

STONEYHILL PRIMARY SCHOOL PARENT COUNCIL

MEETING, WEDNESDAY 16 JANUARY 2019

MINUTES

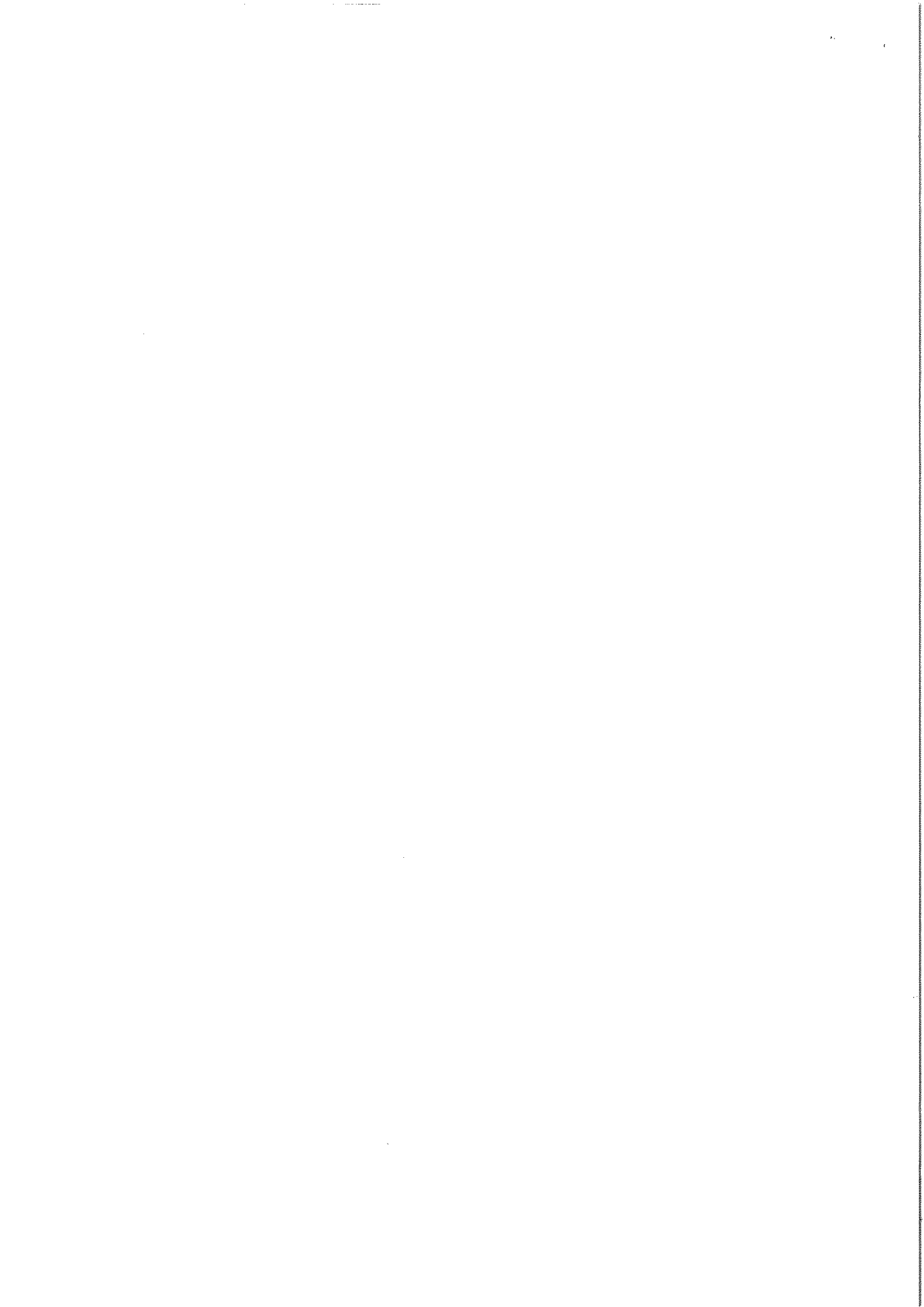
 6/3/19

Attendees: Lynsey Melville (Chair); Fiona Macartney (Head Teacher); Susann Gibson (Vice Chair); Lois Taylor (Treasurer); Carol Colville (Deputy Head Teacher), Mia Glissov (Staff Representative); Katie Hislop (Clerk); Gayle Durham; Rebecca Stanton; Stephanie Davidson; Cllr Andy Forrest;

Apologies: Fiona Scott; Cllr Katie Mackie; Cllr John Williamson; Lesley Coyle; Claire Duffy; Jill Robertson;

Contact: parentcouncil@stoneyhill.elcschool.org.uk

Agenda Item	Discussion	Action for
1	L.Melville opened the meeting and circulated a note of apologies.	
2	The minutes of the last meeting, 5 December 2018, were approved.	
3	<u>Treasurer's report</u> L.Taylor reported a Parent Council funds balance of £3,500, albeit there are various Christmas bills still to be paid. A very positive response to the 2019 school calendar and the Christmas Hamper raffle enabled payment of the set up costs for the School App and the £5 per pupil to support school trips. There is a small amount of money left from the Area Partnership grant for the Playpod, and this will be reviewed soon, to make any additional purchases that the pupils would like.	
4	<u>Parent Council Business / Matters Arising</u> Feedback from ELAPC Meeting: L.Melville and S.Gibson attended the most recent meeting and provided feedback on issued of interest to the group: <ul style="list-style-type: none">- Common school day hours expansion: confirmed that Stoneyhill will be unaffected- Early Learning and Childcare expansion: F.Macartney will be meeting East Lothian Council in the near future to discuss provision and what this will mean for Stoneyhill pupils and families.	



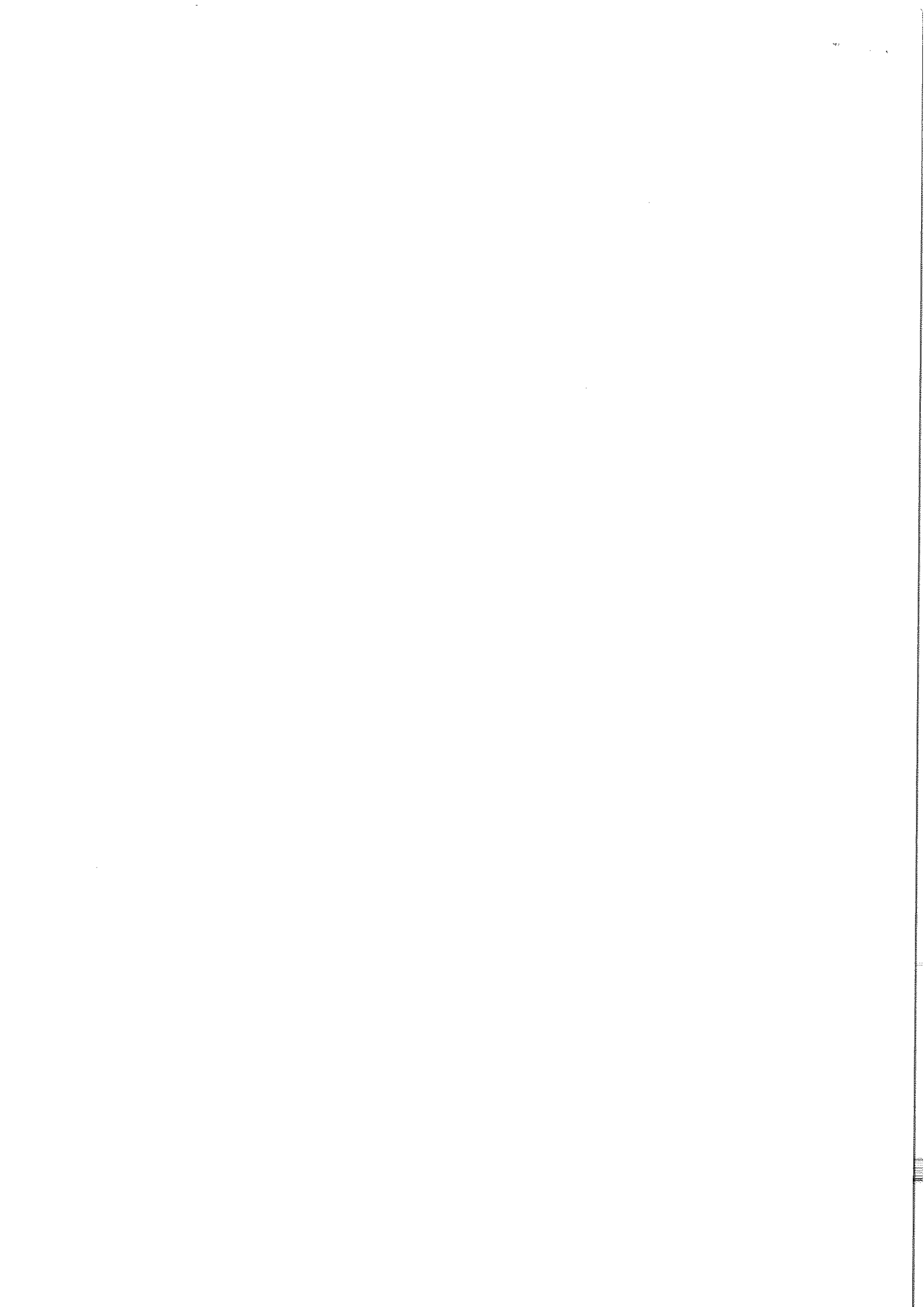
	<ul style="list-style-type: none"> - Music Tuition: Provision will be changing, updates to come. - PVG policy for volunteers in school: Stoneyhill follows the procedures so no change. - GDPR re class lists: The Parent Council do not collect information eg when it is received for calendar orders, and will continue that approach. - SchoolPay system: Stoneyhill has a good uptake, F.Macartney offered that G.Melrose in the school office can help with set up if that would be helpful for any parent. Unfortunately the system cannot be used to pay for uniform orders at the moment. - National Parent Forum Scotland: Call for interest in being a representative for East Lothian. <p>Playpod – update: All classes use and like the Playpod, and new items are being well used. Playpod reps are very good. Photos have been taken, for use in future communications, and parents have been invited to see the Playpod in action on 22 February (see January newsletter for details).</p> <p>Diary of Events: S.Gibson suggested that it would be useful for the Parent Council to create a timeline of events, noting key points of the year for the school, pupils and parents. It is hoped that this would be of use for Parent Council members and School Office, to plan fundraising and to help anticipate and work around busy times of the year e.g. to support families by avoiding too many events and too much expense at one time.</p> <p>Action: S.Gibson to draft the timeline and bring it to a future meeting for discussion.</p> <p>As an aside, the School App was briefly discussed. Uptake is good and feedback has been positive. C.Colville will be seeking further feedback shortly.</p> <p>In a further bid to aid communication, S.Gibson suggested issuing one pack of notes to parents at Christmas time, rather than a number of separate notes which may become lost. To discuss this towards the end of the year.</p> <p>GDPR – Parent Council’s Data Handling Policy: K.Hislop circulated a draft policy which has been created using East Lothian Council’s template and guidance. The draft was approved by Parent Council members and it was agreed that the policy will be reviewed every year at the AGM.</p>	SG
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5	<p>Action: K.Hislop to circulate and present the data handling policy, as appropriate. Also to note a new standing item for AGM agenda.</p> <p>Cost of the School Day toolkit: L.Melville explained that this is a toolkit for parent councils to help reduce the cost of the school day – essentially what it costs to send a child to school. The Parent Council and school have scored highly in the past, in respect of the measures already we currently take. L.Melville invited suggestions of other ways to support families. It was suggested that the timeline could take account of traditionally expensive times of year for families e.g. the start of terms when subs might be due for out of school activities.</p> <p>Response to various ELC consultations: L.Melville responded to the recent consultation on the Council’s Gambling policy. Because of the Christmas break, she responded as an individual rather than on behalf of the Parent Council, but reflected parent council-centric views in her response. In particular these were around how important raffles and so on are to fundraising for the school’s pupils and families.</p> <p><u>Fundraising and Events</u></p> <p>Summer Fayre: The first planning meeting was held on 15/01 and plans and going well. There is a group of 6 parents organising the event and more are of course welcome. The event will have a beach party theme. The next priorities are:</p> <ul style="list-style-type: none"> - Silent Auction: a letter is being drafted to request donations and a request will be put out to parents to ask if they’d like to donate any unwanted Christmas gifts. - Contact to be made with Loanhead Donkey sanctuary - Important to get enough volunteers for set up on the day of the event and to ensure volunteers arrive at the time they’re expected. Consider how to manage this. - Suggestion re assigning a stall to a class, so parents from that class man the stall, class prepares posters etc. L.Melville to set a date with F.Macartney to discuss this with the Pupil Council. <p>Easter Fundraiser: It was agreed that this would be the now traditional Tough Mudder event, which will be open to Parents to participate in. Funds may be raised by charging parents to take part and by selling refreshments.</p>	KH
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	<p>Action: Revisit this at next meeting, to discuss posters and advertising. L.Melville to put on next agenda.</p> <p>Summer Disco: It was agreed that this would be held on Thursday 13 June.</p> <p>Action: K.Hislop to book let. S.Gibson to ask Fayre DJ to attend both events.</p> <p><u>Supporting the School</u></p> <p>Nursery Garden: Work is being done on a Thursday to maintain the nursery garden and to plan bulbs for the spring. More volunteers welcome.</p> <p>P1 Garden: M.Glissov provided an update. Bulbs planted at the end of the year are coming up and the children will get outside more often once the weather warms up. Photos can be taken to generate more volunteers.</p> <p>Possibility of Climbing Wall in Playground: F.Macartney is looking into this.</p> <p><u>AOB</u></p> <p>Craighall development: F.Macartney recently checked whether there was any update on this – none as yet. A.Forrest confirmed that the new Wallyford PS will open shortly, which will allow work to begin on other projects, however Craighall may still be some way down the intended work plan.</p> <p>Benmore Camp: C.Colville explained that Benmore has been the location for P7 camp for a number of years but that this may change from 2020. A number of alternatives venues have been investigated and a good alternative has been found which provides more activities during the week, for less cost and less travel. A provisional booking has been made. It was agreed that this looked like a good option.</p> <p>Uniform Bank: L.Melville will be managing the Uniform Bank from 18/01. She will refresh posters and advertise on facebook.</p> <p><u>Next Meeting</u></p>	<p>LM</p> <p>KH, SG</p>
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	The next meeting will take place on Wednesday 6 March 2019. All welcome.	
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Katie Hislop

January 2019

