

STONEYHILL PRIMARY SCHOOL PARENT COUNCIL

MINUTES OF MEETING, WEDNESDAY 6 DECEMBER 2017

Attendees: Lesley Coyle (Chair); Katie Hislop (Clerk); Lois Taylor (Treasurer) Lynsey Melville; Carol Colville (Deputy Head Teacher); Susanne Gibson; Gayle Durham; Fiona Macartney (Head Teacher); Cllr John Williamson; Julie Anderson; Jill Robertson

Apologies: Sarah Jones (Vice Chair); Cllr Stuart Currie; Lynsey Melville; Cllr Katie Mackie


Parent.council@stoneyhill.elc.org.uk

Agenda Item		Action for
1	L.Coyle opened the meeting, welcomed attendees and circulated a list of apologies.	
2	The Minutes of the last Parent Council meeting, on 8 November 2017, were approved.	
3	<p><u>Treasurer's Report</u></p> <p>L.Taylor reported a balance of around £9,000, and a profitable outcome of recent fundraising efforts. There will be more income to come on 2018 calendars, Christmas hamper raffle and the sale of Christmas baubles which will be sold before the school show on 11 December.</p>	
4	<p><u>Parent Council Business / Matters Arising:</u></p> <p>Playpod – the pod is in place and donations have been invited on 15 December, with other donation times possible in the new year. It was asked whether the parent council could support the playpod in terms of appropriate security.</p> <p>Action: F.Macartney to discuss this with N.Gray and let the parent council know whether anything additional is required.</p> <p>New Musselburgh Secondary School Provision – Meeting, 11/12: L.Coyle informed the group of a meeting to take place at Musselburgh Grammar School, to provide an update on the timing of the above project. It may be difficult for Stoneyhill parents to attend because of the school show, the salient points can be discussed at a future meeting.</p> <p>Action: L.Coyle / K.Hislop to gather key points from the update meeting, to inform the parent council at the next meeting, 17 January 2018.</p> <p>Traffic Management around school boundary: J.Williamson provided an update from the recent visit by council officials where a small group</p>	<p>FM</p> <p>LC / KH</p>

	<p>observed parking at the front of the school. The following points were conveyed:</p> <ul style="list-style-type: none"> • The off-street parking bays in front of the school gates are in fact owned by the residents of that street and they pay to maintain them. The residents association may look into making this clearer with signs or street markings. Parents may at the moment think that these are for public use, so it may be useful to let the wider parent forum know this in any future communication on the subject. • The timing of the lights at Clayknowes Avenue has been changed to give drivers more notice of the change to amber and red. The road has been resurfaced at this crossing. • In terms of driving speed along the main road, it is difficult to provide a police presence. The flashing 20mph sign has been repositioned to achieve slower traffic over a longer distance • J.Williamson has reported the large hole in the tarmac at the front gate to the school, which is hazardous for those walking or driving over it. • There remains a vacancy for Crossing Patrol at the main road • It was felt that greater education of parents would be useful. <p>Action: To discuss most effective way of increasing parental awareness at next meeting, 17 January 2018. L.Coyle / K.Hislop to note for agenda.</p> <p>JRSO film: C.Colville updated the group on the Junior Road Safety Officer's film which they have scripted and filmed with the help of students from QMU. It is hoped that the film will be ready by Monday 11/12, so that it can be shown when parents are in school for the Christmas shows.</p> <p>If this is not possible, then there will be a JRSO morning in January to launch the film. The film can be shown on the school website, subject to the necessary permissions. PC Smith will work with the JRSO in the new year to promote the film and its content.</p> <p><u>Fundraising / Events:</u></p> <p>Snowman Drive, 16/11 Feedback: L.Coyle thanked all who had supported this event, which was pulled together in a very short space of time. Positive feedback had been received from attendees and, in addition, a lot of raffle and cash donations were received from those who could not attend. Approximately £250 was raised, which is more than the 2016 shopping evening raised.</p>	<p>LC / KH</p>
--	---	----------------

	<p>Christmas Fundraising:</p> <ul style="list-style-type: none"> • 2018 School Calendars – 116 orders already received, more to come. We are now comfortably in profit and will sell the remainder of stock at the school shows on 11/12. • Baubles – every class has made baubles and these will be sold at the school shows on 11/12 at £3 each. This could potentially raise around £500. Any unsold baubles will be put onto the school Christmas tree. • Action: L.Coyle to post on the PC Facebook page to advertise the sale of baubles, to give parents notice to bring money • Christmas Hampers – L.Hood is creating 7 hampers from donations received from parents. These will be raffled at the school shows on 11/12. Advance sale of raffle tickets has been profitable, with more cash expected. <p>2018 Fundraising: A number of fundraising suggestions had been made by parents and this list was discussed. It was agreed that:</p> <ul style="list-style-type: none"> • A Family Fun Run and a Bootcamp Fundraiser in January / February would be possible. Revisit this at the next meeting, 17 January • Interested in the £1 idea used by Campie PS PC <p>Action: J.Anderson to find out more about the £1 idea, how it worked and how profitable it was; to discuss at a future meeting. Action: L.Coyle / K.Hislop to note these suggestions for discussion at next meeting, 17 January.</p> <p>Action: For future reference, it was agreed that J.Williamson would keep an eye on the issue of Parent Councils requiring the £140 Market Operators Licence for events, and keep the group updated.</p> <p><u>Supporting the School</u></p> <p>School Christmas Shows, 11/12: L.Coyle confirmed that no particular items were needed for this. Agreed that 5 volunteers would be required per show – if possible this should be 2 parent council members and 3 from the wider parent form. The perk of seating at the show will be implicit.</p> <p>Action: K.Hislop to recruit volunteers</p> <p>Assembly of Class Party food boxes, 15/12: All food has been purchased by the parent council and will be in the school meeting room on 15/12. Approx. two volunteers required to fill a box for each class, cross-checking numbers and allergies.</p> <p>Action: K.Hislop to arrange volunteers</p>	<p>LC</p> <p>JA</p> <p>LC / KH</p> <p>JW</p> <p>KH</p>
--	---	--

	<p>Chocolate Coin Delivery: The Parent Council will provide chocolate coins or alternative sweets for those with allergies as an extra Christmas treat. It was agreed that two parents could deliver these to classes on the last day of school, Friday 22/12 and on Thursday 21/12 for the a.m. nursery class.</p> <p><u>AOB</u></p> <p>PFG – L.Coyle asked for any references to the PFG in school communications to be removed. The PFG is a permanent subgroup of the Parent Council but is not currently in operation.</p> <p>School Term Dates – J.Williamson informed the group that term dates have been set for the 2018/19 academic year but, unusually, the following year has not yet been agreed.</p> <p>Lunch item availability – J.Robertson asked about occasions where particular items on the lunch menu were unavailable. Discussed the pre-order system used at other schools.</p> <p>Disposal of packed lunch items – L.Coyle asked whether it was necessary for pupils to bring home uneaten items / rubbish from their packed lunch. F.Macartney confirmed that pupils are welcome to put these in the bin.</p> <p>Parental Engagement Strategy – J.Anderson brought a copy of the Parental Engagement Toolkit which includes case studies. These may be helpful for future discussions on increasing engagement at Stoneyhill.</p> <p>Action: L.Coyle / K.Hislop to note for future agenda.</p> <p><u>Next Meeting</u></p> <p>The next meeting of the Parent Council will take place on Wednesday 17 January 2018, 19:00 – 20:15 in the meeting room in school. All welcome.</p> <p>K.Hislop December 2017</p>	<p>KH</p> <p>LC / KH</p>
--	---	--------------------------

 17/1/18