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SALTOUN PRIMARY SCHOOL

**Minutes of Annual General
Meeting of Saltoun Primary
Parent Council
Held on Thursday 26th November 2009
At Saltoun Primary School**

1. **Present:**
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|-------------------|--------------|
| Fiona McCaskie | Acting Chair |
| Rebecca Salt | |
| Shirley MacDonald | |
| Jane Valentine | |
| Lesley Cowan | |
| Rachel MacAulay | |
| Suzanne Finlayson | |
- In Attendance:**
- | | |
|---------------------|----------------------|
| Laura Leslie | Acting Head Teacher |
| Tracey Brown | Teacher |
| Jennifer Ritchie | Teacher |
| Fiona Mitchell | Teacher |
| Christine Henderson | Nursery Nurse |
| Jacky Baillie | Clerk to the Council |

2. **Apologies**

Councillor Sheena Richardson, Karen Aris, Jenny Riddell, Gwen Watt and Lesley McKenzie.

3. **Chair's Report**

Last year's AGM Minutes were approved by Fiona McCaskie and seconded by Rebecca Salt.

Fiona welcomed everyone to the meeting. She explained that she had been acting chair since Derek Logie resigned. Fiona, along with other Parent Council members, have attended ELAPCM meetings over the course of the year. A copy of the Parent Council Update will be distributed to all parents on Friday 27th November.

Fiona extended her appreciation to Val McIntyre who had been very supportive and helpful since Fiona took over as chair.

The minutes of last year were approved by Fiona and seconded by Rebecca One action point Jacky to collect email addresses from PC members – this was done but Fiona wondered if this could go a stage further and ask parents to use the PC Mailbox.

Action: Jacky to inform parents of PC Mailbox.

Fiona went over the annual report for the school year 08/09 which will be circulated to all parents. She reviewed the parent council's achievements for the year and also their objectives for the coming year.

Discussion followed re the proposed budget cuts. All agreed that there are lots of rumours and scaremongering and should any parent feel worried about something they have heard, they should approach the school or Fiona rather than continuing the rumour. It was agreed that Saltoun would try and add a point to the letter from ELAPCM to the Council, regarding the cuts. Rebecca will draft a point on the importance retaining small schools.

Action: Rebecca draft additional point.

Lesley McKenzie was attending a meeting regarding the cuts in Haddington on behalf of the Parent Council. Fiona thought Saltoun should have a representative at this meeting a) to find out what was discussed and b) to ensure Saltoun's voice was heard.

Fiona explained that she had received a letter from Maureen Jobson (Acting Head of Education) stating that Saltoun could go ahead and appoint a new head teacher if they wished. Discussion followed re the merits of joint headship as opposed to single headship. Staff certainly felt, having experienced this previously, (Mrs Irving, Humble and Saltoun and Mrs Malcolm, Whitecraig and Saltoun) which did not work well. All agreed that the process should start for the appointment of a new head.

After discussion with Laura it was agreed that another Focus Group would take place but earlier in the year possibly March.

Fiona and Rebecca recently attended an informal cluster meeting at Ross High. Fiona thought that it would be helpful for parents to have more information about Ross High before P6/7 as many parents had already made decisions about secondary school by this stage. It was suggested that an ex-pupil and a member of the management team could attend either a parent council meeting or curriculum evening to be present and represent Ross High.

Action point: Fiona to arrange this.

4. Head Teacher's Update

Staffing – Acting Head Teacher is Mrs Birrell
P1/2 Teacher is Miss Brown
P3-7 Teacher is Miss Mitchell / Mrs Ritchie
Nursery continues to be Mrs Firth / Mrs Henderson
Admin and Support Staff continue to be Mrs Baillie and Mrs Leslie
Auxiliary in PM is Mrs Henderson (temporarily)

Laura thanked the staff with regards the change in staffing. She went on to say that the staff have worked really hard to make the transition as seamless as possible for pupils. A big thank you to staff for taking on additional roles within the school – Mrs Ritchie is now mentoring Miss Mitchell, Miss Brown is Eco Chair and Mrs Henderson is working in the afternoons.

Laura also thanked parents for support they have shown. The feedback from the Parent Consultation Audit on Parents' Evening was very positive. –

Evaluation Visit 1 – successful and positive visit from our Quality Improvement Officer - Karen Haspolat - who was looking at learners' experiences and the staff team. She commented on the high attainment levels at Saltoun Primary.

Sporting Activities –Suzanne Laing, Active Schools Co-Ordinator ran an in-service (26th October) for mini kickers, funky fitness etc. Staffs were very motivated by the training and within 1 week we had implemented community sessions in the Village Hall – led by Mrs Ritchie.

Awesome Aerobics has started and is led by P7 pupils and supported by Miss Mitchell – there is good attendance.

School Camp - cluster camp was a very successful event and the pupils have posted photos and comments onto the website. P7's will be invited to St Martins Christmas Party.

Pupil Council – launching a Snack Shop in January – completed pupil and parent audit, will visit village shop to look at merchandising, visit Tesco and Aldi to compare prices for stock, Lesley Cowan has volunteered to keep account books with the pupils.

Eco/Health Committee – did us proud! We achieved our Green Flag yesterday. Thanks Miss Brown for leading the group, thanks to the parent volunteers – Caroline and Rebecca and the pupils themselves. Great next steps planned – chickens, indoor garden, sensory garden, competition to design energy saving stickers for light switches.

School Development Plan – developed a new programme of study and policy for RME and it was agreed at consultation with parents and Rev Lyon. Purchased new RME resources. Will monitor the improvement over the session – good feedback from P3-5 regarding their Islam topic.

Christmas Festivities - Carol Singing at school on Monday 14th December – meeting 6pm at shop and walk down to school. Staff will provide mulled wine and mince pies.

Rehearsals are underway for our Winter Show on Thursday 17th December in Village Hall. Parents will be invited back to school to purchase Crafts and H2H are providing home baking.

5. H2H Update

Shirley told the meeting that H2H had had a productive and enterprising year. Fund raising activities included: Beetle Drive, Fundraising Fiver Challenge, Eco Shopping Bags, Family BBQ/Disco, Karaoke and Christmas cards. H2H had asked for suggestions from the Parent Council on how best to spend the money raised and playground equipment was suggested. Rather than getting a few pieces it was decided to apply for a grant from Awards For All. Thanks to Rebecca, Shirley and Fiona H2H were successful and received the maximum grant of £10,000. They also Project Managed the installation and the tidy up, etc of the playground ready for the new equipment. Thanks to Greig MacDonald's tree and landscape business, who gave up his time free of charge and also all parents and pupils who helped to paint benches etc.

Many thanks to H2H members – Fiona McCaskie, Rebecca Salt, Gwen Watt, Lesley McKenzie, Karen Aris and Alison Stewart for their hard work over the year. Shirley

also thanked Lesley Cowan who has acted as Treasurer. Thanks to the parent body as well. Without their support none of the successful events could have taken place.

6. Treasurer's Update

Lesley explained that through the various fundraising activities, plus money from school fund transferred into H2H account, they had raised £13,641. After paying for the playground equipment etc they are left with a balance of £1123.65. Lesley asked for a volunteer to check over the books and sign them off.

Action: Volunteer required to sign off books please.

7. Licensing Laws

Fiona explained that 42 days notice is now required in order to obtain a license. Shirley had asked a member of the licensing committee to see if an exception could be made for short notice events at schools – this is ongoing.

8. Update on Head Teacher Vacancy

See Chair's report.

9. Election of Office Bearers

Fiona agreed to stand for chair – Shirley proposed and she was nominated as the new chair. Lesley proposed Rebecca Salt as vice chair, and she was duly nominated too. Lesley Cowan agreed to continue as treasurer. Suzanne and Jane agreed to join as members of the parent council.

10. Open Forum

Fiona asked for volunteers to man the Snack Shack when it opens in January. She would arrange a rota of parents. Lesley Cowan agreed to help the children keep the accounts. Laura said it was very much about the children learning how to run a business.

Action: Fiona to draw up a rota of volunteers to man snack shack.

Laura asked for a parent representative for the Health/Eco Committee -Jane Valentine agreed to do this.

11. AOCB

Laura said thank you to all staff and parents for their hard work over the year and in particular Fiona for all her hard work.

12. Date and Time of Next Meeting

The Parent Council Meeting will be held on **Monday 25th January 2009 at 7pm in Saltoun Primary School.**