

	St. Martin's RC Primary School Minutes of meeting held on the 12th of November 2019	
	Present: K Thomson, A Carlyle, E Alongi, F Hayes, L Davies, J Szczepaniec, S Spiewak, C McGinn, K Masterton, F Dugdale, H Findlay Picton, A McLeod, K Masterton, S King. Apologies: K McLeod, S Dales, J Coyle, S Irvine, D Ross, G Mackett, S Brown, M Morgan, N McLeod.	
1.	Welcome SK Welcomed new members to the meeting.	
2.	<u>Previous minutes</u> Matters arising from previous minutes: School Ties update required. Foodbank update from KM regarding Jingle Bags P7 Hoodies, name on front going forward should be in black. Error with names within the school year to be changed if possible - two pupils. PC Will cover cost. House colour PE Kits will be implemented from August 2020.	LD KMcf
3.	<u>Head Teacher's report</u> – LD Staffing: Advert for Class Teacher closes on the 17 th of November. Currently advertising for a substantive part time support for learning teacher, who will be employed to work Monday – Thursday am. The will target groups of pupils as well as working with class teachers. Post to be advertised this week for Support Staff. Communication: School App PSA:- Unlimited contact with parents/carers. Homepage with up and coming dates etc. Messages whole school/class as required through a push notification. News feed that can be attached to App Newsletters Can be linked with twitter feed. and also have a general information page for PC. Simple to use and access. Not just a case of letters going home – dates 1 year in advance are uploaded. Subscription cost will be £400 per year.	

	<p>Behaviour Policy:</p> <p>Cake and Say session was a good response. Final draft will be going out for final consultation with the parent body.</p> <p>Halloween Parties: - Thank you to all for organising, positive feedback from the pupils.</p>	
4.	<p>PT Update</p> <p>PEF update</p> <p>The main focus is the Transformers group, who are currently engaging with 14 pupils on a Wednesday. The group is supported by support staff, parish elders along with SD. The children that attend are from P1-7. Opportunity to develop self-worth and their own uniqueness.</p> <p>The children have developed various interests through the parish elders such as photography and nature walks.</p> <p>They are currently focused on Christmas Samaritan Boxes. They will fill 20 boxes and take them to the kilt shop in Musselburgh.</p> <p>Community Currently working alongside Girl Guides supporting pupils with mixology badge work. As the snack trolley is no longer available they are looking to create Juice/Smoothies to sell at break times. Transformers will move this forward.</p> <p>Talk and Tell Sessions This will be starting at break and lunch times – open discussions about home/learning/social etc. Can self-refer in Post box outside PT room. Mon/Wed/Thu break time and Tues Lunch time.</p> <p>Individual Support to a few families daily/weekly support ongoing. Child Planning process - lead working with outside agencies.</p> <p>Nessy – Full subscription was for 71 pupils now for 125. 100 subscriptions for each element reading, writing and numeracy. Nessy assess each child. 100 use Reading & Spelling 76 Use Numbers 32 Dyslexia assessment alongside East Lothian Tool. 30 using writing beach 59 using Nessy fingers – motor skills</p> <p>100 subscriptions adequate at the moment and PT will liaise if need to increase subscription occurs.</p>	
5.	<p>Chair report – SK Chair indicated that she would prefer a Co-chair and made this position vacant. This will be discussed further at the next meeting.</p>	

	<p>Treasurers Post is also vacant as previous Treasurer has indicated that she would stand down if anyone would like to take on the role.</p> <p>Training 19th of November – New chair and Treasurer training available. Esk Rooms, The Brunton, Musselburgh. KT and SK hoping to be able to attend. KM interjected that it is a great opportunity for anyone thinking about taking on the roles as the training is very informative.</p>	
6.	<p>Treasurers report – KM</p> <p>£ 232.23 Cash £2129.83 Bank Account £2362.06 Total Balance</p> <p>The Halloween parties raised £83.00</p>	
7.	<p>Fundraising</p> <p>Halloween Parties going forward P6-7 offering to help.</p> <p>Christmas Fayre: School stalls celebrating the children’s crafts only. Due to the cost of ELC traders licence being unfeasible for a small school no external traders were invited to attend.</p> <p>Nursery – P7 stalls will be in the main hall. Pie Face – Mr Murray (RA to be completed regarding allergy) Home baking Raffle Lucky bobble</p> <p>Corridor Music/Choir – entrance Face Painting/Tattoo Lollipop game Lucky Dip</p> <p>Room 7 Snowman Rudolf</p> <p>Use of Kitchen LD to chase up school staff for availability. If unavailable KMcf to be informed so that alternative arrangements can be made.</p> <p>Grotto S McFarlane and S King will be running the grotto. This is a big hit with the children every year.</p>	KMcF

	<p>Helpers – Shout out to go on social media and by text.</p> <p>KM asked if KMCF would compile the RA for the event.</p> <p>Bingo Night – after Easter 2020</p> <p>Race Night – Mark Irwin has volunteered to run this event in the Rugby Club. Looking to plan and host the event for the end of February 2020.</p>	
8.	<p>A.O.B</p> <p>Association of PC Meeting raised FD, encouraging members to attend as it is a very informative meeting. Dates are available through Bev Skirrow at ELC.</p> <p>Snack Trolley – raised by SK that children no longer have the option to purchase a snack in school and concern was raised about children who don't have a snack now that the school are cashless.</p> <p>LD confirmed that an order had been made for children having snack who do not bring them to school.</p> <p>Parent Council offered to fund a snack trolley to alleviate the restriction on the cash handling.</p> <p>Home baking guidelines – as long as everything is clearly labelled there are no restriction on cakes.</p> <p>Raffle Prizes - Anne Dickson proud to be donating her art work to the school. It was suggested that the children send her a thank you letter.</p>	
9.	<p>Next meeting – Wednesday the 15th of January 2020 at 18.30 hrs.</p>	