

EAST LINTON PRIMARY SCHOOL PARENT COUNCIL

Chair: Mrs Ailsa Swinburne
Treasurer: Mr Fraser Macrae
Clerk: Mrs Lucilla Mackenzie

Minutes of East Linton Primary School Parent Council held in the Primary School on Tuesday 20th November 2012 at 7.30pm

Present: Ailsa Swinburne, Fraser Macrae, Lucilla Mackenzie, Karen Murray, Joan Bell, Winifred Govan, Rebecca Devon, Pauline Gilmour, Julie Ross, Sole Garcia Ferrari, Marion Hamilton-Smith, Chris Rhodes, Tasim Martin-Berg, Jenny Paterson, Susan Kerr, Jeannie Barber

- 1. Welcome to Members** – Ailsa Swinburne welcomed all to the meeting and presented Fraser Macrae with a bottle of wine to say thank you for stepping in over the summer.

Apologies: Apologies have been received from Nancy Bell, Allison Cosgrove, Gill Gardner, Kay Henderson, Madeleine Hewlett, Jill Stewart, Michael Veitch, Beth Vokurka and Gill Watson

- 2. Approval of Minutes of last Meeting**

- a. Financial Year** – FM confirmed it should be possible to move the financial year end, he is still to hear back from the Council, but that the AGM must be held in September. The AGM will take place earlier in September, with the accounts being done at the end of the summer term to be ready for the AGM.
- b. Playground Development** – CR reported on various different methods to try to secure the tyres in the playground and provide covers for them. Following much discussion and taking into account the difficulties of bolting the tyres down to prevent youths moving them, custom making tarpaulin covers to keep heavy rain out and cats getting into them, it was agreed that at the moment square bases should be made to prevent rolling them and at present not to fill them with sand. CR volunteered to make the bases. Price to be confirmed. **Action: CR**

- 3. Matters Arising**

- a. Lining up in Playground** – JP reported that a number of parents had mentioned that it was difficult for nursery parents to get through the playground in the mornings due to P2/3 and P3/4 blocking the route. JR said that the classes had been spoken to and they had agreed to line up parallel to the school rather than perpendicular.
- b. Litter in the Playground** – It has also been noted that at lunchtime there is rubbish strewn all over the playground when it is windy. An Eco-group is to be responsible for keeping the playground tidy.
- c. Playground Resurfacing** – It was questioned whether the playground was to have been resurfaced during the October break. No confirmation from the Council is on record so JP and FM are going to look back through their records to find out how far communication got with the Council. **Action: JP, FM**
- d. Christmas Holiday Pickup Time** – JP reported a number of parents had asked whether children could be taken home after the church service. JR confirmed that throughout East Lothian all schools will be dismissed at the normal time on the 20th December.
- e. Website** – All agreed it was great to have the website up and running again, but that there seemed to be rather a lot of old items. JR suggested it is better to clear everything off the website and start from scratch to provide a current, easy to use platform. There is an IT person coming in the next few weeks to train staff.

- 4. Correspondence** – SPTC (Scottish Parent Teacher Council) Survey – The Parent Council is to complete a SPTC Survey to gather information on how effectively Parent Councils and PTAs are including parents and carers from different ethnic minorities, with the objective

that supports are designed to help parent groups be more representative of the cultural and ethnic backgrounds of the children in their schools. It will only be used by the SPTC and will be anonymous. AS currently completing and awaiting confirmation from GG before sending.

5. Additional Agenda Items

a. PC News/Updates

- i) AS reported that P2 parents will be invited in to have lunch with their children as it wasn't done for P1's last year.
 - ii) P1's and P2's are involved in the Nativity Play. P3's from the P2/3 class will be doing interactive maths activities while the P1's and P2's practice.
 - iii) 50 Book bags for the Nursery have been purchased at a cost of £160. They are similar to the current school bags but are yellow. They will go out as soon as possible with leaflets on Early Level Literacy. GW suggested that if anyone has any good quality books from home they could donate to the nursery they would be very much appreciated. It was also suggested at the meeting that books for all ages would be welcome. Any books should be handed in to Helen to be audited and collated.
 - iv) **Visiting School** – a book has been provided in Audrey's office to sign in and out when visiting the school.
 - v) **Walking Bus** – a great turnout on Tuesday after bad weather deterred many on Monday. Zoe and the JRSO's have been doing a great job. This is a trial run but so far the children are really enjoying it and can be repeated as often as requested.
 - vi) **P1 Parent Lunches** – SGF and TM-B provided feedback they had received from P1 parents who had taken part. Positive feedback included praise that the children were washing their hands prior to lunch, the children seemed to organise themselves very well. Negative feedback included the quality of the food (this was a mixed point, parents with good and bad reports with some parents changing their children to pack lunches), no structure in the order the children ate their food appearing to eat pudding before their main courses in some cases, baked potatoes very large for the smaller children and a lot of wastage – give younger children half potatoes to save money and waste?. Acoustics in the hall make it impossible to hear, lack of supervision. Overall it was thought that the children should be encouraged to have a quiet and relaxing time at lunch. Could curtains help with the acoustics, RD to look into. Could the older children come in to help with the supervision, however, not feasible just now as their lessons run until 12.30pm. Could the children be given rewards, house points, etc to encourage a more positive experience? Could parents come in to help on an ad hoc basis? JR suggested the pupils making a Rights Respecting Schools lunchtime charter to set out the rights and responsibilities children have at lunchtime.
- b. Community Hall EGM** – WG attended the EGM and unfortunately nobody stood for the position of Chair, Treasurer or Secretary but people have signed up to form a committee. A meeting is to take place to divide up the jobs of essential positions to share the load. It was suggested the position be called Coordinator rather than Chair. Ideally a representative from each group (currently around 50) that use the hall should be on the Committee, however, some people represent more than one group, which isn't ideal. The meetings are usually once a month and KM has volunteered to be the PC Rep for the Community Hall. KM was at the AGM and found out that the school pay for use of the hall. The Hall has insurance cover, however, it does not include cover for goods brought in from outside. AS confirmed she has spoken to the stall holders for the Shopping Night to let them know that there is Public Liability Insurance but that it doesn't cover their goods. They need to have their own insurance.
- c. Parent Handbook** – covered by Head Teacher's Report.
- d. Rep Coffee Morning Feedback** – It was very well attended. The Thrift Shop raised £24. AS to ask Audrey to send out an email in the next few week asking for donations of good quality school uniform, in particular anything with the school logo.

The Thrift Shop is particularly short of smaller sizes. The Thrift Shop will have a stall at the Ladies Shopping Night.

- e. **Ladies Shopping Night** – AS confirmed 19 stallholders for the night. The licence has come through and there was a meeting this morning where most things were taken care of. Entrance fee to be £2 and all are welcome. FM confirmed floats would be available for the door, bar, raffle and mulled wine stalls. About 10 people are still needed to help on the night.
- f. **Christmas Market/Santa** – Santa will be in the hairdressers with seven elves. £2 to come and see him and children will receive a book and sweetie. Books cost £65 (for 60). There will also be face painting (Christmas symbols), paints to be collected from Helen. Children can visit Santa from 4pm until 6pm. RD has a curtain and fairy lights, TM-B also has fairy lights. Christmas decorations/tinsel donations would be very welcome. Still need some kind of room divider. To get sign from April Govan (?). Could use a gazebo to make it cosier. TM-B to email to ask for more helpers and tinsel. MH-S suggested using a white freestanding archway and will see if she can have use of it.

6. Head Teacher's Report

JR and PG gave apologies on behalf of Gill Gardner who has been off due to illness. GG has an open door policy and welcomes all to come in to talk to her at any point.

- The intercom has been checked and is working.
- All visitors are to sign the visitors book and it was suggested it would be a good idea to give 'Visitor' stickers.
- The Care Commission Inspection was carried out in the Nursery with very positive feedback.
- Christmas Parties – Food lists for the parties will go to the Class Reps. No helpers will be needed.
- Class Photos – Traditional class photos were voted in. AS has contacted GG to ascertain costs to enable PC to make a confident decision.
- Walking Bus – turnout has been excellent and hope to put photos on the website and get it into the national press. Zoe will do it again in the Spring and Summer terms, but it can be done more frequently if required.
- Parent Handbook – It can have its own cover but must have all the prerequisite information and a unified approach. SG-F suggested a 'Day Structure' would be a good idea to let parents know what happens during a typical day. One point that was asked was what to do with notes that need to be given to teachers? There is a post box in the main hall for parents that are worried their notes are not getting to where they should. Perhaps a summary page should be added? Information on snacks. How to subscribe to the school blog. Explaining that all school correspondence goes out by email so making sure all email addresses are up-to-date from day 1. Information on After School Club. Explain drop-off and pick-up procedures clearly. Homework structures.

7. Treasurer's Report and 50/50 Club Draw

Currently in the bank £1,483 with another £24 to come off as well as book bags and playground tyres. Last month the maths money went out and 50/50 brought in £100 and subsidised Pondlife McGurk.

50/50 Draw: November: 20 – Helen Pickles and 70 – Rebecca Devon
December: 36 – Jackie MacHardie and 74 – Donna Tsang

8. Date of Next Meeting – Monday 14th January 2013 at 7.30pm.

Lucilla Mackenzie
Clerk to the Parent Council
Lady Eleanor's Cottage
Whittingehame, EH41 4QA
Tel: 01368-850780
Email: lucillamac@msn.com