

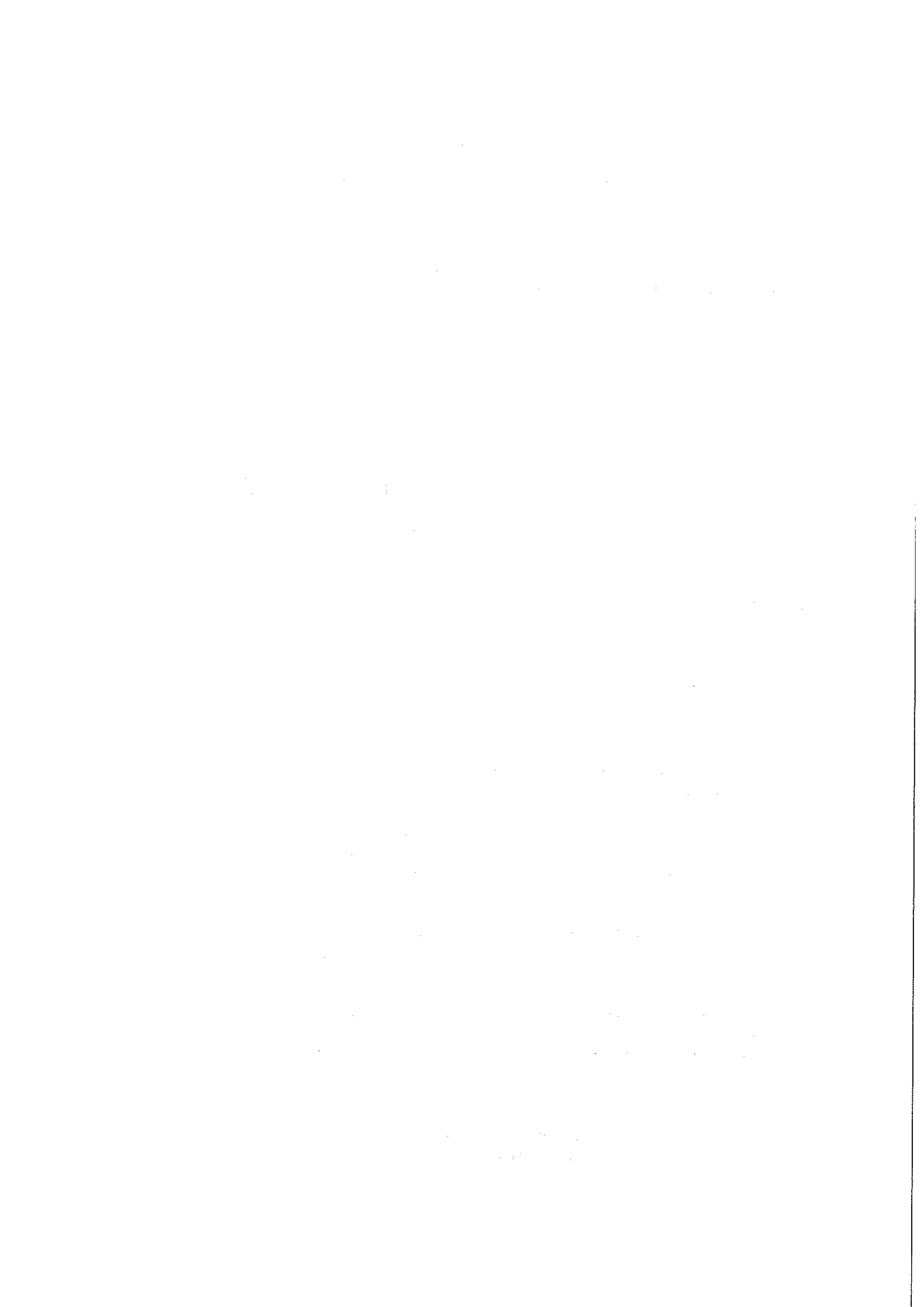
STONEYHILL PRIMARY SCHOOL PARENT COUNCIL
MINUTES OF MEETING, WEDNESDAY 8 NOVEMBER 2017

Attendees: Lesley Coyle (Chair); Katie Hislop (Clerk); Lois Taylor (Treasurer); Sarah Jones (Vice-Chair); Gayle Durham; Carol Colville (Deputy Head Teacher); Lynsey Robinson (Staff Representative); Lynsey Melville; Cllr John Williamson; Julie Jessup

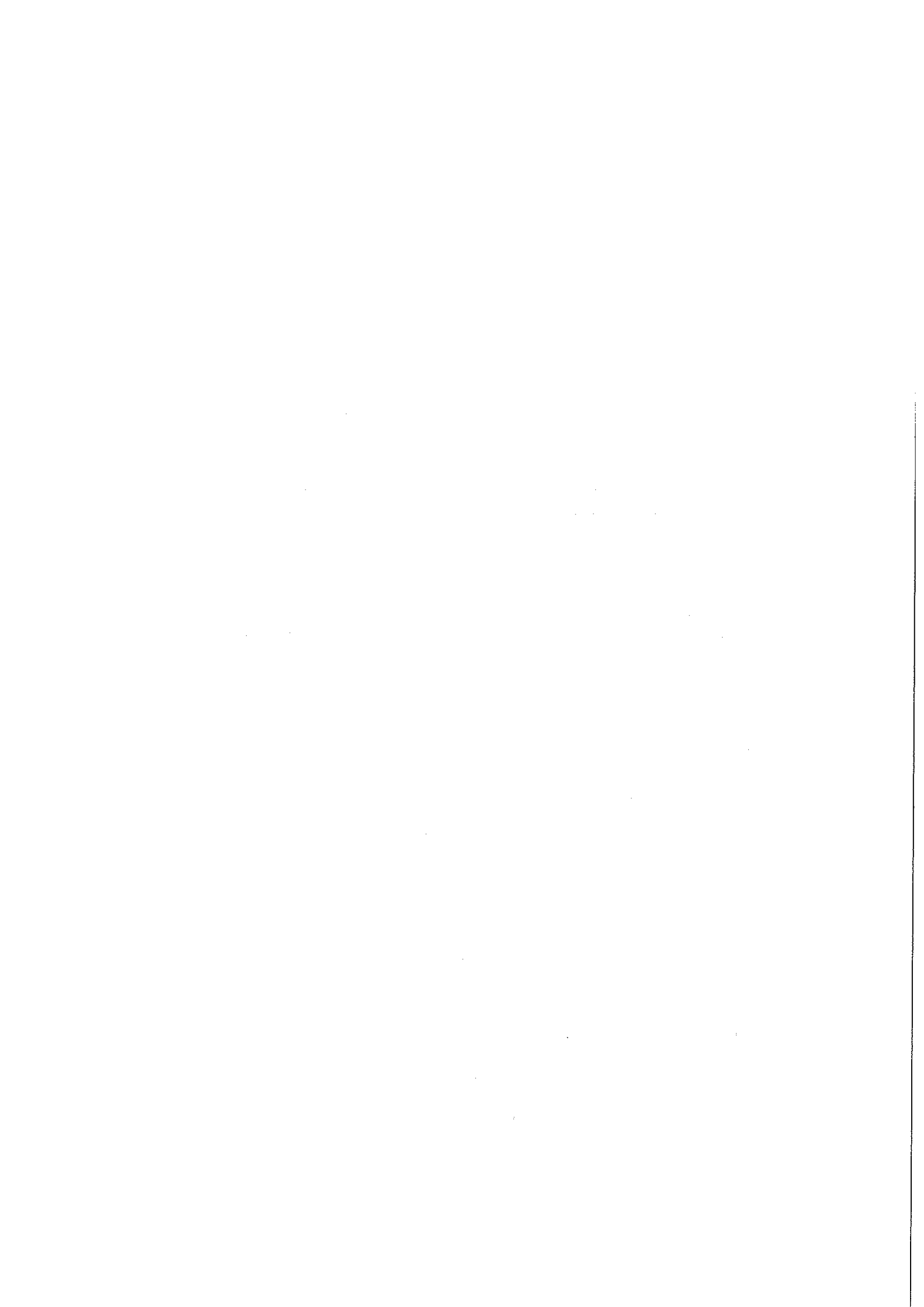
Apologies: Julie Durie; Susanne Gibson; Cllr Stuart Currie; Vivien Struthers; Cllr Katie Mackie; Dixie Sudron

Email: parentcouncil@stoneyhill.elcschool.org.uk

Item		Action for
1, 2	L.Coyle welcomed attendees to the meeting and circulated a list of apologies.	
3	The minutes of the last meeting, 4 October 2017, were approved.	
4	<p><u>Treasurer's Report</u></p> <p>L.Taylor reported that the expenditure agreed at the last meeting, 8/11 for example the top up to the school's football team strips and contribution to the P5 Broomlea trip had been paid. This amount to £2860.77</p> <p>The Halloween disco on 26/10 made a nominal profit, although this was a fun event for the pupils not a fundraising effort.</p> <p>Parent Council funds are currently sitting at £10,211.89 - £8,000 of this being allocated to the development of the PlayPod, therefore £2211.89 of available funds remain.</p> <p>The Parent Council's average spend over the Christmas period – to pay for Christmas party food, the annual Pantomime visit and other festive treats – is approx. £2,000. This leaves Parent Council funds for the beginning of 2018 very low.</p> <p>The cost of the kitchen at the upcoming Christmas Shopping event was discussed and it was agreed that, to avoid unnecessary expenditure, we would cancel the kitchen let.</p> <p>Action: K.Hislop to contact the Council re cancelling the kitchen let.</p>	KH
5	<p><u>Parent Council Business / Matters Arising</u></p> <p>PlayPod</p> <p>F.Macartney confirmed that all required approvals from the Council have now been received. The Foundation was laid during the October holidays and the Pod</p>	



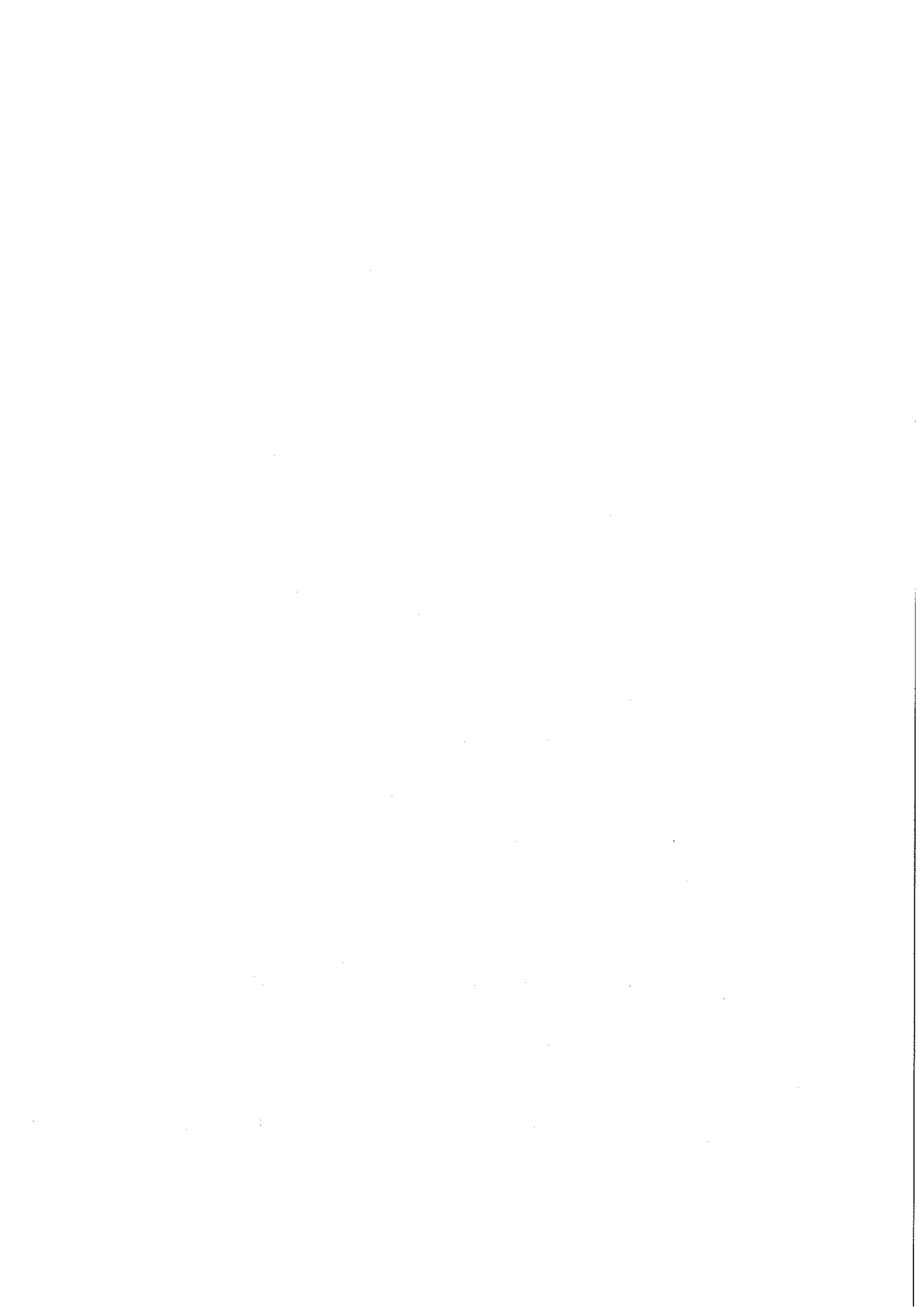
<p>itself will be delivered to school on Monday 13 November. However, it will be empty so next steps are:</p> <ul style="list-style-type: none"> • Mrs Thomson has been trained and will now train staff • Pupils will be instructed on the Pod's use and a leaflet on the Pod and its purpose will go out to parents • A drop off time will be offered so that donations can be assessed for suitability • There will be an official launch <p>In terms of maintenance of the Pod or any of its contents, J.Jessup suggested that this may be done by members of the East Lothian Council's Community Payback team. J.Williamson suggested that the members of the local Men's Shed project may also be able to help.</p> <p>V.Struthers has until now led the development of the PlayPod from a parent and Musselburgh Area Partnership perspective. She is now unable to continue with this so it was agreed that if such a lead is required in the next steps of developing the Pod, another parent representative will be sought.</p> <p>Parental Engagement Strategy</p> <p>Parent Council Chairs have received a copy of the Parental Engagement Strategy from the Council. This contains suggestions for increasing parental involvement in the school and the work of Parent Councils. L.Coyle briefly described the content of the strategy and remarked that the majority of suggestions in the strategy have been tried by Stoneyhill Parent Council – with a varying level of success.</p> <p>A discussion followed with suggestions to increase engagement and perceived barriers to this.</p> <p>It was agreed that ideas could be sought from the wider parent forum</p> <p>Action: L.Coyle to consider how best to canvass views</p> <p>Action: L.Coyle to email copy of strategy to K.Hislop, to them disseminate to members of the Parent Council</p> <p>Traffic Management / Road Safety around school area</p> <p>J.Williamson is arranging a walk-around the school boundary at peak times to observe speed of drivers and parking habits – he is awaiting a response from the Inveresk Gardens Association and from PC Smith.</p> <p>Action: J.Williamson to notify L.Coyle of the walk-around date, once confirmed.</p> <p>Junior Road Safety Officers (JRSO)</p> <p>On the traffic management issue, C.Colville provided an update on the work of</p>	<p>LC</p> <p>LC, KH</p> <p>JW</p>
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	<p>the JRSOs. The group have met with Transport officials from the Council and will be working with drama students from Queen Margaret University to create a promotion film focussing on pupil road safety, in relation to driving speed and inappropriate parking. The JRSO group are currently writing a script for the film and it will be shown before each Christmas Show on 11 December.</p> <p>It was agreed that the JRSO group would take part in the walk-around J.Williamson is arranging, and that part of this may be filmed.</p>	
6	<p><u>Supporting the School / Teacher Requests</u></p> <p>As confirmed within the Treasurer's Report, many of the requests discussed and approved at the 8/11 meeting have now been paid for.</p> <p>The Go-Pro camera, discussed a few months ago, is still required by the school and its purchase will be covered by the Parent Council, but this has been halted by discussions with the Council's IT department because of compatibility.</p> <p>The Generation Science kit discussed on 8/11 has similar compatibility issues which F.Macartney is taking forward with Council IT colleagues.</p>	
7	<p><u>Fundraising</u></p> <p>Christmas Shopping Evening, 16/11*: L.Coyle provided an update on plans and a shopping list was discussed. It was agreed that:</p> <ul style="list-style-type: none"> • K.Hislop will seek 4-5 volunteers to help set up • L.Coyle will do the shopping • As detailed under item 4, K.Hislop will seek to cancel the kitchen let to save money, therefore tea, coffee and cold drinks will be served • L.Coyle to ask N.Grey if Christmas music can be played during the event <p>*After this meeting, the decision was taken to cancel this event. Details available on request.</p> <p>Halloween Disco, 26/10</p> <p>This fun event for pupils went well and was feedback has been positive. Points to note for future:</p> <ul style="list-style-type: none"> • Volunteers will be gathered via the Parent Council facebook page, not at meetings. The post will clearly say how many volunteers are required and these will be taken on a first come first served basis. • Some of the youngest pupils seemed unaware that drinks were available. Volunteers / DJ to make this clearer to them during future events. <p>2018 School Calendars</p> <p>G.Durham has taken the photos for the calendar and made the order. There was a discussion about format of the calendar and a suitable price. It was agreed that:</p>	<p>KH LC KH LC</p>



	<ul style="list-style-type: none"> • G.Durham will canvass views on pricing from parents via the Parent Council facebook page • A multi-buy reduced price will be offered • G.Durham will send round a PDF version of the calendar for members to see • G.Durham will get a copy of last year's flyer / order form from G.Melrose, then update it, with a view to this going into schoolbags in w/c 13 November. <p>Christmas Baubles</p> <p>These will be decorated by pupils and sold at the Christmas show performances on 11 December for approx. £3. L.Coyle has ordered all supplies and D.Sudron will run a workshop for each class at the end of November.</p> <ul style="list-style-type: none"> • S.Jones to contact Home Bargains to purchase boxes for the baubles • K.Hislop to seek volunteers to help at the workshops, if required <p>Class Christmas Parties</p> <p>The Parent Council will purchase and sort food for each class party.</p> <ul style="list-style-type: none"> • L.Coyle to get shopping list and allergy list, and purchase what is required • L.Coyle to ask for banana boxes from Neil Wilson • K.Hislop to gather volunteers to put together class food boxes on Friday 15/12 <p>Christmas Hampers</p> <p>Christmas Hampers will be put together and raffled at the Christmas Show performance. It was agreed that 7 hampers will be made up.</p> <ul style="list-style-type: none"> • L.Coyle has a draft raffle ticket, designed and printed by a parent at minimal cost. • L.Taylor to arrange for tickets to be sent out to all pupils. A flyer requesting the donation of an item will be sent out at the same time. L.Taylor co-ordinating. <p>Christmas Show Performances 11/12/17</p> <p>The Parent Council will provide and serve hot drinks in advance of each Christmas show, for the price of a donation to the Parent Council. The Calendar and Baubles will be sold.</p> <ul style="list-style-type: none"> • K.Hislop to seek volunteers for each showing <p><u>AOB</u></p> <p>Resilience - L.Melville informed the group of a group called Resilience who visited her daughter's Brownies. Similar work is done with pupils by a group called Headstrong.</p>	<p>GD</p> <p>GD</p> <p>GD</p> <p>SJ</p> <p>KH</p> <p>LC</p> <p>LC</p> <p>KH</p> <p>LC</p> <p>LT</p> <p>KH</p>
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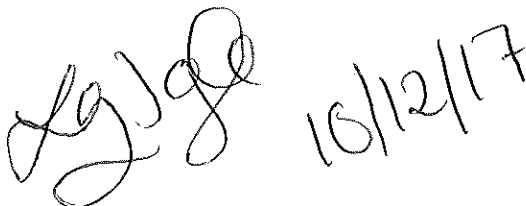
Year of the Young Person - J.Jessup flagged up that 2018 is the Year of the Young Person and asked for a connection to be made so that all activities could be appropriately advertised.

Healthy Snacks – the latest school newsletter set out the goal for all pupils to bring healthy snacks to school, reducing the amount of sugary treats consumed. Pupils will receive information shortly on the sugar content of popular snacks and drinks. This was discussed briefly and it was suggested that the school might offer a points for pupils bringing healthy snacks, or might offer a tips sheet to parents.

Next Meeting

The next meeting will be on Wednesday 6 December, 19:00 in the meeting room in school. All welcome.

Katie Hislop
November 2017

Handwritten signature and date: 16/12/17

