

STONEYHILL PRIMARY SCHOOL PARENT COUNCIL

MEETING, WEDNESDAY 4 DECEMBER 2019

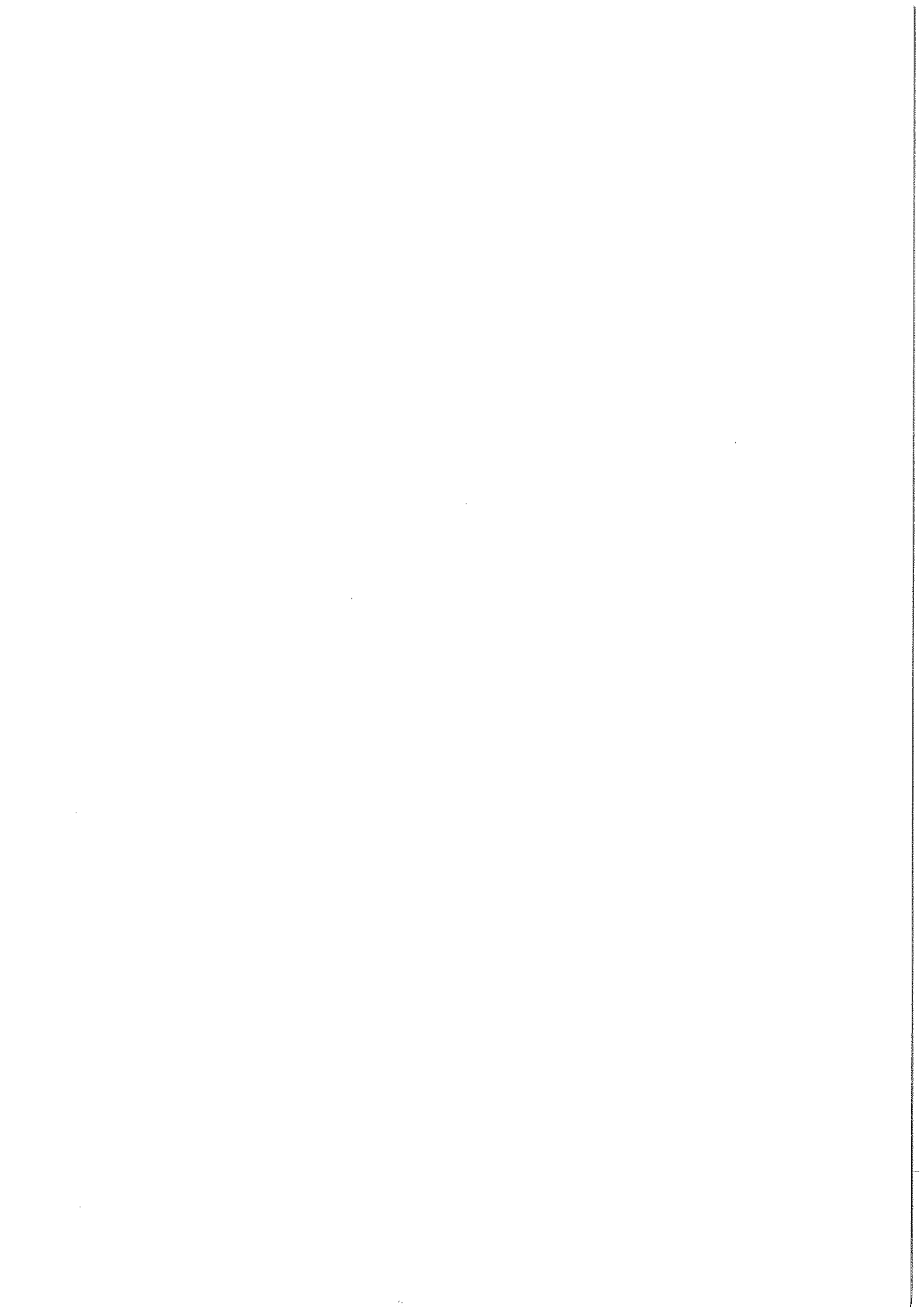
MINUTES

Attendees: Kelly Vural; Lynsey Melville (Chair); Katie Hislop (Clerk); Carol Colville (Deputy Head Teacher); Cllr John Williamson; Cllr Katie Mackie; Lesley Coyle; Cllr Katie Mackie;

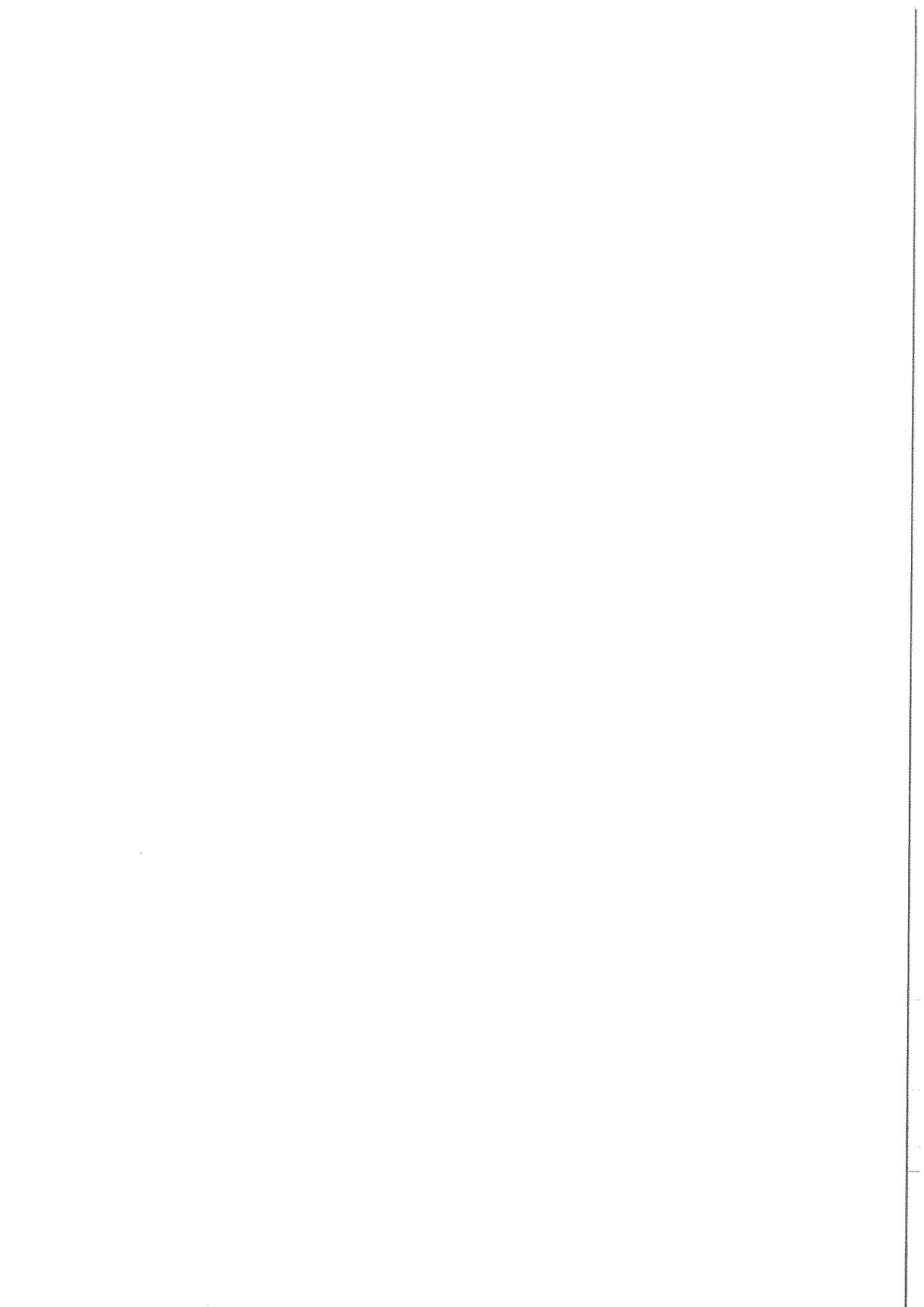
Apologies: Fiona Macartney (Head Teacher); Gayle Durham; Lois Taylor (Treasurer); Sarah Jones (Vice Chair) Cllr Stuart Currie; Stephanie Davidson; Rebecca Stanton;

Contact: parentcouncil@stoneyhill.elcschool.org.uk

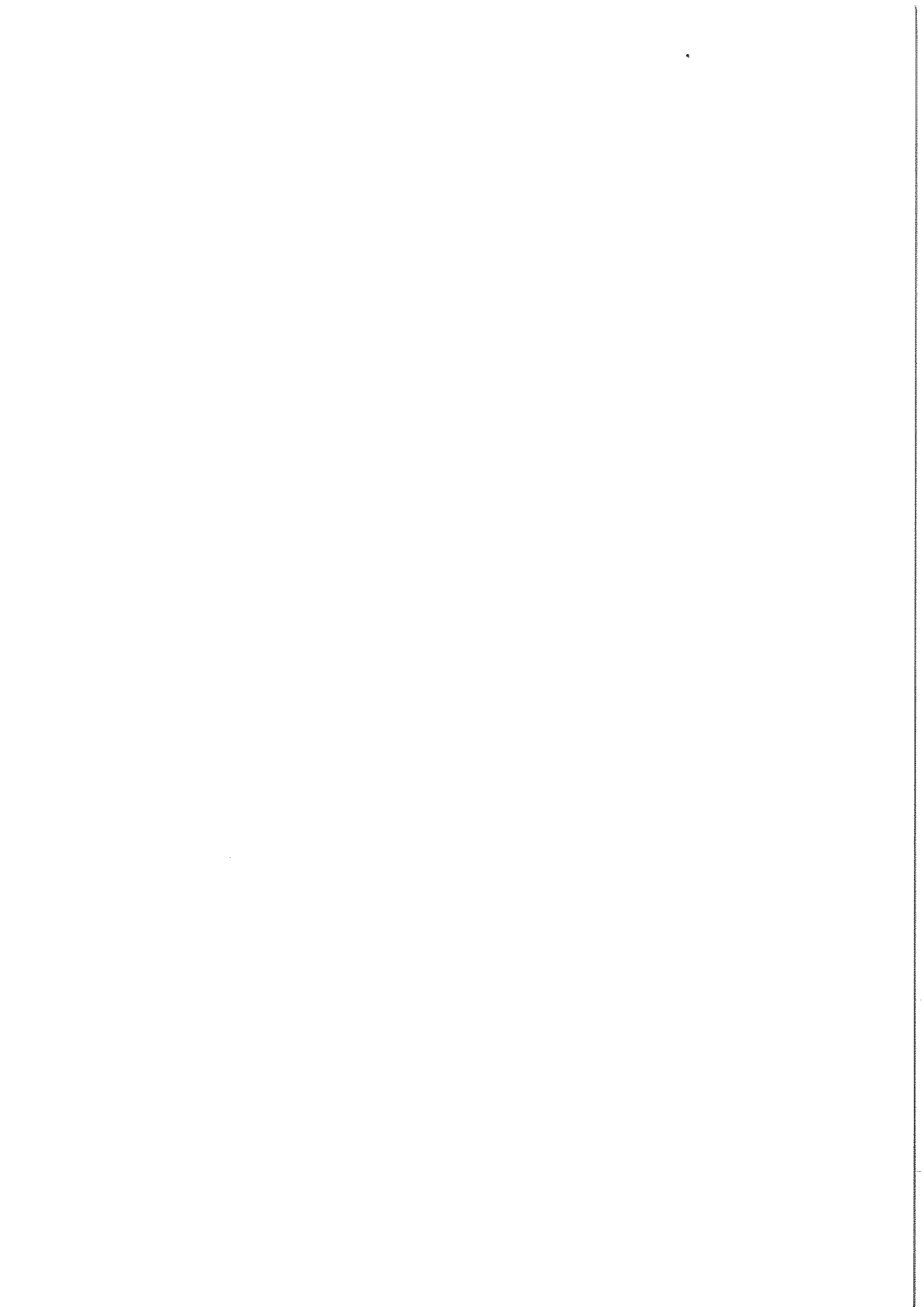
Agenda Item	Discussion	Action for
1	L.Melville welcomed the group and circulated a list of apologies, of which there were a number. L.Melville confirmed that the meeting could go ahead as four parents were in attendance – the quorum set out in the Parent Council’s constitution.	
2	The minutes of the last meeting, 13 November 2019, were approved.	
3	<u>Treasurer’s report</u> L. Taylor was unable to attend but had submitted a brief report. L.Melville informed the group of recent income from the school lottery (minutes from 13/11 meeting refers); Christmas hamper raffle ticket sales and over £200 raised from the recent Snowman Drive fundraising event.	
4	<u>Parent Council business / Matters arising</u> VE Day Public Holiday Consultation: L.Melville encouraged attendees to respond and undertook to provide an update when the result is available. Musselburgh’s Second Secondary School: The Parent Council has requested an update on this project, which Councillors have forwarded to Fiona Robertson, Head of Education Service at East Lothian Council. It was agreed that this issue should be added to a future meeting agenda, once a response has been received. Action: K.Hislop / L.Melville to add to future meeting agenda.	KH / LM



5	<p>School Improvement Plan – Parental Voice: It was agreed that, as a low number of parents were in attendance, this issue would be discussed at the next Parent Council meeting.</p> <p>Action: K.Hislop / L.Melville to add to agenda for 15/01/20 meeting.</p> <p>Running of Parent Council meetings: L.Melville had recently attended a Chair’s training session where tips were offered on how to improve the way in which Parent Council meetings are prepared for and run. Attendees commented that they are grateful for best practice being shared and are happy with the way in which meetings are run. Tips offered will be taken on in a proportionate way. L.Melville said that we may pick this up at a future meeting to continue to gauge views from parents not present on this occasion.</p> <p>Action: L.Melville to consider how and when would be best to do this.</p> <p>Parent Council Planning Documents: L.Melville intends writing short instructions for regular fundraising events, to assist volunteers. She will share drafts when they’re ready.</p> <p>Action: L.Melville to take forward</p> <p>Christmas Party Food, Chocolate Coins and Santa Sacks: L.Melville has bought coins and is going to buy party food next week.</p> <p><u>Fundraising and Events</u></p> <p>Snowman Drive, 21/11: As discussed under agenda item 3, this event raised more than £200 for Parent Council funds, which is a considerable profit given the relatively low turn out. Attendees fed back that it was a fun event and the gifts made by pupils and parents were very well received. To encourage greater attendance, it was agreed to focus more efforts on trailing the event with pupils, especially the younger ones, in advance of the next event.</p> <p>2020 School Calendar: The calendars should arrive in school soon. If they are ready to sell on 09/12, they can be sold at the school Christmas show performances but, if not, they will be ordered via flyer and distributed to pupils before school finishes on 20 December.</p>	<p>KH / LM</p> <p>LM</p> <p>LM</p>
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5	<p>Christmas Hampers: L.Coyle is leading on arrangements for the hampers – she has created six full hampers and expects to fill a seventh. Surplus items will be donated to Whitecraig foodbank. L.Melville informed the group that just under £500 has been raised already from raffle ticket sales for the hampers.</p> <p>Bike Auction: A parent has donated a new bike to the school, for raffle or auction. There was a discussion about options to maximise fundraising from this generous offer, including potential links to the JRSO and Bikeability. L.Melville to consider and update at the January meeting.</p>	
	<p>Action: K.Hislop / L.Melville to add to agenda for next meeting.</p>	KH / LM
	<p>School Christmas Show Performances – Volunteers: L.Melville is arranging this.</p>	
	<p>Action: L.Melville contacting volunteers to confirm arrangements.</p>	LM
	<p>School Summer Fayre 2020: L.Melville would like to kick off plans for this event early in the new year, beginning with putting together a team. Date to be agreed at the next Parent Council meeting.</p>	
	<p>Action: K.Hislop / L.Melville to add to agenda for next meeting.</p>	KH / LM
	<p><u>Supporting the School / Parent and teacher requests</u></p> <p>Playground – Trim Trail: Following from the discussion at the 13/11 meeting, L.Melville has investigated a range of possibilities to carry out the necessary repairs at minimum cost, and to the required inspection standards of East Lothian Council. The following points were agreed:</p> <ul style="list-style-type: none"> • Burgh Primary’s playground equipment also needs maintenance. Contact Burgh Parent Council to see if any mutually beneficial links can be made. • Look in to external funding / grants • Compare costs of repairing with that of replacing. If the equipment was replaced, the pupils could be part of the design process. 	



6	<p>Action: K.Hislop to contact Burgh Parent Council Action: L.Melville to investigate options for external funding and ask for repair / replace cost comparison Action: K.Hislop / L.Melville to put on January meeting agenda.</p> <p>SchoolPay: L.Melville has helped a few more parents to set up and use the system. A proportion of parents are still to set up, although this has risen recently – ways to get to 100% sign up can be considered in the new year.</p> <p>Action: K.Hislop / L.Melville to add to future meeting agenda</p> <p><u>AOB</u></p> <p>Uniform Bank: L.Melville took over the running of the Uniform Bank on a temporary basis last year and no longer has the space at home to store stocks. Boxes have been kept in school reception recently and a number of parents have used it. It will remain there for the school shows on 9 December but will have to be moved thereafter. To seek a volunteer to hold stocks at home at the January meeting.</p> <p>Action: K.Hislop / L.Melville to add to agenda for January meeting</p>	<p>KH LM</p> <p>KH / LM</p> <p>KH / LM</p> <p>KH / LM</p>
7	<p><u>Next Meeting</u></p> <p>The next meeting will take place on Wednesday 15 January 2020. All welcome.</p>	<p>KH / LM</p>

Katie Hislop

December 2019

L. Melville
15/01/2020

