

## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

**Minutes of Meeting Held On:                    Wednesday 18 April 2012 at 7.30 in  
John Muir Campus School Library**

### **Present:**

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|--|------------------------------|
| 1. Dee Davison (Co-Chair & P4B)            | 2. Deborah Curtis (P1C)      |
| 3. Audrey Cameron (Co-Chair & Woodland AM) | 4. Catriona Reece-Heal (P1E) |
| 5. Anne-Marie Conn (LH PM)                 | 6. Nicky Hamilton (P1B)      |
| 7. Sarah Duguid (Harbour/Seashore AM)      | 8. Fiona Houghton (P1F)      |
| 9. Annie Beattie (P2E)                     | 10. Cath McKay (P2D)         |
| 11. Helen McLachlan (P3D)                  | 12. Anouska Woods (P3B)      |
| 13. Anne Marie Gibson (P2B)                | 14. Emma Hexley (P5A)        |
| 15. Liz Todd (P5/6)                        | 16. Jenny McGlinchey (P6D)   |

### **Other Attendees:**

1. Helen Gillanders - HT
2. David Summersgill - Sign Language Interpreter
3. Fraser Stewart
4. Susan Brennan – Class Teacher
5. Lawrence Tierney

### **Apologies:**

- |                                     |                              |
|-------------------------------------|------------------------------|
| 1. Grainne McIntyre (Lighthouse PM) | 2. Sarah Watt (P4A)          |
| 3. Kirsteen Wilson (Lighthouse PM)  | 4. Polly Phillips (Haven AM) |
| 5. Julia McAlpine (Haven AM)        | 6. Eden Blair (Woodlands AM) |
| 7. Emma Vance (Harb/SS PM)          | 8. Kirsty Parkin (P1A)       |
| 9. Liz Wardhaugh ((P3B)             | 10. Lucy McCloughan (P3A)    |
| 11. Sonya Lugton (P2A)              | 12. Sarah Watt (P4A)         |
| 13. Morag Readman (P2C)             | 14. Lorraine McLuckie (P6D)  |
| 15. Wendy Morrison (P2C)            | 16. Janet McDougall-Welch    |
| 17. Jackie Bell                     |                              |

		<i>Action</i>
1.	<p><b>APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING</b> The minutes of the meeting held on 8 February were approved as per amendment by: Dee Davison and ?.</p>	
2.	<p><b><u>SUB GROUPS MEETING (7.00 – 7.30) REPORTING BACK</u></b></p> <p><b><u>FUNDRAISING &amp; EVENTS</u></b></p> <ul style="list-style-type: none"> <li>• <b>School Fair (16 June):</b> Please contact Emma and Marie if you are able to help. More info to follow.</li> <li>• <b>Ceilidh:</b> E-Mail has been sent to parents – Morag has asked for people to spread the word and for an announcement at assembly.</li> <li>• <b>Readathon:</b> The total funds raised were £9,274, which compared really well</li> </ul>	<p><i>EH &amp; MS</i></p> <p><i>All</i></p>

with last year's total of £11,000. More pupils participated this year. It was a huge success and thanks were given to organising team.

- **Nursery:** Sarah D will be meeting with Aileen Dingwall and Rachel Murray from the Nursery to discuss memento tea towels.

### **KEEPING PARENTS INFORMED (COMMUNICATIONS)**

- **Class Rep list with contact details:** Dee and Audrey asked all Class Reps to check that their contact details were correct and fill in any blanks, as the Class Rep list with contact details is being updated and will be circulated publically - attached to the next 2 PC Newsletters and posted on the Parent Council website.
- **Communications questionnaire:** Emma has created this and it will be issued to all parents with the next PC Newsletter and feedback will inform us on the most effective and popular ways in which we communicate with parents/carers.
- **Group Call text messages:** Discussion revealed mixed views, some parents love the, other find them intrusive. They are expensive so their use will be assessed based on communications questionnaire's feedback. School only has 60-70% of parent's email addresses so if we're to rely on this we need to get 100%.
- **Parent Guides:** PC to ensure these guides contain the relevant information to be provided by Class Reps and approved by teachers. Please send your comments re content and amends to Dee & Audrey ASAP. Aim to finalise all 9 year groups copy by the end of June. P3 Parents are awaiting more P4 transition info' before completing their guide.

### **SCHOOL GROUNDS**

- **Gardening Club:** It has recently restarted at the John Muir Campus, working with P1-3 classes, alongside Class Teachers (Mondays, straight after lunch). Frances Soutar has had to give up her involvement due to work commitments and Dee can't guarantee that she can help every week so currently only 1 parent, Matt Ginge is involved and he's appreciate some support. **PARENT VOLUNTEERS FOR THE GARDENING CLUB ARE URGENTLY REQUIRED – anyone interested only needs to commit to 1 hour each Monday = a total 9 hours until the end of term.** Please contact Dee. The Gardening Club at the Lochend Campus will hopefully start next autumn, assuming we get enough parent volunteers. Heather Hackett and Corina Edwards are currently purchasing propagators.
- **New metal planter:** at John Muir campus, donated by ELC (John Gray Centre) has temporarily been removed for structural repairs.
- School access routes and the '20's Plenty' campaign: Grainne will update on these for the next meeting.
- **Lighthouse cut-outs:** Dee would like to finish painting these so that they can be installed along the John Muir boundary fence before the end of term – **PLEASE LET DEE KNOW IF YOU CAN HELP PAINT THE LIGHTHOUSES DURING SCHOOLS HOURS IN MAY.**

### **CURRICULUM & LITERACY**

There was nothing to report for these two sub groups as they haven't been active this year but the PC intends to focus on these in the autumn.

### **SCIENCE, MATHS, TECHNOLOGY & ICT**

- **National Science & Engineering Week (NSEW) Event Awards:** Dunbar SciFest 2012 success was recognised by a national award –we won the Community Category for this year's National Science & Engineering Week

SD

All

All &  
Grainne

PC &  
HG

DD &  
HG

(NSEW) Event Awards as *“it was such a fantastic event. It was miles ahead of the other two nominations and this was down to the amount of promotion you received, the quality of engagement and the community involvement, as well as the slick organisation that even from a visitor’s perspective was clear to see.”*

- **Scottish Education Awards 2012:** Our Parent Council was nominated for the Parents as Partners in Learning Award of the Scottish Education Awards 2012 on the basis of Dunbar SciFest but sadly was not shortlisted as a finalist.
- **Award certificates:** Both certificates were shown at the meeting and copies have been made so that both can be displayed at both campuses.

### **VISUAL & PERFORMING ARTS GROUP:**

- **North Light Project:** Helen confirmed that the school will be getting involved with this new arts project during June.
- **Visual & Performing Arts Group Update:** Annie Beattie gave a report on behalf of Susan Mowatt with their plans for Artists in Residences e.g. having an artist in residence for one week working with P4 pupils (cost £500) and establishing a ‘Room 13’ Art Club at DPS, inviting an advisor from Fortwilliam to visit DPS (cost £300). This Sub Group proposed that *“the artist in residence could be a pilot this year and that, if successful, and the Christmas Cards continue to raise similar amounts of money in the future, we could run perhaps three residencies could be run across three different year groups, in future years, so that after 3 years, every year group would benefit”*. They pointed out *“that one artist, employed for a week would not be able to teach all the children at DPS in a meaningful way and proposed that the idea of a residency is for the artist and children to work together over a period of time, to enable creative thought processes to take place and for pupils to gain an understanding of what an artist is and what /why they do things, and to produce art work/artworks. Even with one year group, that could only mean approx. 4 x 1 hour lessons on successive days during the week for ideas to develop. The Friday could be used for a presentation to other years/teachers. One-off lessons are how Art is taught throughout the school and we think it’s important to do something different with the residency.”* They suggested that *“if the PC would prefer a piece of work made to be sited in the school with the involvement of more pupils, then that is something different – a commission and would need to be approached differently.”*
- It was confirmed by Helen, Dee and Emma that the Parent Council had agreed the funds raised by selling Christmas Cards last November (£1,600) be spent across the school by the end of this school year so that all pupils (P1-7) would benefit, particularly the P7 pupils.
- After lengthy discussion, it was agreed that the meeting supported the proposals made by the V&PA Sub Group and that these should form the structure of how the PC supports the delivery of art in the school from the new school year and that parents would be informed of these proposals of how Christmas Card funds would be spent 2012-13 onwards.
- With just over 2½ months remaining this school year, it was agreed that we needed to see whether any artist could be found that were available and prepared to deliver 28 x 2 hours workshops during May and June so that every P1-7 class could work with an artist this year. Creating mosaics was discussed and agreed to be a potentially deliverable option given the tight timeframes and budget.
- **Replacing the retiring “Art coordinator”, Mrs Lewis:** Annie suggested that it would be good if, when recruiting new teaching staff, that school could aim to find someone with a particular interest in or Art background to fill the “Art Coordinator” role. Helen explained that when new staff is recruited, the school aims to get the best teacher that they can and whatever specialisms they bring are bonuses and so they would not be looking specifically for an

	arts specialist.	
3.	<p><b>HEAD TEACHERS REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>Assessment and Reporting information evening on 15 May (7.00 to 8.00pm)</b> for parents/carers to attend. As DPS is fully immersed in Curriculum for Excellence this would be beneficial to explain the reporting process more clearly.</li> <li>• Primary 3 to Primary 4 transition programme has started.</li> <li>• No decision has been made for the class composition for next session although it has been agreed that there will be 29 classes. HG is aware of concerns of parents and will ensure parents are kept informed. ELC guidelines will be strictly followed and an equality impact assessment carried out.</li> <li>• Thanks were given for the home baking and quiz attendance - £826.71 was raised towards Helen and Pam's marathon charities.</li> <li>• It was agreed by the PC that Parents' Evening times should be changed due to the lateness of the finishing times e.g. 9.45pm for some parents which often affects children attend with them. Helen will write to all parents in the autumn with further details. After discussion, it was agreed that this letter should state that the time allocated for individual parent-teacher meeting time per pupil is 10 minutes and that if parents require more time to talk about specific issues, they should arrange separate appointment with the teacher.</li> <li>• Teacher changes: Ellen Seago is leaving to go to Stenton PS but will be producing pupil reports before she leaves. Helen Bennett will be taking over Ellen's class and Trudy King will be taking their current class full time. Diane King will be returning mid-June to her job share position with Mrs Black and Doreen Sheerin will be returning in August.</li> <li>• In the Big Pedal, Dunbar PS came 7<sup>th</sup>. The wining class was P2C and is getting a prize from Sustaining Dunbar.</li> <li>• The recently opened pedestrians only back path at Lochend Campus is being used for cars and if cars continue to use it, the gate will be shut by ELC as it is a pedestrian gate only.</li> <li>• At this week's John Muir Campus assembly, a presentation was given on recently created "Stop, Hop and Drop" PC initiative to ensure that P1-3 pupils understand why it is so important to get off their bikes and scooters at the school gates and to park them in bike racks due to recent incidents of collisions with nursery pupils and toddlers.</li> <li>• Jubilee celebrations at school will include a 'street party', involving designing crowns, making bunting, dressing up in red/white/blue and singing songs of the decades. PC agreed to buy ice cream – HG is to confirm cost for Dee.</li> </ul>	HG
4.	<p><b>ANY OTHER BUSINESS:</b></p> <p><b>Presentation on a new cross school &amp; family reading initiative by Lindsay Barley</b></p> <p>A presentation was given by Lindsay Barley (Class Teacher) on the importance of encouraging pupils to read. <i>"Starting next session, pupils will be immersed in reading. Mrs Barley handed out a draft copy of a document which will be given to all parents next session, containing tips and advice for encouraging all children to improve in their reading skills. Analysis of PISA data (Programme for International Student Assessment) clearly shows that life achievement is closely linked to reading skills developed in the early years. National Literacy Trust research demonstrates a clear relationship between young people's access to books at home and their reading ability and attitudes to reading. In order to maximise opportunities for</i></p>	

	<p>success for all children in Dunbar Primary, we are going to have a major emphasis on reading over the next academic year. While this is part of what teachers do every day, the school really does need Parents' support and practical help. We will encourage the children to nag you to read with them. There will be awards, competitions, blogs, information sessions and a host of other activities to encourage the entire Dunbar community to read, read and read some more." <b>Please contact Lindsey Barley with any comments, ideas or suggestions or if you'd like to be involved. Please submit comments on the draft document by 11 May.</b></p> <p><b>Treasurers Report:</b></p> <ul style="list-style-type: none"> <li>• Two new Co-Op PC bank accounts have been set up</li> <li>• Parent Council current balance is: £6,500, of which £2,000 is retained as contingency; £1,600 is allocated for the Artist in Residence Project and £300 is allocated for the School Garden, leaving over £2,000 available to spend.</li> <li>• Dunbar SciFest and Saturday Science Club has a separate Parent Council account and these accounts are currently being finalised.</li> <li>• The Dunbar PS Parents Lottery idea needs to be taken forward.</li> <li>• Annie proposed buying a yurt for the school at a cost of approx. £2,000.</li> <li>• It was proposed that PC consider ways in which the tragic deaths if parents could be commemorated.</li> </ul>	
5.	<p><b><u>Date of Next Meeting:</u></b>  <b>Tuesday 1 May</b> at 7.30 in the John Muir Campus Library.</p>	