

East Linton Primary School Parent Council Meeting

21st September 2017

ATTENDEES	John Paterson; Gill Gardner; Gill Coghlan; Bea Taylor; Fiona O’Sullivan; Brian Whitson; Colin Carroll; Tasim Martin-Berg
APOLOGIES	Aileen Boyle; Ros Lowrie; Meriel Younger

Agenda topics

1. WELCOME & APOLOGIES

DISCUSSION		
	Quorate: N?	
	Minutes are agreed from last meeting: As AGM, these will be carried forward to next meeting	
	Progress on Actions arising from previous meeting : As AGM, these will be carried forward to next meeting	
ACTION ITEMS	WHO	WHEN

2. CHAIRS ANNUAL REPORT 2017-2018

DISCUSSION	<p>John presented his Annual Report, and made the following points:</p> <ul style="list-style-type: none"> - Parent council aware of houses planning around EL - Parent Council be aware of the constitution - If you don’t have representation from each class you can draw names out a hat - Could have parents of children on children’s council, could be a member of parent council - Fundraising doesn’t happen by accident 	
	The ELPS Parent Council thanked John for his work as Chair over the past year.	
ACTION ITEMS	WHO	WHEN

East Linton Primary School Parent Council Annual Report 2016-2017 September 2017

Dear Parents and Carers,

This is my final Annual Report as Chair and member of East Linton Primary School Parent Council. As current Chair I am grateful to the current Parent Council for all of their support over the last 12 months. As a parent, I am extremely grateful to **all** current and previous members of the Parent Council for all of their time and efforts over many years.

In my opinion a successful and achieving School requires full and open engagement between the School, the Parent Forum and the Community. In my report last year, I reflected on why parent councils

actually exist. I summarised these as:

Supporting the school in its work with pupils;

Representing the views of parents;

Promoting contact between the school, parents, and pupils;

Finding out what parents' views are;

Participating in the appointment of senior promoted staff. As we look back at what we have achieved, we also need to think about what the future holds for School and the children who attend it. We, the Parent Council, are the link between you and the School. Our membership is made up of parent/carer members and co-opted members from the local community. **Each year group should have one or two Representatives, communicating your thoughts and needs to the School.** We are delighted to welcome Head Teacher Gill Gardner and teaching staff members to all our meetings. Local Councillors attend as regularly as they are able. We warmly welcome any parent/carer who wishes to attend any of our meetings, whether to make a contribution to discussions or simply to observe. We are extremely grateful to those parents/carers who have attended throughout the year, some of whom will be stepping down after years of service. Details of all our meetings can be found on the school website. **The Last 12 months** In September 2016, the Scottish Government launched "Empowering teachers, parents and communities to achieve excellence and equity in education: A Governance Review". A nationwide consultation, the results of which may impact on the learning experience of children, our children for years to come. Individual members of the Parent Council contributed to this consultation. At a local level we have the planned expansion of the village, with foreseen (and unforeseen) impact on the School, the children and our own family lives. We do not yet know the full impact on the School, teaching facilities, playground etc.

With all of this potential upheaval, there really is no better or more important time to be involved in the Parent Council. It is the opportunity to shape the learning experience of our own children for years to come.

In last year's Statement, I mentioned the development of the School's playground. Thanks to partial funding from Sustainable Dunbar, the money raised last year's Autumn Fair, we are now harvesting the hard work of our playground sub-group with the arrival of the PlayPod container.

In addition the Parent Council agreed to fund £1,120 of maths equipment for the School, helping children of ages and all stages of their development.

Fundraising doesn't happen by accident. Our main event, the 2017 Autumn Fair has recently taken place, raising over £1,500. A massive thank you to all who organised the Fair, took a stall on the day, and spent their money on the day.

We are all volunteers!

The members of the Parent Council are volunteers, as are those who raise money and those who help with the sub-groups.

The Professionals

The responsibility for the delivery of education and life building experiences sits firmly with Gill Gardner and all of her staff in the school. On behalf of Parent Council, I thank Gill Gardner and all her staff for their hard work, dedication and professionalism during a challenging academic year. Without their enthusiasm, East Linton Primary School would be a very different experience for the pupils.

With this report, I enclose our Treasurer's Report and the 2016-17 Parent Council Accounts. Please take the time to look at these, as they provide detail on the fundraising over the last two years.

John Paterson Chair of East Linton Primary School Parent Council 21 September 2017

3. TREASURER ANNUAL REPORT

Brian presented his Annual Report as Treasurer.

East Linton Parent Council – 2016-2017 Treasurer Report

This year's accounts have been examined and signed by Douglas Home & Co Ltd (19/09/17).

Parent Council funds started the year in July 2016 at £2,213.16 and ended the year in June 2017 at £3,161.16, representing a £948 profit and a healthy bank balance as we started the new school year.

Note that since July (and not included in these accounts), £1,420 has been contributed to the Playground Project (play pod) and £1,503.76 raised at the recent Autumn Fair.

Fundraising Events

There were two fundraising events over the course of the year making a total profit of £1,898.

- The 2016 Autumn Fair raised £1500.
- The 2017 School Discos raised £398.

This was higher than 2015-2016 where fundraising activities differed - Tea Towels, School Discos and Christmas Market with the May Fair moving to autumn 2016.

50-50 Club

The 50:50 club continues to be a steady source of income but this dropped by £100 to £886 last year. We currently have 35 members using 81 numbers. We would like to encourage you to sign up and join the monthly draw (mandate forms are available tonight). A monthly membership of £2 gives you two numbers in the monthly draw where three prize winners share 50% of the money collected.

Contributions to the School

This year £1320 was contributed to fund maths resources.

Playground Development Project

The main objective of the 2016 Autumn Fair was to raise funds for the playground development project. The money raised was spent on the planning application (£202) and the play pod (£1,420 in next year's accounts).

Thank you to everyone for your continued support.

Income and Expenditure for the year ended 30 June 2017

INCOME	2017		2016	
	£	£	£	£
50:50 club	886.00		986.00	
Autumn or Christmas Fair	1,585.00		173.65	
School discos	500.00		465.00	
Teatowels	48.00		1,112.00	
May Fayre	-		-	
Bank interest	1.52		1.02	
Grants	-		-	
Donations	-		-	
Other	-		-	
		<u>3,020.52</u>		<u>2,737.67</u>
EXPENDITURE				
Payments to school	1,320.00		1,832.50	
50:50 club	269.00		501.00	
Autumn or Christmas Fair	85.00		51.00	
School discos	102.00		229.00	
Teatowels	-		588.00	
May Fair	-		-	
Playground Project	202.00		347.51	
Gifts	-		-	
Miscellaneous	94.52		22.50	
		<u>2,072.52</u>		<u>3,571.51</u>
Net profit/loss in year		<u>948.00</u>		<u>- 833.84</u>

50:50 Club

Tonights 50:50 winners are as follows:

53

58

106

ACTION ITEMS	WHO	WHEN

4. ELECTION OF NEW CLASS REPRESENTATIVES 2017-2018

DISCUSSION		
<p>Nursery AM - Vacant Nursery PM - Vacant P1 - Vacant P2 - Vacant P3 – Vacant P4 – Jenny Paterson (Facebook admin) P5 – Fiona O’Sullivan P6 – Jill Coghlan P7 – Ros Lowrie tbc</p> <p>Playground Working Group – Bea Taylor (other members tbc)</p> <p>Discussion was had about how to communicate and engage other parents in PC</p>		
ACTION ITEMS	WHO	WHEN
<p>Construct an email to send to parents / carers (including short video clip of a playpod in use / remind them why PC exists / bottom line is not enough attendees to elect office bearers / include info. Re Clerk role as a paid role)</p> <p>Approach other parents in the playground</p>	<p>Fiona O’Sullivan</p> <p>All PC members</p>	<p>26.09.17</p> <p>Next week</p>

5. ELECTION OF OFFICE BEARERS 2017-2018

DISCUSSION		
<p>Can’t elect any more office bearers until more PC members present as need 7 to elect one office bearer, and 8 to elect a second office bearer (John’s interpretation of the constitution). Tasim emphasised the importance of Clerk & Secretary roles in supporting the basic functioning of the PC.</p>		
<p>Tasim discussed being willing to be nominated as Chair 2017-2018 – 7 non-office bearers needed to elect an office bearer, therefore PC agreed for Tasim to take role of ‘Acting Chair’ until next PC meeting.</p>		
ACTION ITEMS	WHO	WHEN
<p>Gill Gardner to post AGM reports & minutes on ELPS website in lieu of</p>	<p>Gill</p>	<p>Ongoing</p>

Clerk / Secretary positions being filled		
Pursue advertising Clerk Position for ELPS PC – add a note re. this into email to parents/carers	Fiona	26.09.17
Jenny and PC agreed for her to take role of Facebook person – she will post regular notices and updates on PC activity	Jenny	Ongoing
Tasim to source role descriptions from EL Council Website	Tasim	03.10.17

6. FUTURE MEETING DATES

DATE OF NEXT MEETINGS	Tuesday 3 rd October 7 – 8.30pm (agreed) Tuesday 7 th November 7 – 8.30pm (agreed) Tuesday 5 th December 7 – 8.30pm (agreed)
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7. AOB

DISCUSSION	WHO	WHEN
ELPS PC discussion about getting involved in Christmas Fair this year – 3 rd December 2017 Excite the kids about PC – might excite the parents? Discussion about vinyl stickers for the playpod		
Gill C. to investigate application process and bring back to next meeting.	Gill	03.10.17
Attend Assembly to share about Parent Council – Fiona to lead, all PC members to be invited	Fiona to lead	06.10.17
Fiona to source quote for Vinyl stickers	Fiona	03.10.17
Tasim to send Fiona & Jenny ELPS PC Logo	Tasim	29.10.17