

DUNBAR PRIMARY SCHOOL PARENT COUNCIL

**Minutes of Meeting Held On: Wednesday 8 February 2012 at 7.30 in
John Muir Campus School Library**

Present:

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| 1. Dee Davison (Co-Chair & P4B) | 2. Fiona Houghton (P1F) |
| 3. Audrey Cameron (Co-Chair & Woodland AM) | 4. Sharon McVitie (P2E) |
| 5. Kirsteen Wilson (LH) | 6. Lucy McCloughan (P3A) |
| 7. Sarah Duguid (Harbour/Seashore AM) | 8. Anouska Woods (P3B) |
| 9. Deborah Curtis (P1C) | 10. Liz Wardhaugh (P3B) |
| 11. Christine Love-Rodgers (P1D) | 12. Helen McLachlan (P3D) |
| 13. Emma Hexley (P5A) | 14. Maureen Sangster (P1E) |
| 15. Marie Savage (P4D) | |

Other Attendees:

1. Helen Gillanders - HT
2. David Summersgill - Sign Language Interpreter
3. Fraser Stewart
4. Cllr Jacqui Bell
5. Cllr Paul McLennan
6. Cath Kerr (Healthy Snack)

Apologies:

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|-------------------------------------|------------------------------|
| 1. Grainne McIntyre (Lighthouse PM) | 2. Emma Vance (HARB/SS PM) |
| 3. Julia McAlpine (Haven AM) | 4. Catriona Reece-Hall (P1E) |
| 5. Eden Blair (Woodlands AM) | 6. Morag Readman (P2C) |
| 7. Anne Marie Gibson (P2B) | 8. Annie Beattie (P2E) |
| 9. Sarah Watt (P4A) | 10. Jill Lough (P4B) |
| 11. Jenny McGlinchey (P6D) | 12. Jane McIntyre (P7B) |
| 13. Janet McDougall Welch | |

		<i>Action</i>
1.	<p>APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING</p> <p>The minutes of the meeting held on 17 January were approved by: Maureen Sangster and Dee Davison. Dee welcomed all to the meeting, apologised for mix up with the wrong day but correct date on the Agenda and thanked Cath Kerr for attending.</p>	
2.	<p><u>SUB GROUPS MEETING (7.00 – 7.30) REPORTING BACK</u></p> <p>To establish at the next meeting, which Sun Groups are progressing and which new Sub Groups need to get going</p> <p><i>School Grounds Group:</i> Grainne would like to meet with SMT to discuss objectives of improvements:</p> <ul style="list-style-type: none"> • Buddy stop signs • Railings (dog fouling) <p>She will meet with Morag Haddow to discuss how to make safer routes for scooters, walking and cycling and how to link both campuses. To discuss with Kirsty Parkin form for funding to help with this.</p> <p><i>Fundraising Group:</i> Sarah Duguid suggested doing printed tea towels & bags in the Summer term for Pre-school pupils as a memento of their time at nursery. HG to discuss with teachers.</p> <p><i>Ceilidh:</i> This is being held on April 20th at John Muir Campus. The band has been booked and a let put in for the hall. HG to put into the next newsletter.</p> <p><i>SciFest:</i> Dee thanked Sarah Duguid for all her work dealing with promotion. This is being advertised by numerous means e.g. Primary Times Newsletter, Times Educational Supplement, The Courier and possibly through Forth FM. HG suggested speaking to Liz Monaghan (STV). P6-7 Pupils names are to be provided by HG to DD to undertake evaluation surveys during SciFest, training has ben arranged.</p> <p>Dee commended ELC on the speed that 20+ sockets had been installed around the John Muir Campus hall. When it was realised that there were only 4 sockets in the whole hall, it looked like SciFest would have to be cancelled but after Dee’s appeal to ELC, this installation will allow SciFest to go ahead. The additional plugs will also be of huge benefit to the school. Dee and ELC are negotiating how to share the cost of £4,527.</p> <p>SciFest Volunteers are still required, especially on Sunday. Interested parents to contact Lucy 07515 719 551 or lucy.mccloughan@gmail.com. Helen to include volunteer appeal in newsletter.</p>	<p><i>Dee/Audrey</i></p> <p><i>Grainne & Kirsty P</i></p> <p><i>Sarah D & Helen G</i></p> <p><i>Morag R & Helen G</i></p> <p><i>Sarah D, Helen G & Dee</i></p> <p><i>Dee</i></p> <p><i>Lucy Mc & Helen G</i></p>

	<p>Fraser Stewart will be videoing for the two days over the SciFest weekend (no issue with copyright and privacy issues have been checked)</p> <p>SciFest: It was agreed that £1,000 from PC funds should be invested in SciFest 2012. Paul McL mentioned that funding was available from ELC.</p> <p>Science Club: The uptake has been very good but the club has not had the capacity to invite pupils from the other 4 PSs in the Dunbar Cluster, as originally planned. Dee will keep everyone informed re applying for the 'Be Green' funding of £9,000 that would allow increased capacity. Dunbar is now on the map as a science hot spot and Dee is linking up with 4 other festivals to make East Lothian THE Festival County!</p> <p>Readathon: Sincere thanks given to Janet MW and Lorraine McC for having listened to feedback and addressing the issues raised. There is now a £10 limit and different prizes e.g. Amazon Vouchers. Planning is continuing for Readathon 2012 to take place during the week prior to SciFest (Mon 2 to Fri 9 March).</p> <p>Healthy Snack: Cath Kerr gave a report stating that volunteers are urgently needed to assist with the Healthy Snack trolley. Two people per day at each campus are required and it was felt that pupils were not getting enough outside playtime due to queuing. Suggestions to find additional helpers were to contact Richard Taylor and local churches. Cath was asked to create a summary report about Healthy Snack.</p>	<p><i>Fraser S</i></p> <p><i>Paul Mc</i></p> <p><i>Dee</i></p> <p><i>Janet MW & Lorraine M</i></p> <p><i>Cath K</i></p>
<p>3.</p>	<p><u>HEAD TEACHERS REPORT</u> HG gave thanks for the £60 per class & teacher allocation from PC funds (the breakdown of spend is attached)</p> <p><u>Hi- Viz Waistcoat:</u> Funding has been secured by HH from Sustrans to provide every pupil with a hi-viz waistcoat. Pupils will be charged £1 to cover the cost of new P1 pupils coming into school. Monies collected to be banked through DPS school fund account.</p> <p><u>CP Unit:</u> This is now known as 'The Cove' – the official opening is 24 Feb at 11.30 and an invite was extended to the 2 Parent Council Chairs.</p> <p><u>P7 Transition:</u> The first session of the P7 transition has taken place which gave pupils from the cluster a chance to meet up and discuss any concerns.</p> <p><u>Funding:</u></p> <ul style="list-style-type: none"> • £650 has been given to DPS from IBM for ICT equipment • £300 per campus was agreed to give to school from PC funds for 	<p><i>HH</i></p> <p><i>Emma H</i></p>

	<p>outdoor learning resources (Maths)</p> <ul style="list-style-type: none"> • £800 was agreed to give to JM Campus to cover cost of PC/TV in Foyer • Visualisers have been purchased • Activotes have been purchased at a cost of: £409 each x 2 • HI Vis Jackets for Parent Council Science Festival £161.99 • 6 x £60 for CP Unit x 4 classes, S Lyle, and S Dick • Nursery maths resources £171.76 <p>Contacting Teachers: The correct route for parents contacting their child’s teacher is to phone or e-mail the school office - not to e-mail the teacher directly.</p> <p>Data Risk: Four parents have contacted DPS regarding the lost pen drive. Concerns were raised that only certain parents received letters and PC have asked HG to clarify who was on the distribution list. ELC have reiterated the importance of using encrypted pen drives. Renate Gertz (Data Protection Officer) will be meeting with staff after the Feb holidays. Lucy McC asked if there was any possibility of ELC PC’s only accepting encrypted pen drives. PMcL stated that ELC are looking at all aspects of ICT safety.</p> <p>Medication: If pupils require any medication a medical form must be completed. If a child is unwell at school and it is deemed necessary, the parent/carer will be phoned to collect the child. After checking with the school nurse, it was decided that every child should carry their own inhaler, with a spare to be kept in the First Aid Room for emergencies.</p>	<p>HG</p>
<p>4.</p>	<p>ANY OTHER BUSINESS</p> <p>Parent Guides: Draft Parent to Parent Guides, providing information that will be helpful to parents from a parent’s perspective were given to members attending the meeting. Ideally a version will be produced for all 9 year groups (ante-preschool – P7) The P1 version was completed and distributed 2 years ago, the P2-7 guides are in note form and nothing has been produced yet for the 2 Nursery years. The documents will be emailed to all Class Reps for your input and for your comments on the content. It was suggested that the final versions be succinct as possible. Feedback to be emailed to Dee/Audrey in the first instance.</p> <p>Report from Audrey:</p> <ul style="list-style-type: none"> • Discussed at the meeting of all the East Lothian Association of Parent Council Members was the shared services between East Lothian and Mid-Lothian. This will only affect the Management level of both Councils. • The council would like to work with parents as part of the evaluation team for school. The PC can nominate two parents to have access to Education IT system (for 1 year only). • Cashless Catering: This will not be going ahead due to funding restrictions. 	<p>ALL</p>

	<p>PVG: The ELC budget will pay for 4 PC reps to apply for PVG membership. The parents that volunteer monthly to run the Saturday Science Club were proposed: : Lucy McC, Helen McL, Dee & Helen Berggren</p>	
6.	<p><u>Date of Next Meeting:</u> CHANGED FROM Thursday 1st March to Monday 19th March at 7.30 in the John Muir Campus Library.</p>	

PARENT COUNCIL: BREAKDOWN OF £60 ALLOCATION

Harbour/Seashore	Orchard toys, monster bingo, doodlebugs, creepy castle
Woodlands	Amazon jigsaws
Lighthouse	Amazon 2 chicco bullet balance bikes
Haven	Asco fingers and toes, party number puzzle, sorting houses
P1A	P1 classes grouped together
P1B	Amazon bananograms, jcb multiconstruction, Melissa and doug castle wooden figures, farm family set, aquatic nature tube
P1C	Water fun set pretend and play airport set
P1D	Fuzzy felt sets parachutes jumbo tweezers
P1E	Insects convection poly bag
P1F	Workbench all Amazon website
P2A	Amazon, slug in jug, yo ho ho, tummy ache, fruit frenzy, super marble run, giant snakes and ladders, hairy mclary story collection
P2/3	Amazon construction boxes and tool box
P2C	YPO lego brick set, octoplay, dominoes, peg boards & pegs
P2D	Amazon games and puppets
P2E	Junior Monopoly, Beads from Amazon
P3A	Multilink cubes P3a and b clubbed together
P3B	Multilink panorama scene
P3C	
CP UNIT	Yellow Room – YPO Easigrip Tweezers, Talk Tinie Cards, Big Point
P4A	Football Table Top Game, Pig goes pop
P4B	Monopoly Puppets lego
P4C	Lego, Football Table, Kerplunk
P4D	Lego pavilion Pop up relay set
P5A	Deluxe Mini Desk top table, Kids Compendium Velcro Darts Wii Dance Game, Giant 4 in a row
P5/6	Berol Pens
P5C	Connect 4, Guess who, Pictureka, Frustration, Twister
P5D	Hama Beads Football Table
P6B	Sports Table, & Sea Monkey, Football
P6C	Lava Lamps
P6D	Beanbags
P7A	Football Table, Electronic Dictionaries, Twister, Spiral Art, Spir-Animal
P7B	Snooker Table
P7C	Berol Pens