

St. Martin's RC Primary School Minutes of meeting held on the 15th of January 2020		
	<p>Present: S King, K Masterton, C Graham, F Hayes, K Cassidy, D Hadden, E Alongi, A Carlyle, S Dales, K McLeod.</p> <p>Apologies: S McLeod, J Coyle, J Fettes, J Sczcepaniec</p>	
1.	<p>Welcome The Chair welcomed everyone to the meeting. She then informed them due to the lack of PC members in attendance it would go forward as quaerit.</p>	
2.	<p><u>Previous minutes</u></p> <p>Matters arising from previous minutes: School Ties update required, Chair has asked KM to look into this due to the HT being on Maternity Leave. Error with names within the school year to be changed if possible. PC Will cover cost. House colour PE Kits to be discussed on forum prior to next meeting.</p>	KMcf
3.	<p><u>Acting Head Teacher's report – CG</u></p> <p>CG said it was lovely to be back and thanked everyone for the warm welcome she has received.</p> <p>CG had a handover from the HT prior to the commencement of her maternity leave. This was focused around the Children/Learning.</p> <p>CG informed those present that she will not be in St Martin's full time. She currently has a two week rolling diary with Meetings/CAT sessions/CPM etc. Her diary for the next two weeks will be confirmed by Friday the 17th of January. CG confirmed that her diary will be flexible.</p> <p>CG had been catching up with staff and the PT day to day.</p> <p>There will be a camp meeting for the current P7s on Monday the 20th of January at 6pm. Burns Supper is on Thursday the 23rd at 5.30pm.</p> <p>CG asked if there was an update on the numbers as it was low. KM said that there was a chat group with parents of P7 pupils mainly about the boys not wanting to attend the event. She said that she had pointed out that this was their last year at St Martin's and this should be something for them to look forward to.</p> <p>The CT said that children who normally wouldn't feel comfortable talking to the whole school at assemblies were taking part and looking forward to talking to smaller numbers of their peers.</p> <p>Going forward for next year it was suggested that the school may look at it being held in the afternoon.</p>	

	<p>Staffing:</p> <p>Megan Pearston recently appointed as P6 teacher. She was previously at Mayfield PS. There have been CA/ASN's appointed, but there has been a slight delay in their paperwork.</p> <p>Learning Lounge:</p> <p>Potential to be used once new CA/ASN's in place and hours have been confirmed this is a matter of priority for the HT.</p> <p>In service Day:</p> <p>Challenging & Complex Behaviours in the morning. Communication behaviours in the afternoon. Non Verbal Communication - HT going to confirm.</p> <p>African Drummers - 21st Jan:</p> <p>Mr Murray and Miss Pearston attending CPL - Drummers and Dancers. There will be two separate workshops culminating in a show for the whole school. This may include children who are not in P4 or P6 but they will be given support to take part.</p> <p>Ipay Impact:</p> <p>This will be used for as many things as possible. HT looking at adding the current P6 pupils to it for school camp next year. This would allow parents to start paying as soon as possible. If it is successful it may continue the following year.</p> <p>School Uniform:</p> <p>Currently looking to implement the ordering of branded school uniform direct from the supplier by parents/guardians. This would then be delivered straight to the home.</p> <p>There is stock in school but we are unable to take cash.</p>	
4.	<p>PT Update</p> <p>PEF - Up to Christmas Time was spent working with families around the Child Planning System and hosting meetings along with Class Teachers, Parents and Guardians.</p> <p>SVDP - Transformers group - supporting families over Christmas period. Supplied Christmas Dinner to families. Homestart - Toys for families in need. These were donated by local supermarkets. Transformers filled 20 boxes for the Samaritan Christmas shoe box appeal these were delivered to the kilt shop in Musselburgh.</p>	

	<p>SVDP praised for the support they have given and the Transformers are now looking at ways in which they can support the SVDP</p> <p>The school collected items for the local Girl Guides supporting Jingle bags.</p> <p>Councillor McLeod announced that he is involved in raising funds for Mission Christmas. He advised the school to apply in the future and is going to pass on the details to the PT.</p> <p>Lee Walls is looking to set up a gift bank along with a school uniform swap. This would be done out with school to reduce any stigma that some may see attached to the concept. Lee will be the main point of contact for this. There is the possibility of this being run from the Church House.</p> <p>All pupils now have the necessary GDPR permissions in place for Nessy.</p>	KMCL
5.	<p>Chair report – SK</p> <p>PE Kits House Colours- was previously discussed that this would take place in August 2020. Following on from this initial discussion the Chair has asked that it be brought forward to Easter. This is to stop any unnecessary purchasing of coloured tops for sports day. It was also suggested that it will give the children a sense of belonging to their houses during PE.</p> <p>K McFarlane has been asked to follow this up with border embroideries.</p> <p>School Uniform Swap - Covered by PT. There are also free second hand school uniforms available from Zero Waste Dunbar and Musselburgh. Chair would like to inform all parents of this. PT also indicated that the school can request uniform from them.</p> <p>ELAPC - next meeting will be held at Preston Lodge High School on the 5th of February 2020, 7pm -9pm.</p> <p>School Repairs:</p> <p>The Chair has asked for an update but no one was able to do this other than that which was given previously in June.</p> <p>The School is still not wind and water tight.</p> <p>Councillor McLeod has asked to be updated on this as soon as possible so he can take this forward. He felt along with all present that the school is not inviting and wondered just how much an impact this may have on recruiting. It is felt that the decor presents itself in an uninviting manor. It was noted that the very room that meeting was taking place had paint peeling from the walls and woodwork.</p> <p>He advised that if we are on a rolling programme rough dates should be indicated.</p>	KMCF

<p>The school are currently waiting on swipe access being fitted to the doors in the following areas: Nursery Main Entrance P1/2 Outside Access door P5 Outside Access door</p> <p>The Chair highlighted that the schools state of repair is not allowing the school to give the same learning experience as others in the catchment area. She highlighted that all those within the school and parent council who have been fighting for works to be carried out are fed up of getting the run around and it has been suggested to report the lack of works to the school to the local papers to highlight the issue.</p> <p>News Letter:</p> <p>The Chair has suggested that the Parent Council Produce an informal newsletter informing the parents/guardians of the role of the parent council. She hopes this will diminish pre perceptions that some may have. It would also be used to give PC dates for events and give details of what funds are being spent on.</p> <p>Notice Board:</p> <p>Permanent Notice Board in the playground would also help keep parents/carers informed on what is happening not only within the PC but the school. PC has been advised to apply to the community council for funding for this. It was suggested that they get full costings and include this in the application.</p> <p>Meet the Teacher:</p> <p>Can there be another meet the teacher where you have the opportunity to meet all the staff. HT advised that teachers have these hours incorporated into their working time agreement where support staff don't and that it would be down to their goodwill. However it was a good suggestion and they will look at ways of taking this suggestion forward.</p> <p>P6 parents/carers would like the opportunity to meet the new teacher.</p> <p>It was also suggested that the who's who in reception should be updated to include all new staff.</p> <p>Healthy Snack Trolley:</p> <p>Kid and parents miss the healthy snack trolley. PC has offered to fund the trolley going forward.</p> <p>FH - various schools still running snack trolleys and managing to do this in the same way they do with school fayes.</p> <p>It was suggested that this would give children to go to the supermarket with staff to pick snacks and learn about healthy options.</p>	CG
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	<p>Chair highlighted the concern for children who may not have had breakfast or snack. She also highlighted that a lot of parents rush in the morning and forget to give their children a snack.</p> <p>PC have said they will look at funding and running the school snack trolley.</p> <p>The Chair advised that two items had been removed from the agenda and would be discussed in private with the HT.</p> <p>Staffing:</p> <p>PT maternity leave to be discussed by the local Authority nearer the time in accordance with the Local Authority procedures.</p> <p>Post should be advertised to cover maternity leave. FH indicated that she will commence Maternity Leave as of the 1st of May.</p> <p>Events:</p> <p>Race night to be organised soon as there is the opportunity to use the rugby club free of charge including the equipment. This will be discussed in full at the next meeting.</p> <p>Councillor McLeod informed the chair that the next meeting of the PCP will be on the 4th of February.</p>	
6.	<p>Treasurers report – KM</p> <p>£3246.54 Bank Account</p> <p>Christmas Cards raised £132.70 Christmas Fayre raised £818.66</p> <p>The Christmas Fayre was a great success considering that there were no outside stalls this year and the issue with the power.</p>	
7.	<p>A.O.B</p> <p>No A.O.B was raised.</p>	
8.	<p>Next meeting – Tuesday the 28th of January 2020 at 18.30 hrs.</p>	