



**PINKIE PARENTS
MONDAY, 19 AUGUST 2019 AT 7PM
PINKIE ST PETERS SCHOOL**

- Present:** Suzanne Douglas (Chair)
Louise Scott (Clerk)
Wendy Barber
Suzanne Gilhooley
Marie Hartley
Gaynor Ross
- Staff in Attendance:** Colette Bonnar (Head Teacher)
Helen Gordon (Deputy Head Teacher)
- Apologies:** Cllr Stuart Currie
Kerry Donaldson
Cllr Andy Forrest
Pamela Grant (Deputy Chair)
Suzanne Gunn (Treasurer)
Becca Pollard
Cllr Katie Mackie
Cllr John Williamson

1. Welcome and Apologies

1.1 Suzanne welcomed everyone to the meeting and apologies were noted as above.

2. Minutes of Meeting Held on 10 June 2019

2.1 Suzanne had confirmed that the school were unable to receive payments by BACS and cheques would continue to be the route to provide funding to the school.

2.2 A new handbook was in the process of being produced and would be uploaded to the school website.

2.3 A meeting had been held between MAP and the Out of School Club before the summer holidays. Regular meetings would continue to be held.

3. Head Teacher's Report

3.1 Mrs Bonnar provided her update. Data on P1, P4 and P7 national assessments covering reading, writing and listening was complete and would soon be published. Consideration would be given on how best to publish this information to ensure that background was provided to ensure appropriate context. Mrs Bonnar would seek advice from other associated schools on how best to do this.

3.2 A new Quality Assurance Officer for additional support for learning had been appointed in East Lothian Council. The school were looking at their additional support for learning provision and social inclusion and nurture groups had been restarted and family support would be provided via a number of routes, including the new nurture room coffee mornings which would take place on Wednesday and Friday mornings.

3.3 The whole school staff had attended pivotal training – which would provide a blueprint for consistency across the school covering the behaviour policy. This would include the continued use of certificates of achievement, certificates issued during assemblies and the introduction of 'cheery chats' with teachers calling parents to inform them of positive behaviour. The school would continue to promote the use of #ProudToBePinkie and the use of hands up for silence and meet and greets. Rule reminders had also been shared with all staff and class teachers would lead on restorative conversations with pupils when incidents do occur, rather than children being sent to the management team, in the first instance. This would be shared with all parents. **(Action: Mrs Bonnar)**.

3.4 A schedule of school dates would soon be issued, providing parents and carers with advance notice of key school dates. The meeting welcomed this as a positive step forward in communicating with the school community. This would also include meet the teacher dates, classroom visits, themed open lessons as well as class assemblies.

3.5 In regards to curriculum the school was carrying out a rationale of the curriculum, including forward plan discussions with staff, curriculum design and what makes Pinkie unique. Read Write Inc would continue to be used, however consideration was given as to how this was used across the school, and would concentrate more on class literacy. Information on this would be issued to parents **(Action: Mrs Bonnar)**.

3.6 The School Improvement Plan (SIP) had been completed and was currently with the Quality Assurance Officer for approval. Once approved this would be added to the school website as well as a child friendly version being produced. The Plan detailed the school's aims and objectives for the coming year.

3.7 P7 pupils would be attending Benmore residential camp from Tuesday 20 August till Friday 23. Mrs Bonnar and Ms Palmer would be accompanying class teachers. Regular updates would be placed on the schools twitter page as well as the website as much as possible, including estimated time of arrival home.

3.8 Support staff had attended early years training during the in service days.

3.9 A Junior Leadership Team for the school would be established, following guidance in How Good is Our School.

3.10 Work had been carried out in the secret garden over the summer holidays and a post would be placed on the Facebook page seeking a volunteer to assist maintain the grass area until the late autumn. **(Action: Louise)**.

3.11 The school had been successful in gaining £5,000 from the Musselburgh Area Partnership (MAP) attainment fund, which was used for the summer club held during the first four weeks of the summer holidays. The club had been well attended and was extended this year to include a wider group of families. A report would be provided to MAP on the effectiveness of the club.

3.12 The plan for the Pupil Equity Fund (PEF) had still to be approved, however the school was making changes to the support it provides, including nurture coffee mornings which would provide a drop in for parents.

3.13 Work was ongoing for the recruitment of additional support need auxiliaries as well as a school auxiliary. Mrs Watt had extended her hours within the office and would provide support to Mrs Harper.

3.14 Ms Todd had decided to leave Pinkie during the summer holidays and a temporary teacher was currently in place. The school management team were doing all they could to ensure consistency of teaching staff for pupils – but this can be out with the control of the school if teachers find a permanent post elsewhere.

4. Treasurer's Report

4.1 The treasurer's role was in the process of being handed over from Marie to Suzanne Gunn.

4.2 The closing balance at the end of June as £2,931.31. Since then we had received a donation of £250 for the purchase of additional tablets, £440 which was the replacement of the float from the summer fayre, £145.68 from easyfundraising (with an additional £54.04 on its way) and an amazing £2,431.06 profit from the summer fayre and raffle. This left a current balance of £6,311.14.

4.3 A balance sheet had been produced by Suzanne Douglas which would be used by each fundraising event organiser to detail costs and income which would be passed to the treasurer with the relevant receipts.

4.4 Confirmed outlays were playground equipment of £500, P7 hoodies (around £500), £500 for Christmas parties and £100 being available to each class during the school year for individual projects (possible total of £2,100).

5. Charity Status

5.1 This would be discussed at the next meeting.

6. Fundraising Update

6.1 The first fundraising meeting of the year would be held on Friday, 30 August. Although this could clash with the school's nurture coffee morning it was agreed that it would still take place – with a post on Facebook making it clear it was a separate event. **(Action: Louise)**.

6.2 Consideration was being given to the first fundraising events of the year including craft events, and the Halloween discos. Dates would be issued to parents as soon as they were confirmed.

6.3 As part of the school's development plan for this year the school playground and equipment was a specific aim. Mrs Gordon had been tasked with leading on this and was proposing that a working group consisting of parents, pupils, teaching staff and support staff. An email would be issued seeking Pinkie Parent volunteers. **(Action: Louise)**.

7. SIP and PEF Subgroup Update

7.1 No update at the moment

8. Any Other Business

8.1 Louise informed the meeting that the next meeting, due to be held on 30 September, would be her last as Clerk. East Lothian Council had been informed and they would start the process for finding a new Clerk. However Louise was happy to discuss the role with anyone who may be interested.

Pinkie Parents
August 2019