

STONEYHILL PRIMARY SCHOOL PARENT COUNCIL: MINUTES, WEDNESDAY 14 SEPTEMBER 2022

Attendees: Tina Warren (Chair); Carol Colville (Deputy Head Teacher); Kate Whiteley (Head Teacher); Katie Hislop (Clerk); Lois Taylor (Treasurer); Stephanie Davidson; Laura Laidlaw; Lisa Turner, Elaine Williamson, Rebecca Stanton; Jen Dickson; Cllr Andy Forrest; Nicola Macdonald; Denise Brown; Kelly Vural; Lynsey Martin; Vicky Jack; Jennifer Watt; Shauna Cleary;

Apologies: Debbie Reid, Nicola Lees Hamilton; Cllr Cher Cassini

Parent Council email: parentcouncil@stoneyhill.elcschool.org.uk

Agenda Item		Action for
1	<p>Welcome and Apologies</p> <p>T.Warren welcomed attendees to the Parent Council's Annual General Meeting, and noted the apologies above.</p>	
2	<p>Minutes of last meeting, 15 June 2022</p> <p>The minutes of the 15 June meeting were approved, subject to two amendments:</p> <ul style="list-style-type: none"> • Page 2, last bulletpoint of HT update on the Standards and Quality report in relation to Health and Wellbeing, clarity should be added around "The Circle" which is a resource used by schools in all local authorities to support inclusive learning and • Laura Laidlaw did not attend <p>Action: K Hislop to update</p>	KH
Annual General Meeting		
3	<p>Chair's report</p> <p>T.Warren read through a report which had been distributed by email in advance. Copies of this report are available on request.</p>	
4	<p>Head Teacher's report</p> <p>K Whiteley spoke to the key points of her report, which had been distributed in advance by email. Copies of this report are available on request. Positive feedback was received on the tree visual for demonstrating the school's values alongside the Curriculum for Excellence indicators.</p> <p>Action: The detail of attainment figures will be shared with these minutes.</p>	KH
5	<p>Treasurer's report</p> <p>L Taylor highlighted the main income and expenditure in the 2021/22 school year, from her report which had been distributed</p>	

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	<p>by email in advance. Copies of this report are available on request.</p> <p>L Laidlaw asked how much was raised from the Easter Bonnet event - £75.80</p> <p>K Whiteley asked if the Parent Council would fund Macastory for recent workshops – this was agreed.</p> <p>C.Colville highlighted that the annual subscription for the school app will be due soon.</p> <p>Action: Invoices to be sent to the new Parent Council treasurer.</p> <p>T Warren thanked L Taylor for her contribution to the treasurer role over the last few years.</p>	KW / CC
6	<p>Parent Council Office Bearers for 2022/23</p> <p>The following office bearers were agreed:</p> <p>Chair – T Warren Vice Chair – K Vural Treasurer – J Dickson Clerk – K Hislop</p>	
End of AGM element		
7	<p>Parent Council Business</p> <p>Trim Trail: K Whiteley confirmed that East Lothian Council’s roll out programme included removing non-functioning equipment, but this has not happened yet at Stoneyhill. A Forrest added that he was aware the work had been started / completed in school schools but not in others, and that the Council would contact schools in advance of work beginning.</p> <p>JRSO: These will be confirmed shortly.</p> <p>Future meeting dates: T Warren read out a list of meeting dates for the rest of the academic year:</p> <p>Wednesday 12 October, in school Wednesday 16 November, in school No December meeting Wednesday 11 January, online Wednesday 8 February, online Wednesday 22 March, in school with hybrid option if possible No April meeting Wednesday 3 May, in school with hybrid option if possible Wednesday 7 June, in school with hybrid option if possible</p> <p>[Note, these have been shared by email and posted on the parent council pages of the school website]</p>	
8	Parent Council Business: Fundraising and Events	

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	<p>Christmas cards: C.Colville is liaising with the company who produced last year's cards, and plans are in place. She asked for help in sending the children's work to the company when it is ready. S Davidson, K Vural and L Turner volunteered.</p> <p>Action: C.Colville to get in touch when help is needed.</p> <p>Application to the Common Good Fund: S.Davidson made an application on 5 May and this was acknowledged, but not progressed.</p> <p>Action: S.Davidson to forward application to A.Forrest to follow up</p> <p>Other grant applications:</p> <ul style="list-style-type: none"> • D.Reid had been successful in getting a £1,000 donation from Persimmon but not received yet. • Various businesses / organisations who have a community grant scheme have been contacted but most application criterion relies on charitable status. <p>All agreed that it was important to pursue charitable status. The previous application was rejected so needs to be started again. S Davidson and others said they would help T Warren to pursue.</p> <p>Action: T Warren to contact those who are able to help</p> <p>Other fundraising opportunities:</p> <ul style="list-style-type: none"> • Anyone employed by RBS can get £500 per year to donate to charity – again, needs charitable status but will pursue once this is in place. • Amazon Smile – look into this once charitable status is in place. <p>Action: All to consider any other fundraising ideas and bring them to the October meeting. T Warren to note for the agenda.</p> <p>Events</p> <p>Pre-covid, the parent council had produced a list of events for the full school year – some for profit and others for fun for the children. Agreed that this could be done again for 2022/23.</p> <p>Suggestions of fun events that could be done in the near future were:</p> <p>Halloween disco Summer disco</p>	<p>CC</p> <p>SD / AF</p> <p>TW</p> <p>All / TW</p>
9	AOB	

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	<p>T Warren invited any additional business from attendees.</p> <p>In addition, some questions and issues were raised in the course of the meeting, which weren't related to agenda items. These are recorded here for ease.</p> <p>ELC Parent Portal: K.Whiteley confirmed that this is being worked on by the Council, so recommended that parents don't use for now.</p> <p>School Website: K.Whiteley confirmed that the school website needs upgrading and she has been in touch with the Council about this. N.Macdonald asked whether there was another way to keep school resources online e.g. the school handbook and advice on medicines. E.Williamson suggested the possibility of twitter.</p> <p>Action: K.Whiteley to discuss this with the new school administrator.</p> <p>Access for Nursery parents: K.Whiteley confirmed that parents will be able to go into nursery soon, and that the parent room is being improved. This will be the same for parents helping on a one-off basis, but PVG clearance is needed for anyone volunteering on a regular basis.</p> <p>Letter for supporting appropriate behaviour: C.Colville briefly introduced this, and more information will be available for the whole parent forum soon. Generally positive response from parent council members.</p> <p>Parent Council GDPR Data Handling Policy Review and Update of Parent Council Membership: K Hislop will progress this with attendees by email. Asked for email addresses from new attendees.</p>	KW
10	<p>Next Meeting</p> <p>The next meeting will be on Wednesday 12 October, 19:00 – 20:15 in school. All welcome.</p>	

Katie Hislop
September 2022