

EAST LINTON PRIMARY SCHOOL PARENT COUNCIL

Chair: Mrs Ailsa Swinburne
Clerk: Mrs Lucilla Mackenzie

Minutes of East Linton Primary School Parent Council held in the Primary School on Thursday 25th October 2012 at 7.30pm

Present: Ailsa Swinburne, Madeleine Hewlette, Karen Murray, Nancy Bell, Jill Stewart, Chris Rhodes, Tasim Martin-Berg, Maureen Tait, Susan Kerr, Jenny Paterson, Kay Henderson, Sole Garcia Ferrari, Gill Gardner, Julie Ross, Pauline Gilmore, Michael Veitch.

- 1. Welcome to Members** – Ailsa Swinburne welcomed all to meeting including Julie Ross (Acting Principal Teacher) who arrived last week and Councillor Michael Veitch. Sole Garcia Ferrari was welcomed as the new P1 Rep replacing Annie Roberts.

Apologies: Apologies have been received from Jeannie Barber, Rebecca Devon, Beth Vokurka, Allison Cosgrove, Gill Watson, Gill Robertson, Fraser Macrae and Donna Tsang.

- 2. Approval of Minutes of last Meeting** – The Walking Bus banner was queried. It was confirmed that the Parent Council would fund a banner but will wait to see how the trial goes before getting it made.

- 3. Establish Roles and Responsibilities of East Linton Parent Council Members** – The Chair gave everyone a handout detailing the role of Parent Councils. She asked everyone to look at the Draft Constitution that had already been emailed. Kay has the original and will email it to Lucilla. This point will be brought up at another meeting once everyone has had time to review it.

4. Matters Arising

- a. Community Hall Committee** - Kay Henderson is on the committee and reported that they need more people from the community. Kay is standing down on Monday. It was suggested that PC members share the responsibility of going to the community hall meetings once a month (they do not run during the summer). Kay emphasised that it was a very interesting committee to be on. Karen has volunteered to go on Monday. She will ask the following questions: How often does the school use the hall; is the school charged for using the hall and if so how much; what type of insurance is in place for events like the Ladies Shopping Evening and Christmas Market?

- b.** In her absence, Donna Tsang asked to raise the issue that children were to come off bikes and scooters in the playground but questioned whether this had been done. Gill confirmed they have been told.

- c. Parent Handbook** – The new Parent Handbook is being compiled with a deadline of 8th December. The Council have provided statutory parts and sent guidelines. The Handbook contains useful day-to-day information for new pupils starting at East Linton. The Parent Council have been asked for any input that they feel would have been useful when their children started at the school. Lucilla Mackenzie received a copy in August and will circulate to Ailsa, Tasim and Sole to review with Gill Gardner.

- d. Edbuzz Link** – no update yet. Training next week has also been cancelled.

- e. P6/7 Rep** – Kay to ask around to try to find one.

- 5. Correspondence** – All circulated by Clerk prior to meeting.

6. Additional Agenda Items:

- a. **Ladies Shopping Night** – 30th November. Gill Watson to be asked if she has applied for the licence. Helen has passed on contacts who took stalls last year. £15 for a table and raffle prize, after that anything they sold was their profit. To be a raffle and bar. Jenny suggested selling mulled wine to make money. Madeline volunteered to help. Extra bodies are needed for the raffle, meeting and greeting stall holders, etc – at least 8 or 10 needed still. It was suggested a list of time slots be made up for volunteers to fill. Bodies needed the night before to help set up. 16 stall holders have already been booked (maximum) with two on reserve and two more possible ones given to Kay by Ailsa. It was agreed that stallholders should be allocated their stall prior to the evening. Kay, Gill, Ailsa and Rebecca to meet in the coming week to finalise details. Was it agreed that it should just be the large hall? Email to be sent out to all advising of date. **Action: AS**
- b. **Christmas Market/Santa** - 2nd December – PC agreed to help out with the Santa stall. P7 to be elves. Allowed sweets this year but need to know exactly what we need to do from the community hall committee. Jenny helping Tasim. Two or three helpers for stall needed.
- c. **Fundraising/Charity Donations** – Main areas to donate to will be school development, play ground development and reading. Motion accepted to put towards reading development. May need a sub-group for playground. Large tyres were delivered during the holidays and are working really well – the large ones for a place to chat for older children. The smaller tyres to be made into sandpits. Chris Rhodes volunteered to make covers for them. Special paint can be used on tyres to brighten them up. **Action: CR**
- d. **P4 Music Lessons** – Quite a few parents are aggrieved about pupil's recorder lessons after a letter had been sent out asking parents to buy/find a recorder for forthcoming lessons. The lessons have been stopped and parents would like to know when lessons will resume. Gill Gardner has assured the PC that she will contact the relevant parents to assure them that these lessons will continue. The timetable is a high priority to get right to make sure the music lessons continue.
- e. **Class Rep Mug shots** - Rebecca has made a sheet of photos and information on the class reps and thanks everyone for their pictures. It will be on the notice board in the foyer and nursery. It was agreed for the list of Class Reps to go on the website but no other information/photos. Rebecca would like it to go out asap. She has set up a gmail account. It could go out by email and for those who are not on email a hard copy will go out in school bag.
- f. **Facebook Page** - Rebecca asked Jenny to talk about the setting up of a Facebook page. It will only have information on it that is available elsewhere. It is not a platform for discussion on school matters, just a place to help promote up-and-coming social events and share relevant information. It will not have the PC Minutes and Agendas on it. In the first instance it will be set up as a trial.
- g. **DCC Support – Yearbooks** - Allison Cosgrove is a co-opted member and is on the Dunpender Community Council. DCC could help to fund P7 yearbooks.
- h. **Co-op Raffle Prizes** - Allison Cosgrove also has contacts within the Co-op and could approach them regarding raffle prizes for forthcoming events.
- i. **Parent Council Coffee Morning – Friday 2nd Nov, 11.30 in Music Room** - Tasim has volunteered to do the thrift shop with Kay and Rebecca. Fraser is organising a float and Kay volunteered to look after the stall. Helen, Ailsa, Gill and Jenny will set up the room in advance and provisions have been ordered. It was requested that crayons and paper be laid out for smaller children. It was

suggested a sandwich board be put out in front of the school letting parents know that the coffee morning is on Friday. Chair to speak to Gill regarding risk assessment which Helen has on file.

- j. Change Parent Council Year to run from June to June** - Fraser Macrae has suggested changing the financial year to run from June to June as the accounts have to be checked before the AGM. This would mean the AGM could be held straight away in August when the new school year starts. It was suggested the AGM should coincide with the Curriculum Evening, but the point was not carried. Fraser will contact the council to find out if we can change the end of the financial year. Most in favour.

7. Head Teacher's Report

- Gill Gardner welcomed Julie and Pauline as staff reps.
- P1 & P1/2 parents are getting an invitation for week beginning 5th November to have lunch with their child.
- Joyce Marlow has been asked to come to parent council to explain how meals are planned – still to hear back.
- Calendar coming out next week with an update on parties/concerts/community events/choir, etc
- All classes visiting library next week.
- Nursery refurbishment started and is bright, fresher and cleaner. Care Commission self evaluation – visit from them is likely within next few months.
- Successful in service day – in future some parent council members will be asked to come along too. Successful self evaluation done. Accelerated reading and how reading is taught and making it more consistent are high priority on the schools plan. Gill Gardner is looking at when to start with P3. Other schools start in P4. Some PC funds will go to reading. £500 commission from book fair and very good commission from the Christmas cards.
- Half chocolate covered bars are to be sold at the fair-trade tuck shop with a new procedure for general treats within the school to be for special charity days, etc.
- Finances with reading in mind – Please could the Parent Council fund book bags for the nursery. 40 book bags needed in school yellow with black colours which the children can borrow each week. It was felt by all that it is important to start the love of books from a really young age. Chair asked for a price back and if suitable accepted.
- Transport costs a problem for sports events. £140 to get 20 children to Meadowmill and back. The Council have been asked for their busses but unfortunately not available on the day needed.
- Flipcam for every class – waiting for prices back. Two in school just now.
- Jolly Phonics Resources to assist teaching reading – would like interactive resources and waiting for price back.

8. Treasurer's Report & Adoption of Accounts – Approved at last meeting.

50/50 Club Draw - no winners tonight as October draw was done at last meeting. It was suggested that forms should be available at the coffee morning and Ladies Shopping Night.

9. Date of next Meeting – Tuesday 20th November 2012.