

## DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of Parent Council Meeting Held On: MONDAY 1<sup>st</sup> APRIL 2019 at John Muir Campus

### Present:

Helen Schoen (Chair)  
Helen Faulds (Co-Vice Chair)  
Jaime Calder (Treasurer)  
Siobhan Thomas  
Laura Turney  
Karen Divers (Nursery Nurse - Nursery)  
Jim Peoples (ELC Assistant Dog Warden)  
Helen Gillanders (Headteacher)  
Jacyn Eeles (Depute Headteacher))  
Susan Mowatt (Edinburgh College of Art)

### Apologies

Michelle Higginbottom

#### **1. APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING**

Helen Schoen (Chair) opened the meeting and thanked everyone for attending. The minutes of the February meeting were agreed by Helen F and Helen S.

#### **2. DOG TETHERING AREA – JOHN MUIR CAMPUS**

Helen S reported that there had been several incidents recently involving dogs at the school at drop off and pick up times. It was noted that there were usually 4-6 dogs at the school, sometimes up to 10, and it had been suggested that a designated tether zone could be created at JMC so that dogs were kept away from children. Consequently, an area had been identified on the grassy verge just outside the front railings. Signs showing locations of the dog tether zone and no dog zone would be put up and owners would be asked to keep dogs on short leads and not tethered too close to other dogs.

Jim Peoples, Assistant Dog Warden at ELC, outlined how the tether zone would work in practice and the measures which could be taken to address problems, including dog control notices and bans. Helen S requested that the zone be well away from the gates and Jaime suggested that a separate area for parent/carer bikes also be designated.

Helen G would send out information to all parents and carers about the tether zone and general dog control, and pupils would be asked not to go near the dogs. Jim was thanked for his helpful advice.

**(Action Helen G)**

### 3. PRESENTATION BY SUSAN MOWATT, EDINBURGH COLLEGE OF ART

Susan outlined her work with DPS for over 7 years to bring more art in to the school. Initiatives included after school art clubs, exhibitions, collaborations with Edinburgh College of Art students and the Artist in Residence project. She had come to the meeting to thank the Parent Council for funding the project and to request help to recruit artist parents. Several suggestions were put forward, Helen G would contact them. Helen S thanked Susan for her work with the pupils who enjoyed the experience very much and confirmed that £1500 had been set aside again this year for the project. It was suggested that this year's focus could be to decorate the loose parts storage pod. Helen G would co-ordinate with the Parent Pod group. **(Action: Helen G)**

### 4. HEADTEACHER'S UPDATE

#### School Improvement Plan

Helen G gave an update on the School improvement Plan. Key Issues included: -

- Read, Write, Inc – This program was showing excellent results. Helen G asked parents/carers to read a wide variety of books with their children.
- Behaviour Policy – The introduction of new approaches has taken a long time but is showing good progress now. Siobhan requested that the new approaches be outlined to parents/carers. Helen G would send out information. **(Action: Helen G)**
- Learning and Teaching – This, together with digital literacy, would be the focus of the School Improvement Plan. The Parent Council would be kept informed of plans.
- Visions, Values and Aims – A request would be sent out to parents/carers for suggestions for three values which the school should aspire to.

#### PEF

Funding had been reduced this year due to the decrease in the number of pupils claiming school meals. It was noted that the onus was on parents/carers to claim each year, but that many did not. Laura explained that Local Authorities have access to data which would enable schools to obtain their full PEF entitlement, but does not use it. Helen G would write to parents/carers to make them aware of the size and effect of the PEF reduction and encourage them to claim if eligible. She would also contact the Local Authority for clarification. **(Action: Helen G)**

#### P3/P4

Helen G had phoned parents/carers of P3D pupils who would be moving classes next year when the 6 P3 classes are consolidated to 5 P4 classes. It was agreed to run an informal session where pupils would meet their new classmates.

#### Staffing

Jo Legge would return full time after Easter.

Zoe Scott would be leaving at the end of the week.

Laura McDougall had returned from maternity leave.

## Twitter

Helen G anticipated that the introduction of the Parent Council funded tablets into every classroom would encourage all classes to put posts on the school Twitter account.

## **5. FUNDRAISING UPDATE**

Bank Balance: The Parent Council account is currently standing at £3500. Donations of £50 from Envirobuzz and £266 from Alba Trees had been received for the tablets. Helen G thanked the Parent Council for its support and funding this year.

Book Fair: Thanks were given to Jaime and volunteers for running this event again. Helen G confirmed that the Book fair had raised £900 and would check that the full amount of last year's credit had been claimed. It was agreed to run this event again next year.

Easter Fun Day: This event would be held at Lauderdale Park on Easter Monday, 22<sup>nd</sup> April, 1pm to 3pm. Helen S had applied for funding and booked an archery activity for £150

### School Fair:

- The costs of traders licences were £146 for a 1 event licence and £290 for a multi event licence. Applications were required to be made 6 weeks before the event. Following discussion, it was agreed to apply for a 1 event licence and to extend the Parent Council insurance to cover traders at a cost of £37. It was also agreed to set the cost of hiring a stall at £15. **(Action: Helen F/Jaime)**
- Helen G would send out a group call request for volunteers for the School Fair Committee. A meeting would be held on Friday 26<sup>th</sup> April, 9am in the Library, John Muir Campus. Helen F and Siobhan would assist. **(Action: Helen G)**
- Helen S asked parents/carers to bake for the school fair; contributions had reduced substantially in recent years. It was also agreed to hold a 'Dunbar Rocks' event to paint, hide, find and post photos of the rocks on social media.

### Funding Requests

There were no funding requests this month. Requests expected for the next meeting included:-

- School Mugs – Helen G sought agreement in principal for the purchase of mugs to sell to parents/carers and use at events instead of polystyrene cups. There would be a competition to design the mugs. This was unanimously agreed, Helen G would bring costs to the next meeting. **(Action: Helen G)**
- P7 Show – Jaclyn Eeles reported that £100 would be sought to fund the cost of the Leavers Disco.

**6. AOB**

JMC Library

Jaime thanked Helen G for the new computer in the Library, it had made a huge difference.

Eco Parent Rep

Helen S had been approached by a parent who would like to represent eco issues on the Parent Council. This was agreed, Helen S would contact her. **(Action: Helen S)**

**7. DATES OF NEXT MEETINGS (7-9pm) at John Muir Campus Library**

- Tuesday 14th May 2019
- Monday 10th June 2019

Signature of Chair: ..... Date: .....