

East Linton Primary School Parent Council

Minutes of Parent Council Meeting held 7pm, 29 January, 2019

Present: Trace Ward (Chair), Margaret McKay (Principal Teacher), Claire Stuart (nursery pm), Jane Perkins (Treasurer), Lottie Brown (P4), Colin Carroll (constitution), Deborah Stitt (P1A), Leigh Pleasance (nursery am), Tara Wright (P3), Bea Taylor (P6 & playground) Hazel Reid (Clerk).

Apologies: Leigh Robieson-Cleaver, Lyn Jardine, Evie Tait, Lucy Daniels, Kirsty McKerrow, Nancy Bell, Kirsteen Roberts, Lorna Park, Gill Gardner.

1. Minutes of the previous meeting

These were agreed.

2. Chair's update

Trace congratulated those who had organised the Quiz Night on 18 January and said what a great success it had been.

There had not been much development on issues concerning the playground due to uncertainties regarding how much space would be available to the school to use.

Trace had been informed that the train platform would be twice as big as previously thought and that Norman Hampshire had said to Dunpender Community Council that ELC might have to rethink the delivery of the education provision in East Linton. However, she had talked to Bev Skirrow who said things seemed to be carrying on as originally planned.

Bea has been in contact with Dougie Fox, and it was asked of the Parent Council whether a demarcation line showing the school field would help outline the part of the field which belonged to the school, and encourage people to walk their dogs in the park, rather than on the area used for school sports. She suggested that some signage to explain would help. Bea to ask Dougie to do this.

Action: Bea to talk to Dougie Fox

Trace said that guidance on childcare was being sought for the ELPSPC as ELC had created guidelines on the process for Parent Councils to provide childcare. The process is quite involved, and raises the issue of whether the Parent Council might be considered an employer, and need to register for PAYE. Due to this possibility, there was no provision of childcare for this meeting. Trace had sought advice from Connect, who had suggested that we may be able to offer an honorarium for whoever provided childcare, rather than employing somebody officially. Trace is going to a meeting of Parent Council chairs ELAPCM (East Lothian Association of Parent Council Members) where she might learn more.

3. Financial report and funding requests

A request for funding has been received from the nursery who would like to put in a space for play equipment and storage. The amount requested is £224.82.

Decision: It was agreed to support the nursery by providing this funding.

Money is set aside to support the P7 Year Book.

Jane Perkins asked for input as to what the money raised by the 50/50 club should be spent on – what would be the most cost effective? It would be helpful to promote the 50/50 club, and to share

with people information on how the money raised is likely to be spent. Jane suggested that ideas should be asked for and collated from the staff at their staff meeting.

Action: Margaret/Gill to seek input from teaching staff

The 50-50 draw was then made. The numbers were: TBC

4. Working Group updates

a) Events and fundraising

Tara reported on the Quiz held on 18 January which had made £1000 less the cost of hall hire. She said the group was going to make a record of what had happened and write a guide about how to put on a quiz: what is needed e.g. hire of the hall, raffle prizes, what worked and what didn't, what quantity of food and drink was required.

The next event is the Easter disco on 28 March. There will be two discos – one from 3.30pm to 4.30pm for P1 to P3, and the second from 4.45pm to 5.45pm for the rest of the school. Crisps and juice will be available. This event is being run for the enjoyment of the children rather than a fundraiser. Bea suggested having a photo booth – she knows someone who runs one.

Action: Tara to speak with events and fundraising working group, and advise what help/support is required

A further idea for fundraising was to hold a raffle for handmade crafts. People would be asked to make handicrafts and given a month in which to do so. A raffle or silent auction would then be held for a week to allow people to buy. It could perhaps culminate on a parent/teacher evening.

Action: Tara offered to gauge the reaction to this suggestion and report to the next meeting.

b) Constitution

Colin Carroll reported that the current constitution was out of date and unwieldy. The constitution working group suggested that the AGM should be brought forward to June; the requisite quorum would be six people for an AGM and four for other meetings. Colin said that they would need to consult further on the constitution and then hold an EGM to confirm the changes.

Colin handed out copies of the updated Constitution, the ELPSPC Code of Conduct, the Equality Fairness Policy and a Risk Assessment Template. These are attached at the end of these Minutes. These would go to East Lothian Council for their legal team to look over, and following this to parents and carers who should have a minimum of two weeks to respond.

Colin noted his gratitude to Lyn Jardine for all her hard work on the governance documents.

Action: Colin to liaise with ELC legal.

c) Playground

Margaret said that Gill (who was not at the meeting) had asked if a group of people could be found to tidy up the Play Pod – possibly on a Friday after pick-up time. The Janitor is able to let people in. The children should be encouraged to use the Pod and there was discussion about what was needed for the Pod. Bea suggested a blackboard to advertise what donations parents could make at certain times.

Evidently there is litter collecting in a corner near the ramp; can ELC supply recycling bins to help with this?

Action: Trace to check with ELC to ask whether this is possible

d) School development

There seems to be a conflict in the information available from various sources within ELC, regarding whether we are expecting an extension, or extension and renovation, or a re-build on a new site due to restrictions with the current site.

If there are delays to a renovation/re-build, then there may be steps the Parent Council and school may be able to take in the meantime, in order to improve the existing space via temporary measures. Things that might help could include LED light panels to improve the lighting, or perhaps blinds in certain areas? There is a government funded organisation called ADS (Architecture and Design Scotland), who are able to assist schools and local authorities to optimise the use of their school environment (indoors and outdoors).

Action: Trace to continue to seek clarification on plans for the school from ELC

5. Principal Teacher update

Margaret also outlined two initiatives that were being introduced into the school. One was *Making Thinking Visible* which encouraged literacy and confidence. She explained one approach being for a child to choose a character from the class novel and think about what thoughts and emotions that child would experience. The staff were being encouraged to take part and it seemed to be working well.

There had been positive comments from parents on the school blog, and parents were being encouraged to make further comments – feedback and encouragement is welcome!

Margaret led a self-evaluation task which the attendees participated in. The task was focused on the communication link between the school/children and their parents at home about what was happening at the school. Several groups of three or four were each given a large sheet of paper with a statement on it. They were then asked to write down any thoughts/ideas/suggestions on the piece of paper about how to communicate that information, before passing their sheet of paper to the group on the right and receiving another different, and already annotated, statement to comment on from the group on their left. This continued until all the pieces of paper had been circulated. The information provided during this task will help feed in to the development of a communication strategy/policy.

Meeting frequency and timing

It was confirmed that a Tuesday at 7pm seems the best time for a ELSPCM meeting which should be held every six weeks. Future meetings were agreed for 12 March and 30 April with an EGM potentially on 11 June. Organisation can be done outwith the Parent Council meeting and a budget could be requested by email.

6. Date of next meeting

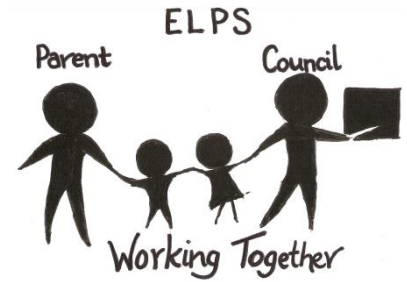
12 March, 2019 at 7pm in the School.

The meeting closed at 8.20 pm.

For attachments see next page

Draft new Constitution

EAST LINTON PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION



AIMS

The Parent Council will work with the school, parents, carers, pupils and the wider community to:

1. Develop activities which support the education and welfare of the pupils;
2. Promote and encourage the participation of parents and carers in these activities;
3. Identify and represent the views of parents and carers on the education and welfare of the pupils;
4. Participate in the recruitment and appointment of school staff.¹

POWERS

The Parent Council shall have the power to do anything considered by them to further these aims but remembering they are there to represent the views of parents and carers of children at the school.

PARENT COUNCIL MEMBERSHIP

Members of the Parent Council shall be appointed at the annual general meeting (AGM). They shall be elected for a one-year term and be eligible for re-election.

Parents and carers shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Clerk, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

The Parent Council may co-opt up to two members to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be appointed for a further term.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Clerk shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any parent or carer of children at the school. Minutes will be made available through social media.

A member of the Parent Council failing to attend three consecutive meetings without reason or apologies may be deemed to have retired from the Parent Council.

The Head Teacher, although not a member of the Council, has a right and duty to attend meetings or send a representative. The remaining school staff, both teaching and non-teaching, should be

¹ It is good practice, but not essential, for Parent Council members that take part in the recruitment and selection of staff to undergo suitable training for the role.

represented on the Parent Council by a representative nominated by the staff and co-opted on to the Council by its members.

ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

The Annual General Meeting (AGM) shall normally be held in June each year. The notice calling the meeting shall be sent to the parents and carers of children at the school at least two weeks in advance.

The business shall include:

1. The work of the Parent Council
2. Approval of the accounts
3. Appointment of an individual who will review the annual accounts
4. Any resolutions submitted by parents and carers of children at the school
5. Election of members to serve on the Parent Council

At all general meetings voting shall be on the basis of one vote per parent, carer or full Parent Council member present at the meeting. At all general meetings the quorum shall consist of six.

The Parent Council or six of the parents and carers of children at the school shall have power to call an Extraordinary General Meeting.

BUSINESS MEETINGS

All Parent Council business meetings shall be open and any parents and carers of children at the school may attend, although they will not have voting rights.

At all business meetings voting shall be on the basis of one vote per full Parent Council member present at the meeting. At all business meetings the quorum shall consist of four members.

FINANCE

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.

All money and property acquired by the Parent Forum or Council will be used to further the aims of the Parent Council.

CHANGES TO THE CONSTITUTION

Certain changes will need prior consent from OSCR, the Scottish Charity Regulator, e.g. name or purpose. Changes or additions must be made at an AGM or EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present. A copy of the amended constitution shall be lodged with the Head Teacher and East Lothian Council.

DISSOLUTION

In the event that the Parent Council ceases to exist, any remaining funds should be passed to East Lothian Council who must use the funds for the benefit of children at East Linton Primary.

ACKNOWLEDGEMENT

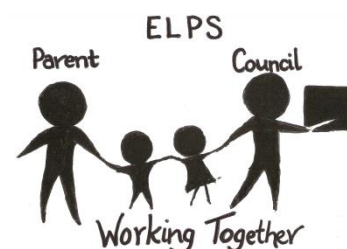
This Constitution has been drawn from the exemplar constitution template provided by Connect (formerly the Scottish Parent Teacher Council.) It further enables East Linton Primary School Parent Council to become an Unincorporated Association charity, should it require to seek such a status.



Code of Conduct

EAST LINTON PRIMARY SCHOOL PARENT COUNCIL

CODE OF CONDUCT



This code of conduct is to help office bearers and committee understand their role as a Parent Council member

Members should

- Support the ethos and values of the Parent Council and make it a welcoming place for all parents / carers, co-opted members and guests
- Be aware of equality and fairness
- Feel like their work makes a difference to the school community
- Treat everyone as an equal and always be respectful towards each other
- Ensure guests leave meetings with a positive view of the Parent Council and what it is trying to achieve
- Respect and adhere to the decisions of the Parent Council
- Be involved and help out wherever possible
- Work with the utmost integrity, specifically in dealing with financial matters
- Declare any conflict of interest and avoid situations which could cause improper conduct
- Comply with the demands of external regulatory bodies
- Be aware only members of the Parent Council have a right to vote

Members should not

- Undermine the decision-making of the Parent Council by expressing opposing views outwith meetings.
- Discuss personal issues relating to children, parents or school staff
- Post content on social media that is negative or abusive towards the school or its community
- Discuss issues with the media without prior agreement

Parent Council meetings

- Time should be used effectively
- Everyone should be given a chance to speak and to be heard, directed by the Chair
- All speakers should address the Chair
- Members should contribute constructively at meetings
- Each contribution should be valued and respected
- No member of Parent Forum/guests should leave feeling belittled or excluded
- Decisions will be made in the best interests of the whole school community
- If a vote is needed, everyone on the Parent Council will get a vote and decisions will be made on a majority basis (with the Chair having the casting vote, if necessary); the result should be respected by all Parent Council members

Review

This policy will be reviewed every four years to ensure it remains up-to- date and relevant. Latest Review: February 2019

CODE OF CONDUCT

Declaration

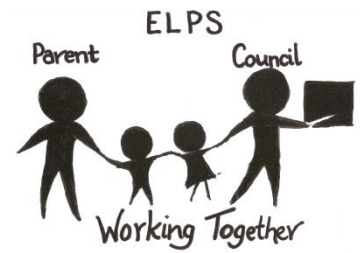
Signature:	
Print name:	
Date:	

Acknowledgement: This Policy has been adapted from the template provided by Connect, Scotland’s Parent Teacher Council (accessed at www.connect.scot on 4th January 2019)



EAST LINTON PRIMARY PARENT COUNCIL

EQUALITY & FAIRNESS POLICY



Aims of this Policy

East Linton Primary Parent Council is committed to fostering an inclusive culture which promotes equality and values diversity

East Linton Primary Parent Council is committed to ensuring that it does not commit any unlawful discrimination under the Equality Act 2010.

The aim of this policy is to ensure that everyone involved in the organisation is aware of the statutory requirements of the Equality Act and is mindful of promoting inclusivity and equality.

Statutory obligations

The Equality Act 2010 provides nine “protected characteristics”:

- i) Age
- ii) Disability
- iii) Gender reassignment
- iv) Marriage and civil partnership
- v) Pregnancy and maternity
- vi) Race
- vii) Religion or belief
- viii) Sex
- ix) Sexual orientation

East Linton Primary Parent Council is committed to the principle that no-one will face discrimination as a result of these or other characteristics.

Other obligations

East Linton Primary Parent Council is committed to including and respecting all those in the school community, including:

- Families facing poverty and financial difficulties
- People who don't read or write well
- Separated / divorced parents
- Those families with a parent in prison

