

EAST LINTON PRIMARY SCHOOL PARENT COUNCIL

MINUTES

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 Thursday 11th April 2013 at 7.30pm

Present: Gareth Hill, Ailsa Swinburne, Lucilla Mackenzie, Gill Watson, Kay Henderson, Jeannie Barber, Madeleine Hewlett, Karen Murray, Pauline Gilmour, Gill Gardner, Julie Ross, Joan Bell, Susan Kerr, Chris Rhodes, Tasim Martin-Berg

- 1. Welcome and Apologies** – AS welcomed all to the meeting including Gareth Hill from Active Schools who came in to talk about their timetable.

Apologies: Winifred Govan, Beth Vokurka, Marion Hamilton-Smith, Gill Robertson, Rebecca Devon, Cllr Michael Veitch, Donna Tsang, Nancy Bell, Allison Cosgrove, Fraser Macrae, Kevin McCarthy.

- 2. Gareth Hill – Active Schools Dunbar Cluster**

Gareth Hill had been asked to come along to talk to the Parent Council about the lack of classes in East Linton. Unfortunately, there are no coaches within the Dunbar Cluster, therefore, they have to be brought in from outside and the timetable needs to be drawn up around their availability. GH confirmed that on a Friday he is trying to push back times to accommodate everyone, but it is very difficult during the week due to coaches having other commitments. Volunteers are desperately needed and don't need to have experience or be sporty. Active Schools have pre-prepared session plans and will give on-going training and support which is paid for by Active Schools. AS asked how much coaches are paid, Level 1 is £15 per hour and Level 2 is £20 per hour. KH suggested the PC should send something out asking for volunteers. Term 1 and 2 courses are available free of charge. Insurance is provided by Active School. AS to arrange a blog appeal for parents and community. **Action: AS**

Next Thursday, East Linton Primary Rugby is starting. It will be run by Paul Prichard with Gill Gardner being the facilitator. They are looking for a couple of parents to work alongside PP. PP will be there for six weeks to give training to volunteers. It doesn't matter if you have no rugby background, he will take you through the programme. There will be four weeks' training at school and then four weeks of Festival Tournaments against Dunbar, North Berwick and Haddington with the Final Festival Tournament against Tranent, Musselburgh and Prestonpans. For next term darts have been put forward by the children.

- 3. Approval of Minutes of Last Meeting**

KH had two corrections to the last Minutes. Point 8g - Coconut Shy comments were made in jest; Point 8i - BV is happy to do fundraising applications for all projects, not just the yearbooks.

- 4. Parent Council Members Contact Details**

LM to check members' contact details each meeting.

Action: LM

- 5. Matters Arising**

P7 Yearbooks – AS to liaise with KH.

Action: AS/KH

6. Correspondence

- a. Don Ledingham Resignation – no comments.
- b. BEMIS SPTC – request to complete a survey – feedback received – GG helped AS to submit and it will be published in the near future.
- c. Clerk Vacancies – there are clerk vacancies in the Tranent Cluster – if anyone knows anyone interested PC can forward details.
- d. Parent Representative on the School Based Therapeutic Counselling Service Stakeholders Group – need two parent reps for it to go out to tender – TS thinks two have been found. Good to know that this is going on just now.
- e. Parent Representative required for a Steering Group for the Accessibility Strategy Action Plan – no comments.
- f. East Lothian Diversity Newsletter: March – AS to put on noticeboard – passed copy round.
Action: AS
- g. The National Parent Forum 2013 – AS to put on noticeboard – passed copy round.
Action: AS
- h. Dunbar Learning Community Celebration – positive report from HMIE – invited local groups to a celebratory evening (this evening) on HMIE findings and a discussion to address the areas for improvements.
- i. Parent Council Resource – A guide to gathering views and ensuring parents' voices are heard in your school – KH/AS volunteered to read. **Action: AS/KH**
- j. Parent Council Training – in his absence KM had put his name forward to do Facebook Training.
- k. Food Hygiene Certificates – this is required if you are to prepare or sell food at fund raising events, ie. home baking, bacon rolls, etc. SK asked whether it is just Parent Council members who need to have the certificate or the person actually selling the food? GW said that she would be happy to attend the course. GG will check whether any staff have the certificate and will check to see if that is sufficient.

7. Additional Agenda Items

- a. **Edubuzz Subscription Link** – LM to ask Audrey Dowling to send out an email letting parents know where they can subscribe to the Edubuzz updates. LM to also put a blog entry on the website. **Action: LM**
- b. **Outings** – it was raised that there has been unfairness across the year groups in regards to outings – GG thinks it would be fun to have an outing at the end of year, but generally speaking she tries to tie in visits with the children's learning. Sometimes there isn't anything obvious to tie-in. Outings happen when there is the appropriate subject. GG doesn't want to always have to pass the cost of trips onto parents. JB mentioned that there was a discretionary fund for children who can't go. The Council fund small green buses at a reduced rate, but quite often they are only available at certain times which aren't always suitable. The school has been fortunate recently that groups have been coming to the school to share their expertise so therefore trips have not been needed. All these things are subject to funding from the Council.
- c. **School Budget** – KH asked if there could be an update of school expenditure. GG doesn't have budget yet for next year, however, the school came in under budget and it is possible to carry forward a certain percentage into next year. A new telephone system has been installed in school. Nothing to report on capital expenditure. Practical equipment for Heinemann Active Maths is needed. A rep had been visiting the school today with some great resources to complement what the teachers are currently already using. GG to make a wish list of about £2000.
- d. **Composite Classes** – KH said she had been asked questions in the playground re: next session. GG not at liberty to say. All pupils will meet

their new teacher on the same day and will come home with a letter in the middle of June.

- e. **ELAPCM Feedback** – JB attended the meeting and confirmed it is definitely good to be part of. Presentation on Curriculum for Excellence was very interesting, but rather too much detail. Voluntary Early Release Scheme was discussed. Darren Nightingale was present. Primary Management review – there are 225 supply teachers registered, but only about 71 active and it is hard to get hold of them. East Lothian is bucking trend and growing. One other interesting thing Colin Henderson, Pencaitland PC, out of catchment applications, two page document on his parent council website which might be of interest to us. Next meeting is next week which JB will attend. Worthwhile meeting agreed by AS and JB. AS thanked JB for attending.
- f. **Homework Club** – This is a Homework Club in be run from the library. There have been concerns raised that it would be used as free child care. It might work really well but nothing should replace the parent guided homework. JR mentioned she had heard of clubs where it isn't to do homework, but to have certain subjects. Overall good idea, however, needs to be run properly. Community project as well as just for school. As yet no volunteers. Feedback has been sent back. East Linton Library is under threat of closure just now. They are very keen to work with the school.
- g. **Playground Re-surfacing** – AC has investigated this with ELC and a representative is meeting with GG shortly.
- h. **Playground Sub-committee Update** – no update. GG confirmed that playground items have been ordered.
- i. **May Fair on 11th May 2013** - GW asked everyone to sign up. GW has put a letter together letting local businesses know and asking them to donate which she will distribute with KH. RD has sent out a Survey Monkey for PC members to sign up. LM to ask Audrey to send out an email to the parent distribution list asking for volunteers to sign up also. At least 24 people are needed and so far we have 10. AS needs to update the Risk Assessment so needs to know stall holders asap as it needs to be in three weeks before. LM to ask for bags from co-op to go home in children's school bags requesting donations for raffle, tombola prizes, etc. Rebecca has contacted a bouncy castle company and confirmed it is possible to book a bouncy castle, GG mentioned safety concerns about this. RD has revamped poster to go round village and to be put on the blog. Fundraising money to be spent on playground and practical maths resources to enhance the Heinemann maths programme. GG has a Seabird Family Centre Pass already. PC members will advertise the event on East Coast FM, ELDA and on the East Linton Website. JR mentioned they had the fire engine and police in Haddington. RD is going to ask Sustaining Dunbar's Dr Bike to attend. Ice Cream Factory – last year very popular, but this year we should run it ourselves. Belhaven Fruit Farm – PG. Children decorate the ice creams themselves. AS asked if she felt that there was need for the May Fair and the general feedback was yes, the children love it.

Action: LM/GW/KH/RD

8. Head Teacher's Report

- Final placement student in P6/7 – 22nd April.
- Unfortunately the playground supervisor is still absent. P6/7 have been allowed onto playing field if GG and JR are both available to supervise. KH questioned the safety aspect. GG doing the best she can where she can. GG confirmed that the children are out there as often as possible.
- GG to offer an "Overview of Curriculum" evening. GG hopes to do this in late May/early June before the reports are sent out.
- GG is to contact the PC for self-evaluation work – comments on what goes on, deeper understanding of how we work – a possible date would be the May in-

service day. Children could be supervised for an hour to allow PC members to come in.

- New class newsletter and calendar to be sent out.
- Thank you to everyone for their part in Science Week.
- Busy term coming up. Staff meeting tomorrow morning to look at Sports Day, etc.
- Forest Schools – PG confirmed that P1 children will be given this opportunity this term.

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

There is approximately £2k in bank, less pledges made last meeting. FM to send an up to date summary at the weekend once he has been through the bank statements and will find a volunteer to pull the 3x 50/50 numbers for April and add that too.

10. Date of next Meeting - Thursday 16th May 2013 at 7.30pm