

STONEYHILL PRIMARY SCHOOL PARENT COUNCIL

ANNUAL GENERAL MEETING, WEDNESDAY 6 SEPTEMBER 2017

MINUTES

**Attendees:** Lynsey Melville; Cllr Andy Forrest; Lois Taylor (Treasurer); Jill Robertson (Vice-Chair); Gayle Durham; Cllr Katie Mackie; Susanne Gibson; Cllr John Williamson; Cllr Stuart Currie; Fiona Macartney (Head Teacher); Sarah Jones; Vivien Struthers; Lynsey Robinson (Staff Representative); Carol Colville (Deputy Head Teacher); Lesley Coyle (Chair); Katie Hislop (Clerk)

**Apologies:** Dixie Sudron; Clare Cornet; Julie Durie; Denise Ford; Laura Bosworth; Julie Anderson

| Agenda Item | Discussion  | Action for |
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| 1&2         | L.Coyle opened the Parent Council's Annual General Meeting for academic year 2017/18, welcomed new members and circulated a list of apologies, as noted above.  |            |
| 3           | The minutes of the last meeting, 7 June 2017, were approved.  |            |
| 4           | <b>AGM Item – Chair's Report</b><br><br>L.Coyle spoke to her report which summarised the work of the Parent Council over the last academic year, noting the Parent Council's support to parents and pupils; how it has worked with the wider school community and how parents views have been represented at school, local authority and at national level.<br><br>This report was circulated in advance by email, and copies are available on request.   |            |
| 5           | <b>AGM Item – Head Teacher's Report</b><br><br>F.Macartney summarised her report which included information on Parental Involvement; Staffing Changes and Achievement and Attainment, with reference to school's Standards and Quality Report.<br><br>This report was circulated in advance by email, as was the Standards and Quality Report. Copies are available on request.<br><br><b>Action: The Parent Council will revisit Parental Involvement at a future meeting, with the specific objective of gathering feedback on the How Am I Doing booklet, as well as a discussion on the broader subject of Involvement. L.Coyle / K.Hislop to note for future agenda.</b> | LC / KH    |
| 6           | <b>AGM Item – Treasurer's Report</b><br><br>L.Taylor discussed the content of her report which covers expenditure and income over the academic year and complements the information in the Chair's report on support to the pupils and school.  |            |

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| <p>7</p> | <p>This report was circulated in advance by email, and copies are available on request.</p> <p><b>AGM Item – Confirmation of Parent Council Office Bearers for Academic Year 2017/18</b></p> <p>L.Coyle explained that the roles of Chair, Vice Chair, Clerk and Treasurer must be filled by the end of the AGM. From a personal perspective, she intends to stay on as Chair for one more year but asked attendees to turn their minds to whether they would be interested in taking over the role for 2018/19. Anyone with an interest should discuss with Lesley any shadowing opportunities there may be in the course of this year.</p> <p>J.Robertson noted her intention to step down as Vice Chair.</p> <p>L.Taylor and K.Hislop confirmed their intentions to remain in the roles of Treasurer and Clerk, respectively.</p> <p>S.Jones put herself forward as Vice Chair and this was seconded by L.Taylor.</p> <p><b>L.Coyle confirmed the Parent Council Office Bearers for 2017/18 as:</b></p> <p><b>Chair – L.Coyle</b><br/> <b>Vice Chair – S.Jones</b><br/> <b>Treasurer – L.Taylor</b><br/> <b>Clerk – K.Hislop</b></p> <p>L.Coyle informed the group that this concludes the AGM part of the meeting.</p> |                   |
| <p>8</p> | <p><b>Parent Council Matters Arising</b></p> <p><b>Pupil Equity Fund</b> – as discussed under the staffing element of the Head Teacher’s report, a classroom assistant has been recruited on a 12 month contract. J.Williamson asked how the classroom assistant would be used. F.Macartney explained the intention for the classroom assistant to work with specific children and small groups and asserted that the approach would be tested and impact measured. In addition, F.Macartney informed the group of a new approach to improve access to sports clubs, covering differing age groups and interests.</p> <p><b>Fundraising: Halloween Discos, Thurs 26 October</b></p> <p>This will be a straightforward event and not a particularly big fundraiser but it’s one that pupils enjoy. The let and DJ have been booked, and a small number of remaining arrangements will be discussed at the next meeting.</p> <p><b>Action: L.Coyle / K.Hislop to note for 4/10 agenda</b></p> <p><b>Fundraising: Christmas Shopping Evening, Thursday 16 November</b></p>  | <p>LC/<br/>KH</p> |

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|   | <p>This event will take place 18:30 – 20:00 with 10 stalls offering a mix of items. L.Coyle is collating a list of small businesses to take tables and K.Hislop will book the let of the dining hall and kitchen.</p> <p><b>Action: Discuss this event in greater detail at next meeting, 4 October. L.Coyle / K.Hislop to note for 4/10 agenda.</b></p> <p><b>Play Pod Update</b></p> <p>F.Macartney informed the group that the relevant paperwork has been completed and sent to East Lothian Council. This is now in the hands of the Council to approve building regulations and insurance and this project can't continue until this approval is received.</p> <p>A discussion followed about allowing other schools to be involved in training, if it was being delivered by an external company with a cost attached. As the Parent Council had previously agreed to avoid this route in favour of cheaper options, and in acknowledgement that this training may not be fit for Stoneyhill's purpose, it was agreed not to pursue any wider sharing of training.</p> <p>The next step is for a meeting to take place with Loose Parts Play.</p> <p><b>Action: F.Macartney and V.Struthers to keep the Parent Council informed.</b></p> <p>S.Currie suggested that any emails to the Council are copied to all of the Cllrs present.</p> <p><b>Action: V.Struthers to note re any future communications.</b></p> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• G.Durham informed the group that she has taken over the uniform bank from L.Foley. She will update the poster presented at school reception to include current contact details.</li> <li>• G.Durham asked if the Parent Council wanted to sell 2018 Calendars as a fundraising activity this year. If the Calendars are to proceed, work needs to begin on it soon. Some other suggestions were made eg canvass shopping bag and Christmas cards.</li> </ul> <p><b>Action: To be discuss at next meeting, 4 October – L.Coyle / K.Hislop to note for 4/10 agenda. In the meantime, L.Coyle to canvass parents' views.</b></p> <ul style="list-style-type: none"> <li>• J.Williamson raised a complaint which had been made by the Inveresk Residents Association about traffic management and parking around the school boundary at drop-off and pick-up time. He suggested a walk around this area at these times with Council transport officials (as had been done in 2016), with a view to revisiting the approach taken at Haddington Infants and St Mary's RC Primary School Joint Campus. It</li> </ul> | <p>LC / KH</p> <p>FM / VS</p> <p>VS</p> <p>LC / KH</p> |
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was agreed that the Parent Council would revisit this issue and J. Williamson suggested that it may be helpful to look at a document which gives a reflection 12 months after the Haddington situation. C. Colville suggested potential for the JRSO (Junior Road Safety Officers) to be involved.

**Action: L. Coyle / K. Hislop to note for future agenda**

L. Coyle closed the meeting. The next meeting of the Parent Council will take place on Wednesday 4 October, 19:00 – 20:15 in the meeting room in school. All welcome.

K. Hislop  
September 2017

*L. Coyle* . L.J. 4/10/17.  
*Coyle*