

STONEYHILL PRIMARY SCHOOL PARENT COUNCIL

ANNUAL GENERAL MEETING, WEDNESDAY 4 SEPTEMBER 2019

MINUTES

Attendees: Lynsey Melville (Chair); Lois Taylor (Treasurer); Kelly Vural; Laura Laidlaw; Fiona Macartney (Head Teacher); Carol Colville (Deputy Head Teacher); Cllr Andy Forrest; Denise Brown; Rebecca Stanton; Gayle Durham; Stephanie Davidson; Katie Hislop (Clerk)

Apologies: Cllr Katie Mackie; Cllr John Williamson; Sarah Jones (Vice Chair); Lesley Coyle

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

Item	Discussion	Action
1, 2	L Melville opened the meeting and circulated a note of apologies.	
3	The minutes of the last meeting, 5 June 2019, were approved.	
	<b><u>AGM</u></b>	
	L.Melville introduced the AGM section of the meeting:	
4	<u>Chair's report for academic year 2018/19</u> (circulated by email and copies available at the meeting - further copies are available on request): L.Melville highlighted the key points of the report and invited comments / questions. None offered.	
5	<u>Head Teacher's report for academic year; and Standards and Quality report for academic year 2018/19</u> (circulated by email and copies available at the meeting – further copies are available on request): F.Macartney highlighted the key points of this report, beginning by thanking the parent forum for their continued support. F.Macartney noted that the following points:	
	<ul style="list-style-type: none"> <li>• The Standards and Quality report will be simplified into a leaflet and distributed to the parent forum;</li> <li>• Priorities for the coming year will be set out in the next school newsletter.</li> <li>• There has recently been a useful information exchange between Stoneyhill and Whitecraig PS staff. This is in addition to visits that staff routinely make to local schools to look at differing approaches.</li> <li>• It was suggested that it would be useful to have a brainstorming session at a future parent council meeting to discuss parental views and ideas / options to increase parental engagement, around our curriculum and pupil learning.</li> </ul>	
	<b>Action: L.Melville / K.Hislop to note for future agenda.</b>	
	Comments / questions were invited and offered, as follows:	
	<ul style="list-style-type: none"> <li>• L.Melville fed back positively in respect of F.Macartney's time being split between Stoneyhill and Whitecraig. This demonstrates that the systems and processes that are in place to ensure continuity are working well.</li> </ul>	LM/KH

6	<ul style="list-style-type: none"> <li>• D.Brown fed back that the ante-pre-school intake could have been better organised. F.Macartney assured parents that any concerns should be raised with her by email or by phoning the school office.</li> <li>• L.Laidlaw fed back that the pre-school nursery class leaving event in June had lacked a sense of progression or occasion. This doesn't match with previous year's events so may be due to staffing changes / absence. F.Macartney undertook to feed this back.</li> </ul> <p><u>Treasurer's report for academic year 2018/19</u> (circulated by email and copies available at the meeting - further copies are available on request): L. Taylor described the income and expenditure detailed in the report, highlighting continued great support from the parent forum. A leaflet had been prepared and distributed to demonstrate the main spend and income in the last year, which attendees remarked positively on. L.Taylor informed the group that:</p> <ul style="list-style-type: none"> <li>• There is a small amount of the Area Partnership grant remaining, for maintenance of the playpod / contents</li> <li>• Fundraising events are generally well attended and profitable, but there is still a mismatch with income and spend. The increased uptake of those playing the school lottery may make up the difference.</li> <li>• Expected bill to come from school <b>Action: F.Macartney to arrange this.</b></li> <li>• The balance of the parent council bank account stands at approximately £1,000.</li> </ul> <p>It was agreed that the leaflet should be distributed to all parents. <b>Action: L.Taylor to take forward.</b></p>	FM LT
7	<p><u>Parent Council Office Bearers for academic year 2019/20</u>: L.Melville asked for confirmation that all present office bearers are content to continue for the coming year. S.Jones had intimated her agreement to continue ahead of the meeting.</p> <p>Office bearers for 2019/20 are:</p> <p>Chair: Lynsey Melville  Vice Chair: Sarah Jones  Treasurer: Lois Taylor  Clerk: Katie Hislop</p> <p>L.Melville closed the AGM element of the meeting.</p>	
8	<p><u>Parent Council business/ matters arising</u></p> <p><u>Halloween Disco</u>: The group discussed the popularity of this event, and agreed that it should go ahead.</p> <p><b>Action: L.Melville / K.Hislop to note for next meeting agenda – date to be set</b>  <b>Action: L.Melville to approach a local DJ</b></p> <p><u>Christmas fundraising</u>: L.Melville described the range of fundraising activities that have happened over past years. She noted that parents, volunteers, staff and pupils have</p>	KH/LM LM

9	<p>limited time at this time of year, and limited funds that could be spent on fundraising, so asked the group to agree on a small number of activities.</p> <p>Various options were discussed, and it was agreed that the following activities would be taken forward this year:</p> <ul style="list-style-type: none"> <li>• Beetle Drive in November – date to be set at next meeting and flyers drawn up. <b>Action: K.Hislop / L.Melville to note for next meeting agenda</b></li> <li>• 2020 School calendars – <b>Action: volunteer to lead on this to be agreed asap</b></li> <li>• Hampers – <b>Action: L.Coyle will lead on this</b></li> </ul> <p>On the general subject of fundraising, L.Melville informed the group of an upcoming event to be held at the Brunton Hall on fundraising for communities. S.Jones and L.Melville will attend.</p> <p>The format of P3 and P4 Christmas parties, and whether or not they include a Santa visit, was discussed briefly. K.Vural may know a volunteer Santa, if required.</p> <p><u>AOB</u></p> <p><b>Christmas Panto visit to school:</b> F.Macartney informed the group that Whitecraig PS has the same pantomime group visit, at the same cost, which is paid for by parents. As a smaller school, this is more expensive per pupil than it is for Stoneyhill pupils (and the Stoneyhill visit is paid for by the Parent Council). F.Macartney asked for views on whether the Whitecraig pupils could come to Stoneyhill to share the same panto performance. This would make the performance cheaper per pupil for all Whitecraig and Stoneyhill pupils, even if it included transport. It was agreed that this was a good idea. <b>Action: F.Macartney to take forward</b></p> <p><b>School App:</b> K.Vural asked about selecting classes of interest within the app. <b>Action: C.Colville to check that classes on the app match class configuration.</b></p> <p><b>Additional Inservice Days, October 2019 and January 2020:</b> D.Brown asked for confirmation that the additional dates are for this school year only. F.Macartney confirmed, explaining that these dates are for the Regional Improvement Collaborative to create time for collaboration.</p> <p><b>Playground / Trim Trail maintenance:</b> L.Laidlaw asked about any plans to update the trim trail and playground area, suggesting that superheros and the three school rules could be a feature. There is an issue with the ground not being completely flat, and the trim trail may be under contract. <b>Action: L.Melville / K.Hislop to note for a future meeting</b></p> <p><b>Maintenance of Taylor:</b> On a related subject, L.Melville noted that she is looking to see if funds or support can be offered to refresh the Stoneyhill Riding of the Marches horse, Taylor. <b>Action: L.Melville will update the group at a future meeting.</b></p> <p><b>Concern re rules and behaviour in playground and dinner hall:</b> K.Vural and L.Laidlaw asked for clarity. F.Macartney advised that specific concerns should be raised directly</p>	<p>LM/KH</p> <p>LC</p> <p>FM</p> <p>CC</p> <p>LM/KH</p> <p>LM</p>
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7	<p>with her or C.Colville, so that they can consider and act accordingly. Any general points for clarity can be covered in the school newsletter.</p> <p><b>Nursery waterproof suits:</b> S.Thorburn noted that the nursery waterproof suits for playing outside in wet weather are no longer waterproof, and asked if parents should bring in waterproofs or if it would be possible for the Parent Council to fund replacements. <b>Action: L.Melville to price replacements and consider at a future meeting how to fundraise for these.</b></p> <p><u>Next Meeting</u></p> <p>The next meeting will take place on Wednesday 2 October 2019. All welcome.</p>	LM
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Katie Hislop

September 2019

*L. Melville 02 Oct 2019.*