay (P1C) |
| 3. Audrey Cameron (Co-Chair, P1F) | 4. Mo Sangster (P2B) |
| 5. Emma Hexley (Treasurer, P5A) | 6. Grainne McIntyre (P3D) |
| 7. Kirsteen Wilson (Seashore AM) | 8. Sharon McVitie (P3E) |
| 9. Grainne McIntyre (Seashore – AM) | 10. Marie Savage (P4C) |
| 11. Sarah Duguid (P1A) | 12. Janet McDougall-Welch (P5b) |
| 13. Julie Adams (P1B) | 14. Lawrence Tierney (P7D) |

Other Attendees:

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| 1. Helen Gillanders (Head Teacher) | 2. Sue Anderson (Civic Week Committee) |
| 3. Susan Brennan (Class Teacher Rep – J/Muir) | 4. Chris Krievs (Parent) |
| 5. David Summersgill (Interpreter) | 6. Bill Sanderson (Parent) |
| 7. Will Collin (Dunbar Community Council) | 8. Gwen Edwards (Parent) |

Apologies:

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| 1. Jaclyn Eeles (Class Teacher Rep – LE) | 2. Jaime Calder (P1E) |
| 3. Emma Vance (Harbour - AM) | 4. Fraser Stewart (P1E) |
| 5. Sharon Rapson (Harbour AM) | 6. Deborah Curtis (P2C) |
| 7. Nicola Maxwell (Harbour PM) | 8. Christine Love-Rodgers (P2E) |
| 9. Kirsty Parkin (Harbour PM) | 10. Catriona Reece-Heal (P2E) |
| 11. Eden Blair (Haven PM) | 12. Helen McLachlan (P4A) |
| 13. Prav Campbell (Woodlands PM) | 14. Lucy McCloughan (P4A) |
| 15. Angela Graham (P1A) | 16. Angela Balharrie (P5D) |
| 17. Jenny McGlinchey (P7D) | 18. |

1.	<p>APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING</p> <p>Dee Davison (Co-Chair) opened the meeting and thanked everyone for attending. The June minutes were approved by Julie Adams and Janet McDougall Welch.</p> <p>Class Rep Pack: This has been distributed to the Class Reps to check. Any amends to be sent to Audrey asap. Every Class Rep needs to complete the ELC form asap and return to Kathy. Audrey to send copy to Helen</p> <p>Sub-Groups: Groups can meet at any time (not necessarily 7.00-7.30 on meeting evenings)</p>	<p><i>ACTION</i></p> <p><i>Audrey Kathy</i></p>
	<p><u>SUB GROUPS MEETING (7.00 – 7.30) REPORTING BACK</u></p> <p><u>Fundraising and Events</u></p> <ul style="list-style-type: none">School Calendar: The date for the March meeting needs to be rescheduled to Tuesday 19 March due to Parents Evenings & Dunbar SciFest 2013. Please forward the dates of any relevant family activities to Morag Haddow asap for inclusion in the calendar.Christmas Cards: The pupils' artwork has been collected and when the proofs are returned, they will be handed out to all pupils. School will contact Sarah on receipt	<p><i>All</i></p> <p><i>Sarah D DPS</i></p>

of the orders so that a date can be arranged to process the orders. It was noted from discussions with Pam Cark (DHT) and P1 teachers and parent feedback that 'Cauliflower Cards' will not be used for P1 next session & only for Nursery.

- **Lottery:** Further info to follow from Deborah & Lee Curtis after final discussions with Dee, Audrey & Emma.
- **Nursery Toy Sale:** It was agreed that as part of the toy sale, uniform and sports kit sale, coffee and cakes would also be sold to broaden this into a social event. Julie Adams, Cath Mackay and Kirsteen Wilson volunteered to organise this event, which will be held at John Muir Campus on Friday 30th November
- **Ladies Night:** It was agreed that this event will be held at Lochend Campus on Thursday 29 November. Helen is to book let of the Dining Hall & Gym Hall. The issue of how to protect the wooden floor from 'high heels' and damage from table legs, etc. will be discussed at the next meeting.
- **Christmas Hampers:** Dee to contact Sarah Everard who helped to organise this fundraiser previously to see if she would be interested in being involved again. It was agreed that there would be one hamper for Nursery, John Muir Campus and Lochend Campus.
- **Water Bottles:** These will be sold at parents evening for £1, along with the School Calendars and Hi-Viz Vests

*Deborah,
Dee,
Audrey,
Emma*

*Julie,
Cath Mc
Kirsteen*

*Helen
All*

Dee

Sarah

Literacy

Dunbar Reads Together is still on-going and urgently requires donations of books. The possibility of teachers and Parents manning a book stall at the 4 November Parents evening was discussed. Lindsey Barley to provide more information on how it will be organised & Dee & Audrey will look for parent volunteers.

*Lindsey,
Dee,
Audrey*

Delivering the Curriculum

Parent Council would like to support Dunbar Primary in any new initiatives that support the delivery of the Curriculum. The focus for the next three years is on both literacy and maths. It was suggested that it would be beneficial to have a maths initiative, similar to 'Dunbar Reads Together' & Readathon. Helen stated that last session, a leaflet 'Maths at Home' was sent out to encourage parents to test times tables, play mental maths games and incorporate numeracy into everyday conversations and activities. Chris Krievs (P2 parent and Maths Teacher at Eyemouth High School) offered the school assistance with developing 'maths at home' activities and Helen invited him in to see how maths is taught in the early years. Dee suggested that Teachers could send an e-mail home every week detailing what the next week's maths focus. Helen will check that maths homework and topics are part of the newsletter for each stage. Susan B reported that the same process used for Reading Focus is already being developed for Maths.

Helen

School Grounds

Janet MW will be sending out a leaflet to all pupils requesting help with gardening at John Muir Campus which could generate some volunteers for the Gardening Club. Only a maximum of 2 hours per month would be required. The nursery will continue to use the food from the garden. PC to discuss with lby if it would be possible to get Gardening volunteers from the allotments. Janet also discussed the possibility of a community chicken coup at Dunbar Primary depending upon the success of this venture at Dunbar Grammar School.

*Janet
MW &
Dee*

<p><u>Healthy Living</u> Janet MW is involved in the 'Food for Life' programme to help introduce locally produced food into school catering throughout East Lothian. She will be proposing the use of fresh organic food to ELC and will discuss this project further at the next meeting. She will also be giving a presentation at the ELAPCM Meeting.</p> <p><u>Visual and Performing Arts</u> No further information at present. Members of this group will be asked to attend the next meeting.</p>	<p>JMW</p> <p>Audrey</p>
<p>2. <u>HEAD TEACHERS REPORT</u></p> <ul style="list-style-type: none"> • Helen gave a report regarding school security, resulting from an incident with a P1 pupil. She has had discussions with the Fire Officer and Health and Safety regarding fire door access. The school is complying with guidelines. Modifications will be put in place to ensure pupils can exit the school in the case of a fire but will still be secure during the school day. • P7: Helen visited the P7 camp and all the pupils are thoroughly enjoying their time there. Suggestion put forward to have recycling box for items from camp for parents to use for the next session. P7's are currently studying WW2 and 8 homing pigeons were released with messages about WW2 (all returned and the classes found out what the messages said). • Lunch Survey: The Pupil Council will be preparing a lunch survey. They will be meeting the school cook so they can gather information about lunches. Milk Fridges have arrived and milk will be delivered around both campuses to ensure that pupils receive cold milk to drink. • Trim Trail: Dunbar Rotary, The Factory Shop and the Parent Council are raising funds towards replacing the trim trail at the John Muir Campus • Parents Evenings: Helen suggested offering tea and coffee at parents evening which will be run by P7 pupils, as many parents will be coming straight from work and parents appreciated this offer. The 'Anti Bullying' and 'Behaviour' policies will be on display at these evening to generate feedback to Helen as school is currently reviewing these policies. • ICT: The computers at John Muir in the ICT suite and the Classrooms are being replaced. 	
<p><u>ANY OTHER BUSINESS</u></p> <ul style="list-style-type: none"> • Civic Week: Sue Anderson kindly provided a brief overview of plans and would like feedback from the local community on how Civic Week could be rejuvenated to reflect growing proportion of families in Dunbar's population. There is an open meeting at the end of October to which all are welcome (Tuesday 23rd October 7.30-9pm, Bleachingfield Community Centre). She also stated that the Civic Week Queen would be involved in events throughout the year and not just for Civic Week Opening. There was a discussion regarding whether the School Fair should remain part of Civic Week and the PC decided to separate and chose the last Saturday of May. Sue to contact Linda Harkess, ELC, to check that this would not clash with any other local events. Will Collin stated that the school fair only began opening Civic Week in more recent years, as the Civic Week programme dwindled. 	
<p>DATE OF NEXT MEETING:</p> <p>The next meeting will be held at 7.30 at John Muir Campus Library on: <u>Tuesday 6 November 2012</u></p>	