

Action items	Person responsible	Deadline
everyone has access to this*, or through personally getting an email / mobile number list together)		
✓ Update parent council leaflet	Tasim Martin-Berg	Prior to parent consultation night

Agenda item: Head teacher report **Presenter:** Gill Gardener

Discussion:

Gill shared information on her self-evaluation session, which she carried out through the pupil council. Every pupil is now a member of the pupil council so everyone can participate. She shared what the children liked about the school and what they would improve. She will compile a report and share with the PC as well as the ELPS school website.

Gill reported that working parties for science, out of school achievements and raising attainment had been formed.

The school development plan has been finalised, is about to be sent off and will be shared with PC at a future meeting.

Staff attended French training and have access to an online resource with progressive plans for teachers.

Sandra Banks and Julie Ross attended a workshop on 'Read Write Inc.', a phonic based approach to literacy that joins up phonics reading and writing. ELPS are adopting this as an intervention initially to see how it works. Dunbar Primary have invested in the whole school programme up to P4. Julie and Sandra will information for parents to go on the school website, as well as offering a workshop to parents in future. Children who are participating in this teaching intervention will have information sent home to parents/carers in a letter.

Gill also reported on the following activities:

- Farm to Fork working with P4, and P7 have been making WWI food
- Museum of flight have been in 6 times
- P4 to visit the Botanics in Edinburgh
- P5 have started their John Muir award work which will culminate in their Innerwick residential towards the end of the year
- Tasters in table tennis, badminton and rugby have been taking place

Conclusions:

Gill would like class reps to ask parents if anyone is willing and available to help sort out the library in school? Any parent can approach her to offer to help with this.

Action items	Person responsible	Deadline
✓ Class reps to communicate to parents/carers that Gill would like help with the library, and parents/carers should contact her directly	All reps	17.10.17

Agenda item: Finances **Presenter:** Brian

Discussion:

Brian reported no update on the finances, following his extensive report at previous meeting (AGM). Brian asked Gill for an invoice for the playpod, which she will look out.

Conclusions:

Discussion about P7 yearbook funding and this was agreed to be supported this year, as well as covering the double print last year.

Action items	Person responsible	Deadline
✓ Send playpod invoice to Brian	Gill	07.11.17

Agenda item: Parent Council Items of Business **Presenter:** Tasim Martin-Berg

Discussion:**Facebook/School website/Notice board:**

Tasim highlighted the active use of Facebook page and school website as important ways to communicate with parents. Jenny is happy to continue with this role. Gill will continue adding to school website although this is something that could now be discussed with the incoming Clerk. Tasim would like to explore the possibility of a PC notice board in the foyer of the school, and volunteered to set this up.

Playground working group:

Bea reported that through discussion with Lucy, they had a slightly different understanding of the list of objects required to fill a 'big loose parts' playpod and therefore the list of items sent to parents should be updated. Thinking about the longer term goals in relation to the playpod was discussed, and preparation and planning ahead being important. Lucy discussed a toolkit which was very helpful, and she has sent to Bea. Trace asked who would conduct the health and safety risk assessment, which would be Gill. Bea has booked up to participate in a webinar and she will feedback to the PC. Bea also gave Gill information about loose parts play co-ordinators in the region and highlighted the possibility of funding.

PC members were going to attend assembly in the school this Friday to excite the children about the PC and the things we are involved in, as a way of exciting/reaching parents/carers. Discussion was had about the timing of this, particularly in relation to the playpod. It was agreed to postpone the assembly visit until progress with setting up the playpod has been made. Discussion was had about the possibility of setting up a film playing on loop in the school hall for parents consultation night. Gill agreed she could do this, and Bea agreed to send her the clips. Gill will also organise a sign outside the hall to advertise this, and P7s will be informed (as they greet parents they can tell them about it).

Discussion took place about the need to have the playground working group Facebook page as a different page to the PC Facebook page, in order to minimise confusion and keep things clear for parents/carers. Everyone agreed to this.

Gill reported that she had asked the council about parents volunteering in the playground during breaktimes. This is fine to go ahead with. There would be employers indemnity insurance in place. A member of staff would need to be present at all times (which is already established as someone is always in the playground during breaktimes). There would need to be a process of recruiting parent/carer volunteers and a regular commitment made. PVG checks were also discussed...

Gill reported that West Barns parent council had registered as a charity and could therefore organise PVG checks for free.

Christmas Fair / Halloween Disco:

Gill C. feedback by email the cost for organising a table for the EL Christmas Fair. Discussion was had about the benefits/work involved in this as a PC activity. Discussion was also had about the possibility of organising a Halloween disco, given the Gala committee are not able to do it this year. Overall, it was decided that there was too little time (3/4 weeks) to organise a Halloween disco however this would be something that would be planned for next year, possibly in the school and following the model that we already have for the Easter disco. There were no volunteers present who were willing to take on the Christmas Fair table, although this could also be 'offered' as something to get involved in to all the parents/carers in the school?

Conclusions:

Action items	Person responsible	Deadline
✓ Tasim to discuss notice board with Gill G., if possible before parents consultations	Tas	11.10.17
✓ All class reps to send Tasim a profile picture/photo for notice board	All reps	11.10.17
✓ Trace to contact all the previous member of playground working group and clarify if they want to continue	Trace	07.11.17
✓ Bea & Trace to update leaflet request donations of loose parts to be given to parents/carers in time for parents consultation evenings	Bea & Trace	11.10.17
✓ Bea to compile film clips and send to Gill in order to be played on parent consultation night	Bea	11.10.17
✓ Gill to set up film to play in the hall, arrange sign, inform P7s	Gill	11.1.17
✓ Tasim to look into the process of registering the ELPS PC as a charity	Tas	07.11.17
✓ All class reps to let their parent/carer group know that if anyone would like to volunteer to take a table for the Christmas Fair, and fundraise on behalf of PC, we could support this	All reps	07.11.17

Observers:

N/A

Resources:

N/A

Special notes:

N/A