

Ormiston Primary School Parent Council

Minutes of Meeting held in the school on Tuesday 30 August 2016

Present: Lucy Baines, Lisa Cunningham, Ian Flory, Liz Luby, Vicki Marr, Jill McCaul, Alastair McConnachie, Amanda O'Neill, Claire Pedder, Sonia Renton, Lee Robertson, Lorraine Urwin and Councillors Akhtar and McLeod

In Attendance: Helen Gardyne (Head Teacher) and Angela Kinnear (Clerk)

1. **Welcome and Apologies**

Alastair welcomed everyone to the Meeting and gave a warm welcome to our new attendees. Apologies were received from Scott Gillies, Michelle Outerson, David Torrance and Councillors Gillies and Grant.

2. **Approval of Minutes held on 8 June 2016**

The Minutes from the last Meeting were approved.

3. **Charity Grant Application**

Claire explained to us that the Foyles grant application of up to £10,000 which would be used to upgrade the school library, has now been completed. Claire confirmed that she would now arrange to submit the application on behalf of the Parent Council along with the Treasurers Report and up to date Accounts. **ACTION: CLAIRE**

Alastair confirmed that the Co-op runs a Local Communities Fund. This involves three local charities being chosen by the Co-op with potential funding of up to £2,500. Alastair completed the application to help fund Reading Dens for our playground within the deadline date of end July, which was then postponed until end August. A local panel will make the decision as to which charities are chosen. Hopefully Alastair will have good news to feedback at our next meeting! **ACTION: ALASTAIR**

"Award for All" which is lottery funded was also suggested but unfortunately it was discovered no curriculum relates bids are accepted.

"Aldi Scottish Sport Fund" is also now open to applications until the end of September. This is a community-based sport programme designed to make it easier for kids to take part in sports within their local communities by giving clubs the chance to secure up to £500 of funding.

Claire confirmed that both herself and Rebecca would be stepping down from the PC in November. As she is the principal contact for OSCR a replacement PC member would be required. Lisa subsequently offered to take on this role and would arrange to contact OSCR to update their records. **ACTION: LISA**

4. **Trustees**

Claire reminded us that once she leaves Jill and Sonia will be the only remaining Trustees and a minimum of three are required. Any interested parties should contact Angela ASAP as the new Trustees need to be put in place before November so that all necessary information can be forwarded on from Claire and OSCR updated. **ACTION: ALL**

5. Fundraising

The Family Quiz Night is taking place in the Community Centre on Thursday 8 September. Flo has arranged for posters to be circulated around Ormiston and posted on Facebook, Twitter etc. So far only 2 tables have been sold but the hall can hold a maximum of 80 people. Tickets are available (£10 per team) at the school and also on the door (if still available).

Lisa confirmed that she is happy to take over the responsibility of the Giving Machine and Film Licence from Claire.

The Xmas Shopping Event is planned for Thursday 24 November in the Community Centre. It was suggested that the school choir sing at the event. Lisa would arrange to book the hall and contact all stall holders with the details. **ACTION: LISA**

We discussed the upcoming Fayre to be held on Saturday 24 September. Sonia had earlier compiled a list of planned stalls which we discussed. A further Fayre catchup meeting is scheduled for 14 September at 7.00pm in the school.

6. Treasurer's Report

Lisa now has all the PC Accounts up to date and signatories sorted out through the Bank. Our bank account currently totals £4,387.

Playground redevelopments had previously been discussed at earlier PC meetings and Helen asked if the PC would consider providing £2,000 towards this equipment. Everyone agreed they were happy for this amount to be given to the school. **ACTION: LISA**

We unanimously agreed that all future fundraising should go towards funding a new school PA system. It could be used by all the children, especially during class assembly, to enable everyone to be heard more clearly. Helen is looking into different types of PA systems suitable for the assembly hall. The price of this equipment can cost up to £3,500. **ACTION: HELEN**

7. Head Teacher's Report

Winter Menu – this is now available and shall be posted onto the school blog and twitter.

Cashless Catering – Helen hopes that this will be put in place in primary schools within the next year.

Traffic Group – this group was put together earlier this year and their plan is to hold monthly meetings within the school. Anybody is welcome to attend, they would however like to involve the Community Council. Alastair confirmed he would contact Scott Gilles to invite him along to the next meeting. **ACTION: ALASTAIR**

The group have compiled a survey to capture all the major problems/issues within Ormiston regarding travel and traffic. These surveys were posted on various facebook and twitter accounts and views also sought from people during the Gala week.

The Traffic Group have chosen to tackle three main concerns raised from the survey:

- Set up park and stride areas within Ormiston
- Stop lorries turning in the High Street when making deliveries to the Co-op
- Promote cycle helmets being worn at all times

Online School Uniform Orders – Helen apologised for any inconvenience caused with delayed deliveries.

P7 Leaver Hoodies – the P7's have asked if Helen can order leaver hoodies for 2017. These can be costly (up to £20) so Helen asked our advice on whether we think parents would be for/against the idea. There was a mixed response so Helen decided to raise the issue with the wider parent body. **ACTION: HELEN**

Development Plan – Helen talked us through the new topics to be added to the School Development Plan to assist with the development of the young workforce. The children across the school will develop their understanding of the skills for learning, life and work and explore how this relates to their learning journey:

- Building capacity for resilience , persistence and risk taking
- Developing understanding of what a job is, the benefits of having one and opening up children's eyes to possibilities within a potential career
- Increasing problem solving, communication and interpersonal skills

8. **Parking Around the School**

A traffic bar is to be put in place on the road opposite the school to measure traffic levels.

Traffic legislation within East Lothian is changing whereby we shall now need to contact Traffic Wardens rather than the Police with our concerns on the problem areas around the school. We all need to become more proactive by making contact with all our concerns. Once Helen has the correct contact details from Transport Scotland, she shall pass them onto us. **ACTION: HELEN**

Now that the Traffic Group has been set up, we are confident that parking around the school shall ease once the Park and Stride areas within Ormiston are set up. **ACTION: TRAFFIC GROUP**

Contractors are meeting to discuss variations to the disabled access to the school. Helen will keep us updated as to any progress made. **ACTION: HELEN**

9. **Nursery P1 Communications/Parent Engagement**

Lucy is eager to get more parents/carers from the nursery/P1 engaged and involved with the PC. Being a new parent to the school can be pretty daunting and she thinks the PC can provide parents with valued information and advice when their children join nursery and/or make the move from nursery to school.

We discussed at length some ideas we could put in place:

- Informal cake/blether welcome meetings with the PC
- Send a welcome letter from the PC to the nursery/P1 parents
- Helen's new P1 parents meeting should be held earlier in the year, eg. straight after Easter and have the meeting videoed so parents unable to attend do not miss out
- Promote the PC at the P1 meetings for Reading/Maths to be held on 13 and 27 September
- Set up a FAQ section on the school blog for "silly questions" for new parents
- Update the school handbook on the blog
- Flo to reproduce PC poster
- PC newsletter – copies to be given to nursery parents
- Promote the PC at parents evening

Lucy provided Helen with a list of her "silly questions". Helen confirmed she would compile a list of FAQ on the blog. **ACTION: HELEN**

10. **Correspondence/Parent Queries**

Are the children performing the correct warm up, cooling down, stretching etc before and after fitness sessions? Helen confirmed that the school had researched what was required for each individual activity and always makes sure these are followed before/after each fitness session.

Changing for fitness, do the children change together in the classroom? Helen confirmed that from P5 onwards the girls go to the bathroom to change and the boys change in the classroom.

Is the choir still running and will it be held on a Thursday? Helen confirmed that Mrs Davies the Music Teacher will be recommencing the Choir and yes it will be held on a Thursday as this is the only day that she attends the school.

Vicki asked that the playground equipment in the P1/2 playground be checked over. She had noticed it seemed unsteady when children were climbing over it. **ACTION: HELEN**

11. **ELAPCM Updates/Area Partnerships/National Forum of Scotland**

Unfortunately Alastair was unable to attend the last meeting. He noted that correspondence had been quiet over the summer months. Alastair provided a quick overview on ELAPCM, Area Partnerships and National Forum of Scotland to the new attendees.

12. **AOB**

Tesco Community Champion – Eat Happy Project. Lisa confirmed that Tesco were keen to pay the school a visit, however their diary was filling up fast. Helen confirmed that she would contact them to set a date. **ACTION: HELEN**

Jill thanked the PC for their contribution towards new brass equipment.

13. **Dates for Next Meetings**

Wednesday 14 September – School Fayre Meeting (7.00pm)

Wednesday 5 October – Parent Council Meeting (7.00pm)

Tuesday 29 November – AGM (7.00pm)