



# Macmerry Parent Council

Chairperson: Kim Cuthbert  
 Vice Chairperson: Sarah Bisset  
 Clerk: TBC

**Date of Meeting** Monday 11<sup>th</sup> November 2019  
**Venue** Macmerry Primary School  
**Present** Elliot Dickson (ED), Kim Cuthbert (KC), Shirley-Anne Smith (SS), J Laroche (JL), N Nicholson (NN), A Smith (AS)  
**In Attendance** Head Teacher J Revell (JR), Cllr Gordon MacKett (GM), L McGinn (LM)  
**Clerk**  
**Not Present**  
**Apologies** L Thompson (LT), Cllr F Dugdale (FD)  
**Circulation** All Parent Forum, East Lothian Council, Local Councillors  
**Next Meeting** Tuesday 4<sup>th</sup> February 2020 – all parents / family / carers welcome

## DRAFT MINUTES OF MEETING

		<u>ACTION</u>
<b>1.0</b>	<b><u>Welcome and Apologies</u></b>	
<b>KC</b>	The Chair, Kim Cuthbert welcomed Members to the meeting.  Apologies from L Thompson & Cllr F Dugdale	
<b>2.0</b>	<b><u>Minutes of last meeting</u></b>	
	The minutes of the last meeting were approved.	
<b>3.0</b>	<b><u>Chairperson Report</u></b>	
	<u>Budget</u>	
<b>KC</b>	The budget allocation for the year (April to April) is £212.00 with nothing spent yet this year.	
	<u>Chairperson Update</u>	
<b>KC</b>	Nothing major to report PTA Halloween disco was a success and enjoyed by all PTA still really looking for volunteers to help on the PTA or at events.	
<b>4.0</b>	<b><u>Head Teacher Report</u></b>	
<b>JR</b>	The school improvement plan and the nursery improvement plans are now almost fully complete. Copies were made available for the parent council to view  The improvement plan is broken down into main action points taken from the inspection report and then broken down further into action required, responsibility and timescales.  The aim is break these down and generate evidence for each point so that there is plenty of evidence to show the auditors on their return	

If the parent council offered to help where they can.

The changes put in place so far have had a small impact especially since introducing the new 3 simple rules. This has been demonstrated by comments made by visitors to the school however, there is still a long way to go and still a lot to be done.

Breakfast club for identified children is still going well. There was discussion on the use of the PEF (Pupil Equity Fund) funding and whether it will help with the improvement plan. JR advised that the PEF for this year has been spent however next year's PEF which becomes available after Easter will help massively towards taking the school forward.

It was noted that school free meals are linked to PEF. The school gets a monetary contribution for each child that is entitled to free school meals. Therefore, the more people entitled to free school meals that apply for them, then the more PEF money the school gets. However, there are still a few families entitled to free school meals who have not applied for them and we would encourage them to do so.

Noted that parents were probably not aware that the uptake of school meals is linked to PEF funding. Therefore the parent council will look at advertising to parents the criteria for free school meals and encourage them to apply for free school meals even if they end up not using them. Ross High have just done the same KIC will contact the PC chair to follow up.

A parents evening / event will be held to explain the 3 rules, improvement plan and online profiles. Looking to do this at the start of the new year. In advance of this JR will share details and plans around the Parent Council.

Staff nurturing training has started. This is ongoing as it is 2 – 3 hour sessions once a week over several weeks. This is to help staff use the nurturing ethos and so that all staff take, the same approach and work with all children in the same.

School incidents are logged in RIVO which is now being monitored and Macmerry is one of the most recorded schools in RIVO as we are now logging absolutely everything, even the most minor things. Since taking over in August several children have been reported on and actions put in place to help or move children. However, this all takes a lot of time due to the processes in place but the amount of reports for a school this size is a lot and action is being taken where needed, again this will still take a lot of time.

Any incidents should be reported back to parents, via class teachers. The school office closes at 15:30 so if it is after school you are better trying to get a schoolteacher at pick up time or email the school and it will be picked up in the morning and passed on. Or if you want to discuss directly with JR then e-mail the school and it will be passed onto him and he will get back to you.

5.0

**A.O.B.**

KC

Queried whether the school accepts donations of used books or toys. The school does, however books need to be on the school system. Games / toys are also accepted, especially for rainy indoor play days however these need to be simple games like Connect Four and not complicated games with lots of cards etc like Monopoly. Toys for the nursery are also welcome as long as in good working order.

If buying books at Christmas then the Book People are doing great deals and if you spend more than £10 you can select your school to get some money back, so it's a good way to raise money for the school

Discussion on whether the school is locked into Tempest Photography, reason being

<p><b>6.0</b></p> <p><b>KC</b></p>	<p>is that the photos with them are very expensive and many reports of the photographer being rude and mean to the children and also not giving them time to sort hair etc. The school are not locked into Tempest and will definitely look into what other options are available for next year.</p> <p>No other business was raised.</p> <p>KC closed the meeting by thanking all for attending, hoping to see the same and more faces again next time</p> <p><b><u>Date of Next Meetings</u></b></p> <p>4<sup>th</sup> February 2020 18:00 – 19:30 20<sup>th</sup> May 2020 19:00 – 19:30</p>	
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