

Minutes of Pencaitland Primary School Parent Council
meeting held on Monday 29th August 2011

Members Present: Sarah Kurt-Elli (Chair)
Emma Kerr (Teacher Rep)
Fraser Clark
Colin Henderson
Jane Scott
Ralph Averbuch
Rhona Bugden
Murdo MacPherson

Others Present: Mary McCall, Head Teacher, Pencaitland Primary School
Cllr Jim Gilles
Cllr Ruth Currie
Carol Snow
Judi Paterson, Clerk

Apologies: Cllr Kenny McLeod
Tim Neighbour
Cllr Donald Grant
Ian Archer
Scott Hamilton

1. MINUTES OF PENCAITLAND PRIMARY SCHOOL PARENT COUNCIL MEETING HELD ON 9 MAY 2011

The minutes were approved as a true record.

2. WELCOME NEW MEMBERS

Sarah Kurt-Elli welcomed all the members to the first meeting of the school year and introductions took place.

3. HEAD TEACHER'S REPORT

Staffing: remains almost the same as Mary McCall indicated in the last school newsletter. Lesley Lawrie has been appointed as Teacher in the Nursery in a part-time post until Kirsty Robertson returns from maternity leave. Emma Kerr is acting DHT.

School Building: maintenance has been carried out over the summer months with new lights and power points in the Upper area. New lights have also been installed in the Infant area. The Head Teacher & DHT offices, Ladies and Gents toilets and the Upper area have also been painted. Roofing repairs have taken place.

School roll & classes: The school roll is 187 with 30 in the morning nursery and 6 in the afternoon. Although staff are pleased to teach straight classes throughout the school it was noted that this is due to a falling role. A falling school role affects numbers in classes and entitlement to a DHT.

School Development Plan and priorities (2011-12):

- Religious and Moral Education
- Technologies
- Assessment and Tracking
- Review and development international link with school in Zimbabwe.
- Work towards 4th Green Flag (Eco Schools)
- Work within levels teams

Full copies of the SDP are available from the school office.

Standards & Quality Report: will be distributed to parents in September for the year 2010-11.

Awards from All application:

The application for funding for playground improvements was passed to Mary McCall from the PTA to ensure the VAT would be reclaimable. Mrs McCall has now submitted the application for and if successful work would begin Easter 2012.

Science Focus Group: parental feedback was circulated to Parent Council members.

4. UPDATE ON DEPUTY HEAD REDPLOYMENT

Sarah Kurt-Elli explained the background of the redeployment of a DHT to Pencaitland. The Parent Council was not consulted over the process and have received assurances from East Lothian Council communication will improve. The PPS Parent Council have also been asked to assist ELC staff put together a protocol should this situation arise again. Carol Snow and Sarah Kurt-Elli will contact Richard Jennings to find out the current situation with the appointment of a DHT.

5. PTA UPDATE

Ian Archer is no longer a member of the Parent Council but will act as a link to the PTA and will attend Parent Council meetings if appropriate and will provide reports of PTA activity. The AGM is being held on 7 September and they desperately need members, Chair and Secretary. Sarah Kurt-Elli asked Parent Council members to actively recruit parents for the PTA. Mrs McCall will ask class teachers to speak to parents as part of the welcome evening. Jane Scott felt P6 and P7 parents in particular could be focussed on.

6. ACTION PLAN 2011-12

Point 2. Ralph Averbuch will update the Parent Council members list on the blog and will include photographs and stages of children.

Point 3. To engage parents Ralph Averbuch suggested a series of podcast interviews with staff. Emma Kerr will speak to Peter Kingsbury to take forward. Ralph Averbuch will contact Graeme Wilson with a view to do a podcast about the PTA.

Focus Groups will be formed in line with the School Development Plan curricular areas for this school session. All agreed questionnaires should encompass all parents and it was agreed a web form as well as a paper questionnaire would be available which would inform Focus Groups.

Point 7. Funding for staging was discussed. Cllrs Jim Gilles and Ruth Currie suggested contacting the Co-op and Creative Scotland. Sarah Kurt-Elli will check previous correspondence and will look at funding sources.

Mary McCall confirmed outside agencies will continue to be involved in topic work where appropriate.

Point 8. Mrs McCall told the Parent Council contact with the Junamina school in Zimbabwe will be rolled out as a whole school international citizenship theme.

R&ME – school staff will look at this area collegiately identifying areas for improvement in resources, activities etc.

Technologies – the school plan to hold a Technologies week and the Parent Council can assist with the planning.

Carol Snow recommended the next Parent Council newsletter should include details of the Parent Council involvement in the Science Week and could also include a small explanation of Curriculum for Excellence putting it into context for parents.

Fair Trade Fortnight – the school promotes fair trade within school. Ralph Averbuch will contact the East Lothian Council fair trade rep to discuss low level activities the school may participate in.

Grandparents Day – this was a very successful event held in May 2010. Repeating the event was discussed and it was agreed Mrs McCall would canvas staff opinion.

7. REVIEW OF MEETING DATES

A list of proposed dates was circulated.

8. AOCB

Jane Scott invited Parent Council members to join her at the next meeting of East Lothian Council's Community Based Management of Schools meeting on 7 September 2011.

Mrs McCall asked any items to be posted on the blog should be sent to Peter Kingsbury in the first instance. She will let Peter Kingsbury know Ralph Averbuch will be in touch with him about the Parent Council blog page.

Draft Minutes of the AGM – Carol Snow will send a copy to Sarah Kurt-Elli.

Carol Snow will attend the National Parent Forum on Saturday 3 September. Mrs McCall to confirm the school received Glossary of Terms for CofE for parents.

Sarah Kurt-Elli checked all has received emails regarding the School Handbook and cashless catering which is being introduced in Primary Schools next year.

Murdo MacPherson was co-opted to the Parent Council.

The meeting ended at 9pm.

Date of Next Meeting: 3 October 2011 7.30pm