

DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of Meeting Held On: MONDAY 3 OCTOBER 2016 at John Muir Campus

Present:

Sarah Horsburgh (Chair)
Julie Adams
Susan Brennan
Gordon Mackenzie
Lisa Lumby
Helen Faulds
Emma Richard
Martin Connelly
Samantha Stebbing
Suzanne Burgess
Kirsteen Wilson

Apologies

Helen Gillanders
Jaclyn Eeles
Claire Ainslie
Emma Vance

APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING

Sarah Horsburgh (Chair) opened the meeting and thanked everyone for attending. The minutes from May's meeting were agreed by: Suzanne and Kirsteen.

1. HEADTEACHER'S REPORT

Gordon Mackenzie (DHT) gave apologies for Helen not attending the meeting and gave the following report. Helen was visiting the P7 pupils at camp as she is responsible for the pupils' health, safety and welfare and also really enjoys seeing the pupils in a totally different environment.

Wish List: Some ideas that Helen has seen that she feels would be beneficial to the school are:

- An outdoor, covered seating area at both campuses to be used both as an outdoor classroom and also for reading at lunchtimes or for community use, etc. An estimated cost for this is £4000 (per campus) – Helen is looking (with the help of Helen Puttick) to bid for Lottery/Asda funding.
- Author for each stage (8 author visits at approx. £200 each = £1600. (This was agreed). This would support the Dunbar Unplugs and Reads initiative and the writing programme. The pupils at each stage will be involved in choosing their author. Helen is also applying for funding from the Book Trust.
- Helen asked if Read-a-thon can be done again in February in order to keep the libraries stocked with great books. Parents who organised this last year were fantastic.

<ul style="list-style-type: none"> • Staff will be working on a programme of Numeracy Workshop activities which is planned to be held mid January (6.00-7.00pm) at Lochend Campus for P1-P7 parents. This means that parents are only out one night and can choose what they go to. • It is really important for parents to reinforce the message that pupils need to lock up their bikes and mark their bikes with a postcode so they can be returned if found. • At the October In-Service staff will be reviewing the Health and Wellbeing Programme and Policy after which Helen would like to share the results with the parent council. She would welcome feedback as she believes that this is an area which affects many pupils. • Helen is going to offer a 'Drop-in' once a month so parents or pupils from either campus can come and see her with any concerns or questions. The first session will be on Wednesday 12 October from 5.00-7.00pm at Lochend Campus. 	
<p>2. <u>FUNDRAISING</u></p> <p>Community Funding/Grants: Sarah will discuss the availability of applying for community funding with Helen Puttick. Some companies suggested were: McDonalds, Robertson Homes, Asda, Torness.</p> <p>Christmas Cards: Claire has sent away Christmas Card artwork and proofs will be returned to both campuses and sent home to parents.</p> <p>School Calendar: Sarah thanked all the volunteers who helped to stick the portraits on the sheets ready for printing. It seemed to work better this year as the portraits were done in black pen and with the birthday month added. The calendars will be available for purchase on Parents Evening.</p> <p>Nursery Toy Sale: Emma Vance has agreed to take this forward for this session (suggested date: 25 November) and has asked for any volunteers to please contact her or the school office.</p> <p>Christmas Fayre (to replace Ladies Night): It was felt that it was too late to organise for this year but was agreed to go ahead with next year on a Saturday as a family day.</p>	<p><i>Sarah & Helen P</i></p> <p><i>Emma</i></p>
<p>3. TREASURER</p> <p>Mary Horsburgh has taken on the role of Parent Council Treasurer and Mags will arrange handover. Kathy to scan Treasurer's Report to Suzanne for the website.</p>	<p><i>Kathy</i></p>

<p>4. DATES The following meeting dates were agreed (Kathy to book lets).</p> <ul style="list-style-type: none"> • Monday 5 December 2016 • Monday 6 February 2017 • Monday 27 March 2017 • Monday 8 May 2017 	<p><i>Kathy</i></p>
<p>5. ANY OTHER BUSINESS</p> <p>School Photographs: Gordon asked for any feedback from the Parent Council regarding the new format of taking individual pupil photographs during the school day and sibling photographs after school. The comments given were that it worked really well and was a very quick process which was also the school's view. It was suggested that the photographer start later in the day and finish later in order to cater for working parents. The general feeling was that it would be beneficial for information be gathered from parents evenings asking if the new arrangements worked Y/N and any comments. The general consensus at the meeting was to use the same process for next year (individual photographs during the school day and siblings after school).</p>	<p><i>Helen</i></p>
<p>6. DATES OF NEXT MEETINGS (7-9pm) at John Muir Campus Library</p> <ul style="list-style-type: none"> • Monday 5 December 2016 • Monday 6 February 2017 • Monday 27 March 2017 • Monday 8 May 2017 	