



East Linton Primary School

Parent Council Meeting of 14 November 2018.

Present: Lyn Jardine & Trace Ward (Co-chairs), Bea Taylor, Kirsty McKerrow, Deborah Stitt, Lorna Park, Sarah-jane Nichol-Thompson, Lucy Daniels, Kirsteen Roberts, Claire Stuart, Jane Perkins, Margaret McKay (Staff Member).

Apologies: Evie Thomas, Lottie Brown, Nancy Bell

Attending: Gill Gardner, Head Teacher, Colin Carroll, Allison Cosgrove (Clerk)

Lyn Jardine welcomed all to the meeting.

1. Minutes of the previous meeting

These were agreed.

Matters arising from the previous meeting –

Unfortunately the Hallowe'en party had not taken place, due to no Hall being available for let.

2. Chair's Update

Lyn and Trace advised that they had both been involved in the recruitment of Margaret McKay, the new Principal Teacher. Lyn said how delighted she was to have Margaret at the meeting and hoped parents were able to have an informal chance to meet prior to the meeting. Margaret said she was delighted to be working in the School, and her class had been very helpful in getting her settled in.

Lyn and Trace thanked Gill for getting the recruitment process in place so quickly.

They had both met with Gill to look at priorities for the Parent Council.

Childcare arrangements – Lyn advised that a local childminder was willing to participate, with a base fee of £10 per hour plus an extra £5 for each additional 2 children but maximum numbers depends on ages. How to manage the financial aspect would need to be discussed further. Will be raised at the East Lothian Association of Parent Councils meeting the following week.

Action –Lyn/Trace

Lyn highlighted the extent of standing items proposed for agendas in future – these are asterisked on the agenda. It was hoped to have a timed agenda in the future, with more time available for collaborative discussion.

In addition it was highlighted that Declaration of Conflict of Interest would be a standing item on the agenda to ensure nobody could be accused of using their position or influence.

Trace noted that she had attended training on the Edubuzz website. She enquired about Facebook pages relating to the school. Various pages had been in operation, used for a number of years, but it is not clear where the administration rights for these pages lie. Members were encouraged to try to find out who may have administration roles on these pages and request that it is passed on to the current representatives.

3. Working Groups Update

Trace advised of the three groups: Constitution, Events & Fundraising and Playground, with a possibility of another group dealing with the school extension. Parents had volunteered as per attachment with two leads for each group being identified.

4. Headteacher Report

Gill reported on the following items:-

There was a focus on consistency in teaching, and she had been undertaking classroom observations. All curriculum areas were being covered.

Although development time with staff was limited, the School Improvement Plan had been reviewed recently. Work needed to be done on parental engagement, and this could include feedback from pupil groups to share teaching and learning.

The Nursery was working with the Early Years Improvement Officer from East Lothian Council. The practitioner in the Nursery meets Gill weekly.

Numeracy was coming along well and the children had a good grasp in explaining the use of numbers. Gill was interested in bringing pupils groups and teachers to speak to the Parent Council. Parents agreed with this idea, and Margaret McKay thought it would encourage the abilities of children.

Questions were asked about the breadth of the curriculum; whether teaching staff could be involved in consultations; and how much of the playground would be used for the works involved in the new building. In answer to these queries, Gill responded that there was a yearly plan in existence where different aspects of the curriculum could be considered. She hoped to create a communications policy and would look for input from Parent Council members. On staff involvement, she advised that this was not very easy at the moment. However the Development Plan was still the same.

Gill would be meeting the relevant Council official the following day regarding the extension works and would find out more. The extent of the playground that would be occupied during building works was not yet known.

5. Financial Report

The balance at the end of March was £3,064.05. Several months of the 50/50 Club Draw were made as follows:

July: 9 (Aileen Boyle), 32 (Linda Thomson), 48 (Heather Bishop)

August: 17 (Helen Pickles), 72 (Rebecca Devon), 21 (L Erskine)

September: 60 (Nancy Bell), 31 (Linda Thomson), 39 (David Gray/Sharon Boyle)

October: 49 (Heather Bishop), 97 (Ros Lowrie/Patrick Burns), 9 (Aileen Boyle)

November: 107 (Emma Burke), 28 (Rebecca Bell), 98 (Ros Lowrie/Patrick Burns)

6. Parent Representatives Update

This is a new standing item and an opportunity for reps to bring forward any common issues relating to the year group they represent. A second parent rep was sought for P7. Kirsty would try to find someone.

A question was asked about Yearbooks. A former parent had taken this on before and may give advice.

(Post Meeting Note – this parent had now been identified)

Trace explained the role of parent reps.

Bea asked for more paint for playground works and noted Homebase was closing, so there could be possible bargains.

7. Calendar of Events/meetings

Members took part in a joint exercise looking at possibilities for future events. Lorna took away the captured ideas to pull together a plan with others on the events/fundraising group.

It was general agreement that the AGM should take place at the end of June, rather than at the start of the new term, and that meetings should take place on a 6-weekly basis. Due to the delay in getting things up and running after the AGM and the impending Christmas activities, the next meeting would be an update from the working groups.

8. Dates of Next Meeting - Tuesday 11 December at 6 pm. The Clerk to book a room.