

DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of Meeting Held On: **Thursday 3 November 2011 at 7.30 in John Muir Campus School Library**

- Present:**
1. Audrey Cameron (Co-Chair & Woodland am)
 2. Dee Davison (Co-Chair & P4B)
 3. Emma Hexley (Treasurer)
 4. Rhonda Elliot (Library)
 5. Janet McDougall Welch (Library)
 6. Grainne McIntyre - LH pm
 7. Kirsten Wilson - LH pm
 8. Eden Blair - WL am
 9. Kirsty Parkin - P1A
 10. Nicky Hamilton - P1B
 11. Elena Clark - P1B
 12. Deborah Curtis - P1C
 13. Katy Gardiner - P1C
 14. Christine Love-Rodgers - P1D
 15. Monika Rogge - P1D
 16. Mabel Clark - P1E
 17. Fiona Houghton - P1F
 18. Anne-Marie Gibson - P2B
 19. Wendy Morrison - P2C
 20. Cath MacKay - P2D
 21. Sharon McVitie - P2E
 22. Lucy McCloughlan - P3A
 23. Anouska Woods - P3B
 24. Helen McLachlan - P3D
 25. Jill Lough - P4B
 26. Kirsty Bunyan - P5D
 27. Emma Fairbairn - P6C
 28. Jenny McGlinchey - P6D
 29. Matt Divers - P7C

- Other Attendees:**
30. Helen Gillanders - HT
 31. Susan Brennan - CT
 32. David Summersgill - Sign Language Interpreter

- Apologies:**
1. Julia McAlpine – H am
 2. Sarah Duguid, H/S am
 3. Jane Tulloch – H/S pm
 4. Emma Vance – H/S pm
 5. Catriona Reece-Heal – P1E
 6. Liz Young – P2A
 7. Sonya Lugton - P2A
 8. Liz Wardaugh - P3B
 9. Sarah Watt – P4A

10. Tracy Gillespie – P4C
11. Marie Savage – P4D
12. Liz Adamson – Todd – P5/6
13. Lorraine McLuckie – P6D
14. Sharon Rapson – P7A
15. Fiona Smith
16. Jacqui Bell
17. Paul McLennan

		Action
1.	<p>Approval of Previous Minutes and Matters Arising</p> <p>The minutes of the meeting held on 6 October were approved by Dee Davison and seconded by KP, amended to record that Lucy McCloughlan was present</p>	
2.	<p>Sub-Groups meeting (7-7.30pm) reporting back</p> <p>Class reps have indicated which Sub Groups they would like to join and a list of potential activities for each group was circulated by AC prior to meeting. DD introduced the Sub Groups reports by suggesting that for each Sub Group, members would agree on a Reporter to speak at the PC meetings and a leader or co-ordinator. Each Sub Group should produce an annual plan detailing their objectives and how they'll assess their effectiveness or successes and whether they will require any funds from the Parent Council.</p> <p><u>1. School Grounds Group (including Gardening Club):</u> Reading through ideas and will report back at next meeting</p> <p><u>2. Healthy Living Group:</u> Parents need to be informed about what this groups aims to do and will need more volunteers. Due to changes in curriculum and more emphasis on healthy living, more volunteers are required to be actively involved in school. Group will discuss ideas with parents i.e. lunchtime activity groups for pupils, Sex Ed' talks, head lice, threadworms, support in health week and will be discussed further at next meeting. AC stated that it would be beneficial for pupils to be educated in primary about food and diet so it is in place when pupil goes to DGS. The healthy snack trolley still required more helpers and PC will do another appeal</p> <p><u>3. Communication Group (Keeping Parents Informed):</u> Group will check ideas and at what stage everything is at present. Considering creating an online calendar of Parent Council and school events and fundraisers that would automatically generate email reminders to parents. All the PC newsletters need to go on PC website.</p> <p><u>4. Delivering the curriculum (Quality)</u> No members of this group were at the pre-meeting</p> <p><u>5. Literacy & Reading Group:</u> RE suggested the birthday books go to classroom instead of library. HG stated there would still be a presentation during assembly.</p> <p><u>6. Science, Maths, Technology & ICT:</u> DD stated the Saturday Science Club was very successful. Both campuses</p>	<p>SGG</p> <p>HLG/ALL</p> <p>CG</p> <p>L&RG</p> <p>ST&ITG</p>

	<p>have been given a programme poster to display. At present the club is being offered to DPS pupils only, not the cluster, as it is proving very popular and the places are booked by the end of the first day of the booking week, offered the week prior to the next workshop. Any names of new volunteers for the Dunbar's second SciFest to be added to the existing list. There are 4 venue options, either of DPS campuses, Belhaven Fruit Farm and Hallhill – venue TBC.</p> <p><u>7. Visual and Performing Arts Group:</u> Group currently going through points raised, will investigate and discuss at next meeting. Will make links with the Dunbar Arts Trust and Arts education Officer at ELC.</p> <p><u>8. Nursery Group:</u> Toy sale in aid of nursery funds being held at John Muir Campus on Friday 2 December. Group will identify areas of overlap and report back at next Meeting.</p> <p><u>9. Fundraising and Events Group</u> They reported during the meeting as this was the focus of this month's meeting.</p>	<p>VPAG</p> <p>NG</p> <p>FEG</p>
<p>3.</p>	<p>Report from Head Teacher</p> <p>The Parent Council had asked Helen to ask all her teachers what school resources they would like Parent Council money to be spent on and to create as prioritised Wish List. The wish list given by HG was for:</p> <ul style="list-style-type: none"> • A 'trim trail' or something similar for John Muir campus with an estimated cost of £8,000. The School Grounds Sub Group will meet with HG to discuss further. HG will contact Steven Wray, ELC Outdoor Learning Advisor, to discuss other free play activities. • 2 x Visualisers, estimated cost £600 each (excellent for 3D viewing of insects, fossils, etc.), one for each campus. • Atlases for both campuses (66 copies) • An allocation for each teacher and for the pupils in each class to decide how to spend themselves • Books for classrooms • Playground resources – Log cabin/stable for P1's (£168) • Dance Mat linked to Wii, PS3 or X-Box <p><u>Unicef Rights Respecting School:</u> HG asked for 1 x volunteer for John Muir Campus and 1 x volunteer for Lochend Campus to be on a committee as this would enable the school to receive an award. HG to be contacted if anyone would like to do this (meetings will be held during the school day).</p> <p><u>Cashless Catering:</u> ELC is currently determining the best system for cashless catering and possibility of paying for trips et. HG has asked to be considered for a pilot at Lochend Campus.</p> <p><u>Lochend Campus:</u> Scottish Power should be connecting pathway lights at Hallhill in the next fortnight</p> <p><u>Book Trust:</u></p>	<p>HG/SGG</p> <p>ALL/HG</p> <p>HG</p>

	<p>P1 pupils will receive a book 'What the Ladybird Heard' from Dunbar Library on 21 Nov.</p> <p><u>P7 Profiles:</u> A major new initiative resulting from the Curriculum for Excellence</p> <p><u>Grants:</u> KP Suggested applying for an 'awards for all' grant and will get application form for HG. MD to investigate whether a grant from RBOS would be possible.</p> <p><u>Strike Action, 30 November:</u> HG was asked if there is a contingency plan in place and stated she is waiting for clarification from ELC. It may be that only 24 hours' notice will be given to parents but will notify parents as soon as she is aware of the protocol and the arrangements</p> <p><u>Damp in P1 Classrooms:</u> Has been resolved – P1A & P1C have been fixed and painted and the other classrooms will be done at Easter.</p> <p><u>Healthy Living:</u> HG to speak to cleaning staff to ensure there is enough soap in pupil toilets.</p> <p><u>Head Lice:</u> An information letter to be sent to parents/carers by PC. JMcdW will action. An information letter may need to be created for thread worms. Have been cases of Slap Cheek.</p> <p><u>Water Bottles:</u> Pupils to have water only in bottles. Parents to discuss with child's class teacher if there are any issues re drinking water in the classroom or refilling water bottles during the day.</p> <p><u>Parents Room:</u> This room has been created this year from the old Drama Room, supported by Sustaining Dunbar, Taylor Wimpey and will furnished by Ikea. It is already being used by the Parent Council and other community groups. The old Music Room is being used as a Crèche.</p>	<p>KP/MD</p> <p>HG</p> <p>HG</p> <p>HG</p> <p>JMcDW</p> <p>ALL</p>
4.	<p>Fundraising – Our Objectives and allocating expenditure</p> <p>Parent Council Fundraising Activities Annual Plan 2011-12</p> <p><u>Proposed Parent's Lottery</u> Parents' views and support to be sought but propose that would encourage all parents to join and pay £1 per month, via an annual £12 direct debit. Monthly winning tickets would be drawn at the Parent Council meetings. Profits would be used to subsidise <u>every</u> child's transport costs for school trips.</p> <p><u>Pre Christmas</u></p> <ul style="list-style-type: none"> • School Calendars (£1,500 - £2,000): Use to deliver items on school's Wish List • Christmas Cards (£1,000 - £1,500): Artist in residence to deliver activities to all pupils, from Nursery – P7 	

<ul style="list-style-type: none"> • Ladies Night: To purchase major IT equipment • Toy Sale: to purchase resources for the Nursery <p><u>Pre-Easter</u></p> <ul style="list-style-type: none"> • Ceilidh in early February (£1,000): To purchase musical instruments • Readathon (Date TBC): Plugging gaps in library and classroom resources and supporting equipment and supplies e.g. to address Accelerated Reader issues. • SciFest (10 & 11 March): Start seed fund for new Science Lab at Lochend • Nursery sales of children’s handprints / artwork on tea towels, bags or Swish plates, clocks & trays: To purchase resources for the Nursery <p><u>Pre Summer</u></p> <ul style="list-style-type: none"> • New Dad’s event (Spring, TBC) e.g. Olympics theme: To purchase sports equipment • School Fair (June): Use to deliver items on school’s Wish List <p>If the school can give the Parent Council adequate advance notice of high capital cost items, the PC can then explore opportunities to secure matched funding from other funding sources.</p> <p><u>Money available from Parent Council funds</u> Total in PC bank account: £6,700 Deduct £1,500 for new Dunbar SciFest sub-account = £5,200 Deduct £2,00 to be retained as PC contingency fund = £3,200</p> <p><u>Phase 1 Agreed Spend, using £3,200 available now</u></p> <ul style="list-style-type: none"> • £30 per teacher to spend on whatever resources their classrooms urgently requires x 32 classes = £960 • £30 per class for pupils to decide what they would like to purchase x 32 classes = £960 • Log Cabin/Stable requested by Pam Clark @ £168 • New up to date atlases. If 66 copies are required, school can budget £17 per atlas = £1,122. If cost per atlas is higher, this could be subsidised with remaining Readathon funds. <p>TOTAL: £3,210</p> <p><u>Potential Phase 2 Spend:</u> Using predicted profits to be raised by this term’s fundraisers</p> <ul style="list-style-type: none"> • School Calendar £1,500 - £2,000 • Christmas Cards: £1,000 - £1,500 – already allocated for Artist in residence • Ladies Night: £2,000 - £3,000 <p>Total available to spend will be between £3,500 – £5,000, excluding artist in residence funds.</p> <ul style="list-style-type: none"> • Playground Equipment – list and cost TBC. These costs could be covered using School Calendar Profit 	<p>HG</p> <p>HG</p> <p>PC HG JMcDW</p> <p>HG</p>
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	<ul style="list-style-type: none"> • 2 x Visualisers, estimated cost £600 each = £1,200. These costs could be covered using Ladies Night profits • Dance Mats (linked to Wii, PS3 or X-Box) MD to investigate costings and e-mail HG. <p><u>Potential Phase 3 Spend:</u> Using remaining money from this terms fundraising plus future fundraising as matched funding in seeking funding from other sources e.g. grant applications</p> <ul style="list-style-type: none"> • Trim Trail for John Muir campus, estimated cost of £8,000. Proposals to be developed with ELC and School Grounds Sub Group 	<p>HG</p> <p>MD</p> <p>HG / DD</p>
<p>5.</p>	<p>Any Other Business</p> <p><u>Feedback from Class Teachers on Readathon:</u> The staff acknowledged the huge amount of money made by Readathon in previous years. They felt that the library is now a very well stocked (and well run) facility.</p> <p>There was some concern about the type of prizes awarded. Many teachers felt that the prizes were too expensive and awarded to too few pupils. One teacher thought that lots of one day family passes to visitor attractions, such as the zoo, would be preferable to one annual pass. Some staff also felt that the prizes were not in the spirit of the Readathon, i.e. electronic games consoles rather than books/reading related prizes.</p> <p>There was a general consensus that parents were asked for money frequently throughout the school year. It was suggested that perhaps the Readathon could happen every 2 or 3 years rather than every year. If the Parent Council wanted to have a major fundraiser this year it was suggested that there be another focus. Examples given were – a sport's challenge (Olympics 2012), an artistic or musical challenge, hopefully giving those non-readers or reluctant readers a chance to shine.</p> <p><u>Retirement Gift for Clerk, Margaret Brown</u> It was agreed that £50 would be allocated purchase a box of mixed red wine to be delivered to her home.</p>	<p>JMcDW</p> <p>EH</p>
<p>6.</p>	<p>Date of Next Meeting: Monday 5 December 2011 at 7.30 in John Muir Campus Library.</p>	