

STONEYHILL PRIMARY SCHOOL PARENT COUNCIL

WEDNESDAY 3 OCTOBER 2018

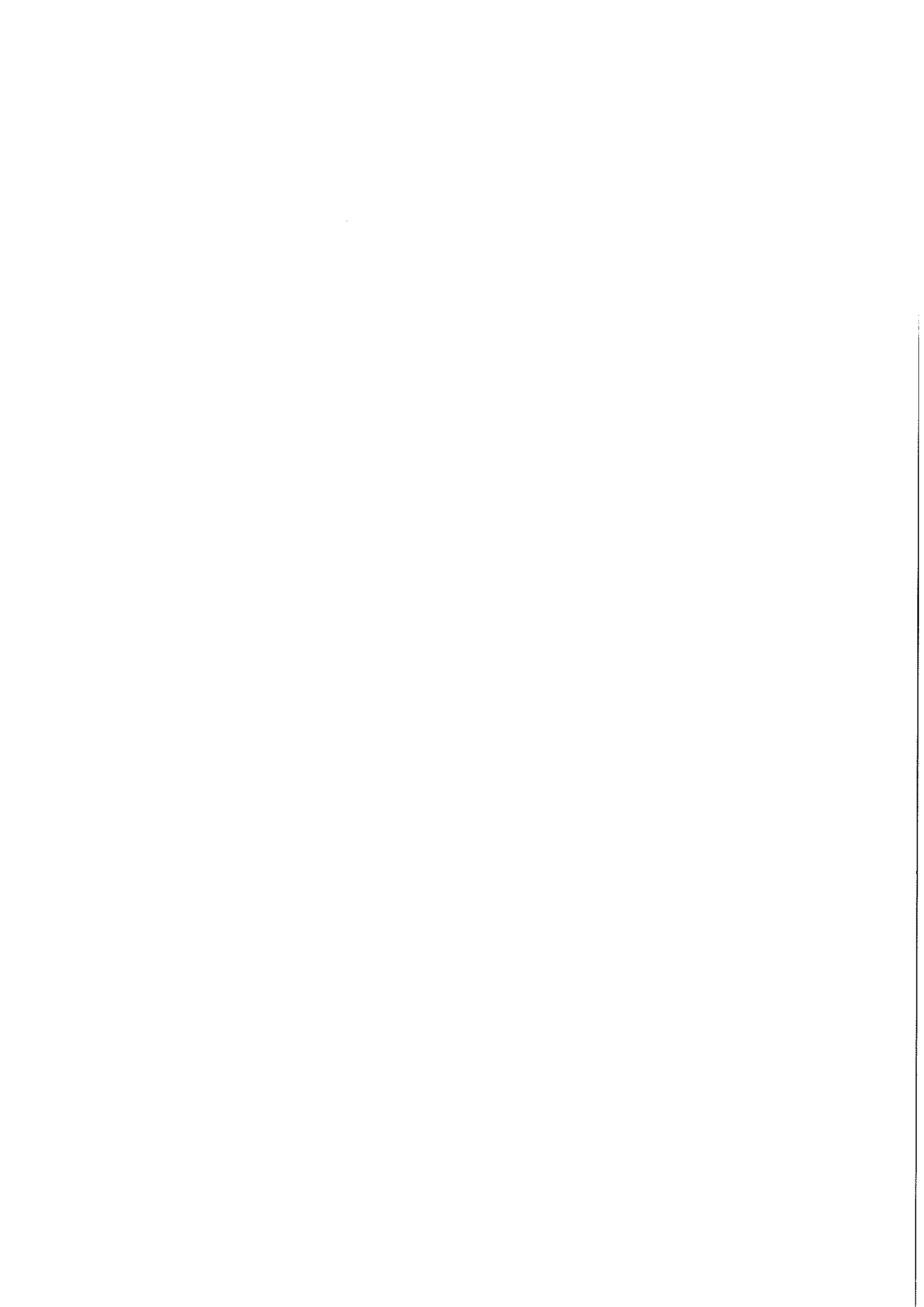
MINUTES

**Attendees:** Lynsey Melville (Chair); Susanne Gibson (Vice Chair); Gayle Durham; Fiona Scott; Lois Taylor (Treasurer); Marie McMath (Staff Representative); Claire Duffy; Carol Colville (Deputy Head Teacher); Fiona Macartney (Head Teacher); Laura Laidlaw; Stephanie Davidson; Katie Hislop (Clerk)

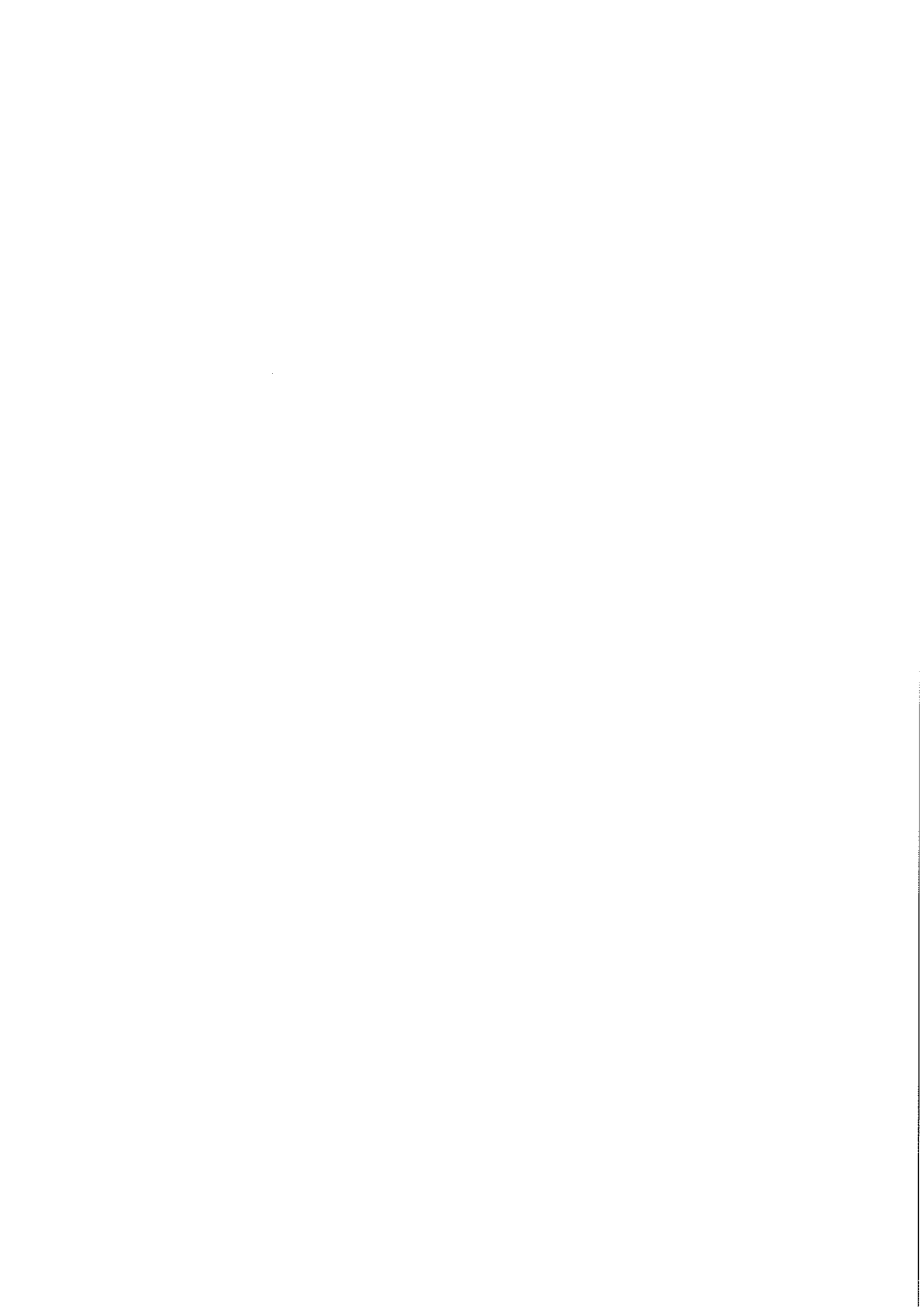
**Apologies:** Lesley Coyle; Julie Durie; Suzanne Hunter; Elaine Williamson; Cllr Andy Forrest; Cllr John Williamson; Cllr Katie Mackie

[parentcouncil@stoneyhill.elcschool.org.uk](mailto:parentcouncil@stoneyhill.elcschool.org.uk)

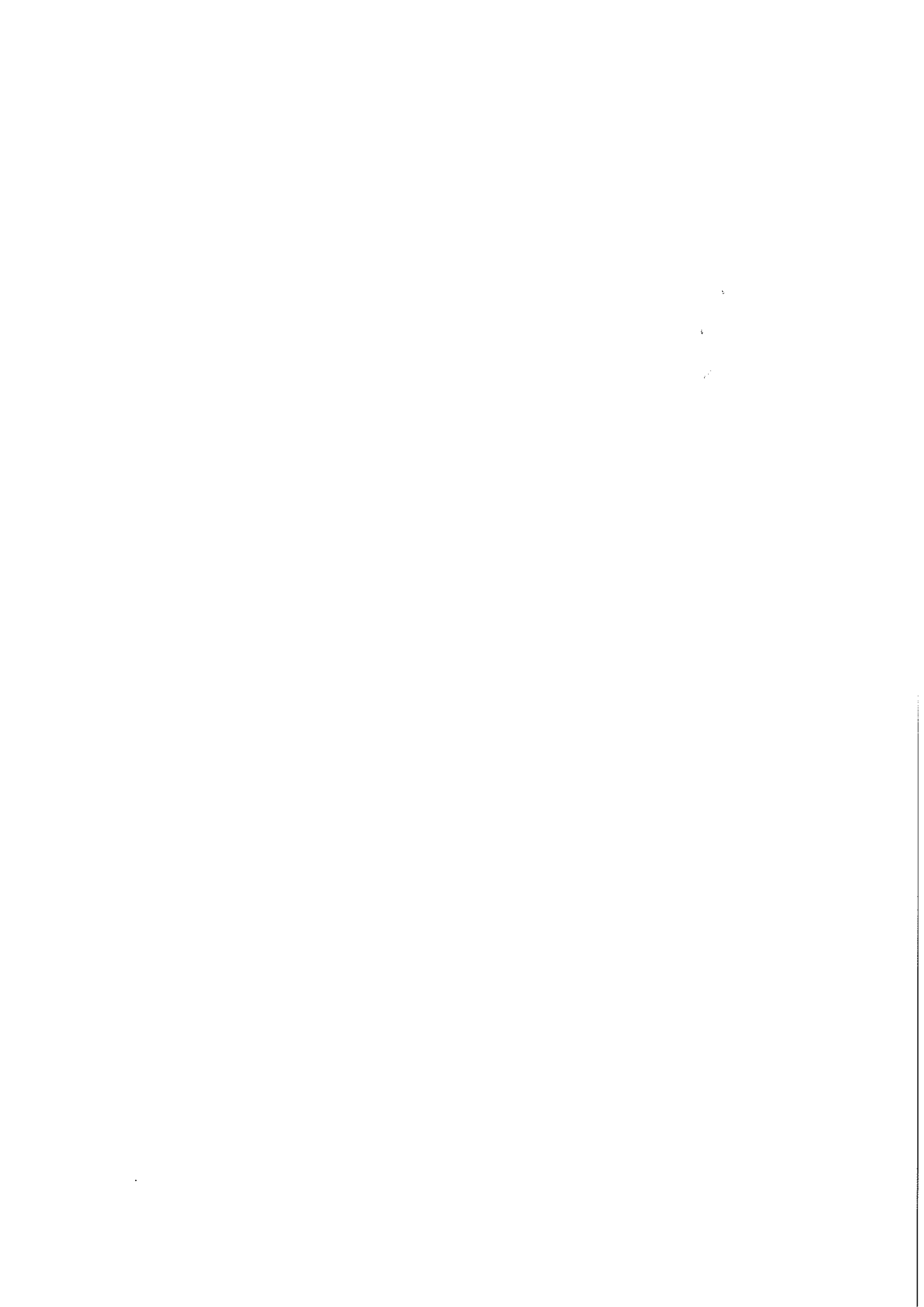
Item	Discussion	Action for
1	L.Melville welcomed the group and circulated a list of apologies.	
2	The minutes of the last parent council meeting, 5 September 2018, were approved.	
3	<p><b>Treasurer's Report:</b> L.Taylor reported recent expenditure, including a contribution of £5 for every pupil towards an educational outing; and chalk boards for the P1 garden. Some funds remain from the Area Partnership grant received for the Playpod. Plans for this include:</p> <ul style="list-style-type: none"> <li>• More storage for inside the pod has been ordered</li> <li>• Donations to be requested – consider reissuing information to parents to advertise the type of items needed, also consider an event for parents to see the pod</li> <li>• Pupils to make suggestions via the Parent Council for type of items they'd like to play with in pod</li> <li>• More permanent structures eg use of tyres and guttering around the pod</li> <li>• Suggestion for use of ground around the pod using outdoor paint and chalk</li> </ul> <p><b>Action:</b> L.Taylor to liaise with school for upcoming purchases.</p>	LT
4	<p><b>Matters Arising / Parent Council Business:</b> L.Melville updated the group on the following matters:</p> <p><b>Parking and Road Safety around the school area:</b> C.Colville informed the group that the new P7 Junior Road Safety Officers (JRSO) attended the East Lothian Launch recently and saw some possible resources. The JRSO will contribute to assemblies to educate pupils on the key messages – to be mindful or don't drive unless necessary (re parking) and slow down (re road safety). The JRSO video will be shown again at parents night in November</p>	



<p>5</p>	<p>and possibly at the Christmas Performances in December. The JRSO plan to write to the Council to add signage to the road and will be issuing newsletters to pupils / parents. They are chasing up the possibility of having the JRSO banner designed last school year made up so it can be presented at the front / back of school.</p> <p><b>ELAPCM</b> – L.Melville had attended this meeting of all East Lothian Parent Council Chairs and provided an update on the main issues discussed.</p> <ul style="list-style-type: none"> <li>• PVG Clearance for helpers in school – question over who pays for the application, also a toolkit will be provided for teachers. L.Melville will share more information when she has it.</li> <li>• SchoolPay online payments system – feedback has been that some are finding the system difficult to log on to, but after that it has been a very positive experience. L.Laidlaw asked whether it would be possible to use the system to save up over a longer period of time for more expensive trips eg P7 Camp – F.Macartney confirmed that, at the moment, the system will only be used for lunches and trips in the relatively near future, and payments are made to specific trips.</li> <li>• Brief discussion on “Total Place” partnership provision in Musselburgh.</li> </ul> <p><b>Carer Friendly Communities Meeting</b> – L.Melville had attended this meeting and fed back about awareness raising of families circumstances. L.Laidlaw asked whether it would be useful to conduct work with pupils to raise awareness and tolerance. F.Macartney said that the P6 survey provides an indication of pupils’ perception of family circumstances and personal safety. The survey is directed at P6 pupils across East Lothian and this is directed by the Council, rather than at school level.</p> <p><b>Action: F.Macartney to bring the survey to a future meeting.</b></p> <p><b><u>Fundraising and Events</u></b></p> <p>L.Melville listed fundraising ideas discussed at the 5 September meeting, where actions had been allocated. For events further in to the future, these will be revisited at a future meeting.</p> <p><b>2019 School Calendar:</b> G.Durham informed the group that the order should be made by mid November, and that a survey on the PC facebook page indicated a preference for the A3 planner style. The theme will be charities, relating to classwork and charity campaigns where possible.</p> <p><b>Action: L.Melville and S.Gibson will take photos – arrange a suitable date for these to be taken with F.Macartney.</b></p> <p><b>Action: F.Macartney to consider GDPR implications and action as appropriate.</b></p>	<p>FM</p> <p>LM, SG</p> <p>FM</p>
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6	<p><b>Halloween Disco:</b> All plans are in place.</p>	
	<p><b>Action:</b> L.Melville to check stocks of sweets, juice and cups and order extras as necessary</p>	LM
	<p><b>Action:</b> S.Gibson to ask the afternoon school club if they would like to make some decorations.</p>	SG
	<p><b>School Fayre, 18/05/19:</b> L.Melville informed the group that a Fayre-dedicated sub group has been put together – 5 members so far, more are very welcome.</p>	
	<p><b>Action:</b> K.Hislop to book the let and do risk assessment.</p>	KH
	<p><b>Action:</b> S.Gibson to put out a call to parents via facebook in December / early January that any unwanted gifts can be donated to the Fayre.</p>	SG
	<p><b>Family Bootcamp:</b> K.Hislop to get update on this from L.Coyle</p>	KH
	<p><b>Beetle Drive / similar:</b> Agreed that this will be held towards the end of the year, date to be set but need to be careful to fit in to this very busy time. Date and arrangements to be discussed at November meeting.</p>	
	<p><b>Action:</b> K.Hislop / L.Melville to note for 7/11 meeting agenda.</p>	KH LM
	<p><b>School Lottery:</b> L.Melville expressed thanks to Julie Durie who had investigated the School Lottery initiative and provided information on how this could work for our school. It was agreed not to pursue this, on the basis that there appears to be a degree of regular admin attached which we couldn't resource.</p>	
<p><b><u>Supporting the School / Teacher Requests</u></b></p>		
<p><b>School App:</b> C.Colville provided an update and a demonstration was provided for attendees who had not seen it before. The Parent Council will pay for a share of the costs for this. Work is ongoing with East Lothian Council and the next step will be for App Central to provide training to staff. Thereafter the app should be up and running within around two weeks.</p>		
<p><b>P1 Garden:</b> E.Williamson, L.Laidlaw and other P1 parents have begun work on the garden area and the Parent Council have provided chalkboards and pallets. Work is going well and there is more to do, L.Laidlaw discussed future plans including planting bulbs and arranging a gardening club for pupils. Reeding is required, donations would be welcome.</p>		
<p><b>Nursery Garden:</b> C.Duffy will discuss improvement work on this with Mrs Banks in nursery, see AOB.</p>		
<p><b>Outer gate at Clayknowes Ave:</b> F.Macartney confirmed that the outer gate leading to Clayknowes Avenue will remain locked outside school hours. It was suggested that a note may be put together setting out the benefits of having it permanently open.</p>		



7	<p><b>AOB</b></p> <p>L.Melville invited any additional items. The following points were discussed:</p> <p><b>Gate in middle of playground into Whitehill Park:</b> L.Laidlaw asked whether this gate could be open for pupils at the beginning and end of the school day.</p> <p><b>Action:</b> F.Macartney to discuss with N.Gray</p> <p><b>Outdoor Education / Outdoor Classroom:</b> C.Duffy presented ideas for outdoor learning and improvements to the outside school area, including an outdoor classroom and poly tunnel / glasshouse. The work could tie in to pupils learning, developing the young workforce and with experts in the community eg Newhailes. C.Duffy would like to volunteer some time to spend on this in school and it was suggested that this would be a good target for fundraising.</p> <p><b>Action:</b> C.Duffy to arrange a meeting with C.Colville to discuss further.</p> <p><b>Action:</b> C.Duffy to discuss possible work which could be done in the nursery garden</p> <p><b>Action:</b> C.Duffy to speak with E.Williamson re the poly tunnel in Dunbar PS.</p> <p><b>The Sun newspaper "Books for Schools" vouchers:</b> S.Gibson asked, on behalf of another parent, whether Stoneyhill would be collecting these vouchers. After some discussion it was agreed that this would not be pursued, so as not to show preference for a specific newspaper.</p> <p><b>Next Meeting</b></p> <p>The next meeting will be held on <b>Wednesday 7 November, 19:00</b> in the meeting room in school. All welcome.</p> <p>Katie Hislop October 2018</p>	<p>FM</p> <p>CD</p> <p>CD</p> <p>CD</p>
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L. Melville. 07/11/18.

