

East Linton Primary School Parent Council

Minutes (Draft) of Parent Council Annual General Meeting held 7pm, 11 June, 2019

Present: Trace Ward (Chair), Gill Gardner (Head Teacher), Nancy Bell (P5), Anna Lockhart (P6 class teacher), Deborah Stitt (P1A), Jane Perkins (Treasurer), Lorna Park (P2), Tara Wright (P3), Margaret McKay (Principal Teacher & P5 Class Teacher), Heather McDonald, Evie Thomas (P1B), Hazel Reid (Clerk)

Apologies: Lucy Daniels (P3), Kirsty McKerrow (P4), Bea Taylor (P6 & Playground), Helen Macfarlane (AM Nursery), Leigh Robieson-Cleaver (P7), Leigh Pleasance (Nursery am), Lottie Brown (P4), Claire Stuart (Nursery pm)

1) Minutes of previous Annual General Meeting

These were approved.

2) Matters arising

There were no matters arising.

3) Chairperson's Report

Trace presented her Chairperson's Report of the activities of the Parent Council over the last year. This was read and approved. (See attached report at the end of these minutes.) She pointed out that East Linton Primary School would be 140 years old in 2020.

4) Treasurer's Report

Jane Perkins presented her Treasurer's Report (See attached report at the end of these minutes) and this was read and approved.

5) Appointment of Independent Examiner

Douglas Home were approved as Independent Examiner. Jane confirmed that she was happy to stay on as Treasurer.

6) Appointment of Class Reps

The following people either agreed in person that they would continue on the Parent Council or had indicated via another member that they would be willing to become a member:

Leigh Pleasance (P1),
Helen Macfarlane (P1),
Evie Thomas (Nursery),
Deborah Stitt (P2),

Lorna Park (P3),
Tara Wright (P4),
Lucy Daniels (P4),
Jenny Paterson (P6),

Kirsteen Roberts (P6)

This left P5 and P7 reps to be decided.

Trace agreed to stay on as Chair of the Parent Council but would like there to be a deputy Chairperson who could take meetings if Trace was unable to do so.

Lorna Park offered to assist Bea with the playground and with gardening activities.

Heather McDonald said that she would like to see parents or carers on the Eco Committee which is working towards Eco Schools Green Flag status. It is a massive project involving the whole school to make everything to do with the school more environmentally friendly. She said there were now two reps from P7 but she would welcome more.

7) Any other business

Gill reported on a follow-up visit by three Improvement Officers to the school recently. She said that she had received very positive feedback about the direction the school has taken this year. The standard of lessons was either very good or excellent and some excellent work has been done.

Margaret McKay added that Gill had been complimented on her leadership skills and her ability to bring everyone together. Everyone had agreed that the staff is excellent and that their focus is totally on the children.

It was agreed that there should be an Autumn Fair towards the end of September. The date should be decided at the first meeting of the new session (20 August 2019)

8) Meetings for next session

It was proposed and agreed that ELPSPC meetings should be held every six weeks on Mondays and Tuesdays alternately in order to introduce some flexibility.

The dates were chosen as follows:

Tuesday 20 August

Monday 13 January

Tuesday 25 February (Pancake Day)

Monday 30 March

Tuesday 12 May

Monday 22 June (AGM)

The meeting closed at 8.05 pm

Attached Reports

EAST LINTON PRIMARY SCHOOL PARENT COUNCIL CHAIR'S REPORT TO THE ANNUAL GENERAL MEETING 11th June 2019

2018-2019

Introduction

It has been a busy school year with a full range of activities undertaken by the learning community. I will look to summarise all the great work undertaken by the Parent Council and would like to encourage all existing and particularly new carers and parents to take time to come along and find out what we discuss at our monthly meetings over the next few months.

Appreciation

As Chair, I would like to pass on my **huge thanks to every member of the Parent Council for their enthusiasm and support throughout the year**. As a parent, I am extremely grateful to all current and previous members of the Parent Council for their time and efforts over many years. Special thanks to Jane Perkins as our Treasurer, and also Hazel Reid our Clerk who has recorded all our discussions throughout the year and helped us keep our house in order.

The Parent Council is **very grateful for the support and collaboration from our Head Teacher Gill Gardner**, who has welcomed many new faces to the Parent Council this year and has been patient and flexible as we find our feet. We are also grateful that our new Principal Teacher **Margaret Mackay has been so enthusiastic** in getting involved not just in the Parent Council meetings, but also in extracurriculars such as the quiz night and the Easter Disco. **A huge thank you to all of the hard-working teachers and school staff** at East Linton Primary, we love seeing what the classes are busy doing via the school blog, and your efforts are very much appreciated! We wish you all the best for a restful break over the summer holidays.

A massive thanks to each and every member of the working groups, you have all made significant contributions to helping set the Parent Council up to be more effective, better resourced and better

able to advocate for the needs of the school pupils and wider school community. You have strengthened links between parents and staff. The positive impact of many of the activities from 2018/19 will come to fruition through 2019/20.

Working groups

Events & fundraising

Many thanks to all parents, carers and the extended school community who supported the quiz night in January - you helped our events and fundraising working group to raise £1000! This hard-working group also ran the Easter disco for the school children. A funding application was put in to CALA homes to support an outdoor classroom, however this application was unsuccessful. In 2019/20 we will be applying to the Area Partnership and BeGreen for support to help develop and enhance the outdoor area at the school.

Playground

Following on from the introduction of the play pod in 2018/19, this year's Parent Council funded 'loose parts' training for playground supervisors, with additional funding provided toward this by Dunpender Community Council, for which we are very appreciative. The playground working group received a generous donation of tools from the 'Tools Shed' programme, run through the Conservation Foundation. Old tools donated by the community are sent to the Tools Shed workshop at HMP Edinburgh where they are repaired and refurbished, teaching prisoners practical skills that can be used to find a job post-release.

The playground working group has also run regular working bees to remove nettles and weeds from the playground, and has sourced the new planters, soil and plants for the front of the school. Plans are being developed for the remainder of the outdoor area, including the orchard area at the back. It is hoped that 2019/20 will see the orchard area integrated into the playground, and funds are being sought for an outdoor classroom.

Constitution/governance

The constitution working group carried out a much-needed review of our Parent Council constitution. The most significant change was to enable the AGM to be held earlier in the year, rather than September, in order for the Parent Council to be better able to hit the ground running at the start of the new school year. The constitution working group has also developed an updated equality and fairness policy. As their good work has been completed, the constitution working group will disband and the members will be able to select new priority areas to get involved with.

School development/extension

With further development planned, East Lothian Council are working to increase capacity and quality at East Linton Primary. The school will be turning 140 years old in 2020, and it remains partially housed within the original building. A renovation program is being considered, along with an extension to accommodate the new development. The Parent Council has been proactive in seeking engagement with East Lothian Council, as we feel that it is important that the school community has meaningful input in this process.

Linked to the above, the Parent Council has campaigned for access to a larger playground, and for the school children to have better access to their school field, and for the field to be protected from dog foul. We have engaged with East Lothian Council as well as councillors Shamin Akhtar and Norman Hampshire and have asked them to help us make this a reality within a meaningful timeframe.

It's your school!

As we look toward a new school year, the parent council is always keen to welcome new members (especially nursery and P1 carers, mums and dads) as this injects fresh ideas and enthusiasm into an extremely valuable team. If you're interested in finding out more about what's involved, feel free to contact us on elpsparentcouncil@gmail.com Also, all parents and carers of children at the school are welcome to attend any of the Parent Council meetings.

Keep an eye on <https://www.edubuzz.org/eastlinton> for updates from the school and Parent Council – there are loads of great blogs that the teachers do on a regular basis!

With many thanks for your continued great work,

Trace Ward
Chair, East Linton Primary Parent Council

East Linton Parent Council – 2018-2019 Treasurer's Report

This year's accounts will shortly be sent to Douglas Home & Co Ltd for review.

This year's accounts are for a shorter period than previous years' as, with the AGM moving to June, this financial year has run for 10 months from July 2018 to April 2019.

Parent Council funds started the year in July 2018 at £3,195.98 and ended the year in June 2018 at £3,196.89, representing a £0.91 profit and a healthy bank balance as we go into the next school year.

In addition a cash profit of £1001.26 from the January quiz was paid into the account in May and £84.31 cash post-expenses from the Easter disco was paid into the account in June. These will show in the 2019-20 accounts due to the change in 'year-end'.

Liabilities stand at £625.33 (50:50 winnings - £222.00, Nursery outdoor play equipment - £206.06 and Copies of Outdoor teaching books - £197.28).

The balance allowing for these liabilities and profits recently paid in would be £3,657.13.

Fundraising Events

The January quiz was the only official fundraising event in the last year and was hugely successful

- The 2019 January Quiz raised £929.26 (with £72.00 hall hire expense being included in the 2018-19 accounts and £1,001.26 cash profits in the next year's accounts)

Other Events

The Easter disco was organised by the Parent Council this year for the children and not designed to make a profit.

- Easter disco cost the parent council £35.69 (with the £120 DJ hire included in the 2018-19 accounts and the £84.31 cash in the next year's accounts).

Donations

There was a contribution from Dunpender Community Council to the P7 yearbooks this year:

- Dunpender Community Council P7 Yearbook donation of £100

50-50 Club

The 50:50 club continues to be a steady source of income. This dropped slightly to £692 (£882 in 2018) and at end April there were 26 members using 65 numbers. A revised mandate form was recently sent home with all children and four new members have joined already as a result.

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 (non-playground related)

This year £536.61 was contributed to the school as follows

- 2018 P7 yearbook – £133.28
- Nursery outdoor equipment - £206.05 (will show in 2019-20 accounts)
- Copies of an outdoor teaching book - £197.28 (will show in 2019-20 accounts)

Playground Development Project

The 2017-18 year had a big focus on raising funds for the playground development project. There was one remaining training session last year which was paid for out of this year's accounts.

- Playground training session x 1 – £140.00

Thank you to everyone for your continued support.

Jane Perkins

East Linton Parent Council Treasurer

Balance Sheet as at 30 April 2019

ASSETS

Cash at Bank

Income and Expenditure for the year en

INCOME

- 50:50 club
- Autumn or Christmas Fayre
- School discos
- Misc income