

**MINUTES OF ANNUAL GENERAL MEETING of  
EAST LINTON PRIMARY SCHOOL PARENT COUNCIL**

**East Linton Primary School on Thursday 22<sup>nd</sup> September 2016 at 7.00pm**

Chair: John Paterson  
Treasurer: Pam Tannahill  
Clerk: Nichola Ma

**1. Welcome and Apologies**

Attendees: D Russell, J Bell, G Gardner, J Paterson, B Taylor, F O'Sullivan, G Coghlan , T Martin-Berg, A Boyle, C Nathan, L Daniels

Apologies: R Horn, C Carroll, P Tannahill, M Veitch

J Paterson opened the meeting and welcomed new attendees.

**2. Election of class reps**

Nursery –

P1 – Bea Taylor  
P2 – Aileen Boyle & Craig  
P3 – Gillian Coghlan  
P4 – Fiona O'Sullivan &  
P5 – Tasim Martin-Berg  
P6 – Roz Lowrie  
P7 – Audrey Hartland  
Co-opted – Joan Bell

Treasurer  
nominations: Brian Whitson (Nominated by J Paterson and seconded by D Russell)

Chair - John Paterson (proposed by L Daniels, seconded by D Russell)

Depute Chair – suggested by the Chair that the Parent Council consider this role for this year (at future meeting) as a way of succession planning for future years

After explaining the role of a Parent Rep. a brief discussion followed about the low numbers in attendance at the AGM (less than expected after presence at the Meet the Teacher evening and the Autumn Fair). John sees this as a longer term 3 year plan to raise profile of PC and get parents involved.

L Daniels suggested making a Flyer to P1 parents to promote position of Parent reps.

T Martin-Berg suggested a childcare/crèche worker that the Parent Council could fund out of expenses to come and look after the children during meetings, as this could be a potential barrier for parents to be able to attend.

### **3. Yearly Report**

Feedback from Parent Council- suggested changing the phrase ‘sharing the Burden’ to a more positive phrase such as privilege, responsibility etc.

*Full report in appendix A*

### **4. Treasurer’s report**

Healthy balance at year end with less income than previous years but less spent.

Parent Council as is traditional, paid for P7 year book, funded a residential trip and helped to buy educational resources.

J Bell wondered whether the PC had missed out on a grant of £1000. Had heard from Alison Cosgrove that you have to apply by a specific date (unknown at meeting). J Paterson thought this was the Anti-discrimination funds from Area Partnership/cluster. No clear answer during the meeting so John will email Alison directly to double check (**ACTION**).

50/50 Club – income £1200 in 2015 and just under £1000 in 2016. Why the drop?

Playground project – continuing improvement to the playground, make a feature of fundraising targets. No further queries, issues or amendments from members present.

Emma Burke audits the accounts – everyone happy that we approach her directly.

*Full Treasurers report in Appendix B*

**AGM closed**

## MINUTES OF MEETING of

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Chair: John Paterson  
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#### 1. Minutes from last meeting

Minutes approved with amendment that T Martin-Berg sent her apologies.

#### 2. Matters arising

Logo / brand for Parent Council – sent home with children – to be returned to school next week. Prizes up for grabs. Branding to go on T-shirts

Perspex plastic shelter for outside the front of Nursery. F O’Sullivan sent an email to J Paterson about Promo Plastics who are reasonable and easy to deal with.

**ACTION** – G Gardner will speak to property & health & safety to get authorisation. John will send contact details of PP to G Gardner.

Playground committee: Will be looking for people to actively get involved as the current group has now dissolved.

John wants to ask Liz Dorian to come back and speak to Parent Council as there are new people in the Parent Council now.

Discussion about sub-committees – need updates regularly at PC meetings.

Responsibility/accountability is important and making resources available and sharing information with Parent Council.

**ACTION** – John will contact Liz and existing members of playground sub-committee to see if they want to come along to next PC meeting – make it the focus of the next meeting.

Brief discussion about the playground plans being aspirational at the moment. Pupils were consulted and lots of things were considered by the PC and the Architect, with plans and a report.

Sustainable Dunbar will fund the Play pod. Fixing a date for this would be helpful to tie in with the next PC meeting. Supported by a sign saying something like “Parent council funding”.

Matched funding is easy to obtain if there are people that work in a bank and are able to contribute to fund raising that they would be able to approach bank and apply for matched funding. Discussion about who might be able to do that.

### 3. Head teacher report

- Mrs Gilmore still absent with broken arm. Emailed all nursery parents. Cover has been secured until End of October. Sharon and Alison are giving lots of support where needed. They have offered to do the parent consultations which wasn't asked for but they have been so generous in offering to do them.
- P1 parents came in to have their lunch. Great fun and very loud. Nice to see so many.
- Running club started on a Thursday morning. Football club also started by active schools volunteers.
- Parent consultations will be available to book on line soon
- P7 went to camp in Barcaple in Castle Douglas. Successful trip with Innerwick children and West Barns. Thanks to Miss Ross and Miss Claire.
- Autumn fair a success. Lots of fun things for kids to do. Seemed like a good time of year to have it. Parent Council represented and Lucy helped cover the stall. Thank you from Gill and teaching team.
- Back to school night worked well with Parent Council presence. First time at trying this.

### Playground

Susan dropped by to talk about the Playground. Confirmed a definite commitment for £1000 for the playpod at East Linton from Sustainable Dunbar. If you have a parent who has the skills to make something with raw materials. Shipping containers cost around £2000. Need to consider having a lining to prevent mould etc. Innerwick covered the costs of the materials with the money granted from Sustaining Dunbar and got a parent to build it. Probably need to raise a bit more than \$1000 and to use before March 2017. Susan can help source materials in a flash. Recommend approaching the council to check approval. Definitely having a positive impact on children's play at North Berwick and Innerwick. Playground staff also need training – may cost but there might be ways it can cheaper. Then needs risk assessed but with robust structure it will last a long time. Evidently helps creative imaginary play – teach about usefulness of waste (bi-product). **ACTION** – need to choose a container

### 4. Correspondence

- a) Local development plans – Gill has heard nothing in relation to plans for the impact on school – John asked Gill to keep Parent Council informed.
- b) Anti social behaviour sub group meetings – no body to attend from East Linton
- c) Gill talked about recent developments with Roots & Fruits, workshops, alternate with fair-trade tuck shop. Part of Eco-schooling
- d) Named Persons – nothing currently to say/report at this stage
- e) ELAPCM – Met Fiona Robertson for first time. Children aware in school (GG) – not easiest to explain. Parent Council now has a formal role in inspections – Chair gets involved. John will go to these meetings going forward unless someone else can volunteer. Fiona offered to go to one in the future.

## 5. Plan for the Year

F O’Sullivan suggested a number of goals to be agreed, e.g. fund raising targets. G Gardner talked about some of the resources the school would like, as a staff team they have talked about, e.g. maths, reading, trips to camps, residential.

Parent Council plan to fund raise for the playground as a longer term running total. Smaller projects of the 50/50 club reinvested back into the school for resources/learning.

Proactively work with these goals and produce a report of things achieved that can go out to parents in between parent Council meetings.

**ACTION** – G Gardner to pull together a ‘wish’ list of learning resources with costs.

Discussion about when the AGM is held. Why held in September? Traditionally held alongside meet the teacher night. Doesn’t seem to impact numbers either way. Should it be held in August to help clawback the time so we can start doing good work earlier on? May need to change the constitution in order to do this.

Can it be held in a community building where we can bring our own supplies, e.g. Wine & nibbles

Further discussion regarding the running of the parent council from a Chair and member perspective.

Everything can be read in advance of the meeting but it may not create organic discussion during the meeting.

## 6. 50/50 draw

1 -

23 -

20 -

## **7. Parent Council dates**

Further discussion about a focus on the real purpose of the parent Council. It should be a place for parents to learn more about their child's education and how the school teaches, assesses etc. Majority of Parent Councils do not have a purpose to fund raise in addition to traditional activities. They usually split this responsibility to the PTA. Parents need to take responsibility too.

**ACTION** – Trying to source people who are willing to take part in sub committees. Fiona, Bea and Aileen. Once sub groups in place they should be added to the report.

Date of next meeting : Thursday 27<sup>th</sup> October, future meeting dates to dispersed every 6 weeks for the remainder of the 2016-17 school session

**ACTION** - Nichola to book school let