

# Mintlaw Primary Parent Council AGM

## Wednesday 11th September 2013 6.30pm

Present: Carol Anderson, Gillian Anderson , Julia Barron, Nicky Barron, Mary Bowie-Wallace, Diane Burnett, Jill Cook, Caroline Elphinstone, Sarah Forrest, Nicola Hunter, Karen Lovie , Samantha McLeman, Angela Patience, Ashley Reid , Jenna Smith, Lyn Urquhart, , Jill Welsh, Majella Morrison.

Apologies: Toni Andison, Clare Finnie, Cllr N Smith, Wendy McIntosh, Pamela Whyte, Stuart Watt

Item		Action by
Previous Minutes	<p>Previous minutes were agreed.  Proposed: Jill Welsh  Seconded: Karen Lovie  Matters arising: SF Next steps – see below.</p>	
Chair's Report	<p>KL thanked everyone for their hard work particularly all members of the fundraising committee for their successful year. Many thanks to Mrs Forrest and the teachers for all their support for Parent Council events over the course of year.</p>	
Fundraising Report	<p>KL gave an overview of the funds raised over the year.  Catchlite Photos – £190  Fancy dress disco – £544.40  Christmas shopping night -£1368  Hamper – £560  Spring fayre – total £1802.94  Discos – aren't run as fund raisers but for children's enjoyment. Small amount raised.  Huge thanks to Chris as always for his continued support for these events.</p> <p>Due to amount raised will be taking whole school to HMT panto in December. Also have given money towards:  Plasma screen in the reception area  £2000 was spent by the school on a new reading scheme for the whole school  Money for each class for trips  P7 end of year trip  Payments for buses as required</p>	
Treasurer's Report	<p>£4976.13 Balance. Books have been audited and all in order.  Still have Panto to pay for – approx. £2500.  Christmas presents will also need to be bought so fund raising will continue to be very important.</p>	
Head Teacher's Report	<p>SF addressed issues from previous minutes  Path has been measured and given permission for relaying.  Talks ongoing with council to create layby for dropping pupils at the front of school. Will consist of space to park and walk children into school safely through the gates.  Ongoing improvements to school building painting in classrooms, staffroom and outdoor seating in situ now used as an outdoor classroom and quiet area for pupils during breaks.  Pond. Quotes for landscaping pond were extortionate. After a conversation with grounds man, this has been filled in free of charge ready for eco group to create a new pond area.</p> <p>Vinyl in corridors is very slippy when wet so SF hopes both upper and lower stages corridors will be relayed with non slip surface. Also updating work in Nursery will hopefully go ahead.</p> <p>Learning and Teaching  Reading Scheme  Spent significant amount of money on new reading scheme with support from parent</p>	

	<p>council. Children have really engaged with new scheme. Books have been banded throughout the school so staff have a progression to work to.</p> <p>Skills for work and life Staff attended a Co-operative learning techniques in-service to ensure classroom teaching reflects current advice re best practice.</p> <p>Homework Homework policy has been revised including input from pupils and parents. Staff are looking to take this forward this session.</p> <p>Behaviour Policy New behaviour policy has been implemented and has made a positive impact. Slips home have encouraged parents to make comments supporting school and have been successful to date. Children are responding well to positive reinforcement earning house points, receiving feedback during assembly. Consequences are proving to be deterrent for unwanted behaviours and pupils responding well to this. Parents have been supportive.</p> <p>ICT School operating systems have been updated, known as CC4. An ipad is now in use in nursery. New laptops and projectors have been installed. Teachers and pupils are using “I can” pupil profiles. ICT planning and overviews have been updated.</p> <p>Outdoor learning Staff attended an in-service in February at Aden Park looking at ways to maximise opportunities for pupils’ learning to be enhance through outdoor learning . Staff have taken onboard different skills to put in place with pupils.</p> <p>YAVA – YOUNG ABERDEENSHIRE VOLUNTEER AWARD Children have the opportunity to volunteer across the school which is recognised and recorded. Once a child has accumulated a set amount of time a certificate is awarded.</p> <p>This session:</p> <ul style="list-style-type: none"> <li>• Implementation of Reading scheme and book banding ongoing</li> <li>• Behaviour policy is being trialled – draft process that will be amended as required</li> <li>• I can profiling tool - looking for pupils to have increased input in this.</li> <li>• Sharing achievements in classroom and assembly has been huge success</li> <li>• Upgrade equipment across whole school. Computers are slow and in need of updating. 2 more projectors have been ordered to replace existing.</li> <li>• Working towards achieving the Rights Respecting School award. In conjunction with UNICEF. Is whole school approach to creating ethos of respect within school community.</li> </ul>	
Election of office bearers.	<p>All office bearers stood down</p> <p>Election of Chair person: Karen Lovie Proposed: Gillian Anderson Seconded: Samantha McLeman</p> <p>Vice Chair: Gillian Anderson Proposed: Karen Lovie Seconded: Sarah Forrest</p> <p>Treasurer : Jill Welsh Proposed : Elizabeth Preston Seconded: Ashley Reid</p>	

	<p>Secretary: Samantha McLeman Proposed: Gillian Anderson Seconded: Karen Lovie</p> <p>Fundraising Chair: Carol Anderson &amp; Ashley Reid Proposed: Samantha McLeman Seconded: Jill Welsh</p> <p>Co-opted Members: Lyn Urquhart, Cllr N Smith All happy to remain in post. Proposed: Jill Cook Seconded: Elizabeth Preston</p> <p>Parent Members: Jill Cook, Diane Burnett, Elizabeth Preston, Julia Barron, Clare Finnie, Nicky Barron, Nicola Hunter.</p> <p>Staff Members: Angela Patience, Majella Morrison</p>	
Previous Minutes	<p><b>Parent Council Meeting</b> Previous Minutes: Agreed. Amendment to date of Fundraising meeting – Tuesday 1<sup>st</sup> October 2013 6pm</p> <p>Proposed: Karen Lovie Seconded: Carol Anderson</p>	
Revised Constitution	<p>KL, SF and GA met to revise the constitution in line with Aberdeenshire Council template. Needed updated. GA will email draft copy to all for comments/feedback. Please email comments for consideration at next meeting.</p>	GA
Lets for Meetings	<p>Lets have to be booked for the year for termly Parent Council Meetings. Following dates agreed. SF to apply for Lets. Wednesday 6<sup>th</sup> November 2013 – 6.30pm Tuesday 28<sup>th</sup> January 2014 – 6.30pm Tuesday 3<sup>rd</sup> June 2014 – 6.30pm</p>	SF
Bikeability	<p>KL shared that we are struggling to get parents to support bikeability programme. Currently only Karen Lovie, Sharon Flemming and Karoline McCallum are trained and able to support the scheme. More support from parents is needed.</p> <p>SF shared that Malcolm Whyte would be willing to help with the Bikeability programme. Julia Barron would also be happy to help as would Jill Cook. Training would be given in term 3 and information packs are available. SF would like parents to offer help and state their availability so more volunteers are available to support the programme in a more flexible way.</p>	
Parent Council Survey	<p>KL shared that following last year's parental questionnaire we thought that parents might like to have a survey asking opinions on what the parent council could focus on, ideas for fundraising, where they think money is spent. All agreed that would be beneficial. Possible areas for questions: JC suggested parents could be asked how they would be able to help and when JW – positive / negative aspects of school EP – asked parents to identify possible areas of parental expertise that school could tap into eg for potential enterprise initiatives JW - highlighted that the return rate for school questionnaire was low but might not be a negative as it meant that parents had nothing to comment on. EP shared that the academy organised pupils to hand out questionnaires and pens during a parents evening . SF will email Mr Horberry to request copy of this as a start point.</p>	SF

Learning Letters	NB wanted to clarify if learning letters would be issued this term. Newsletters had info on weekly events but no information on learning outcomes etc that pupils would be working on SF advised that we had moved away from the generic outcomes as feedback from parent's felt it was too general. SF will look into class communications.	SF
AOCB	<p>JW asked if there had been any developments on the suggestion that a path would be laid from front of school to the nursery door. SF said nothing had been taken forward on this but if the lay-by is going to be put in then access to the front of the building would have to be considered. SF will take this forward in planning discussion.</p> <p>EP – asked if there were any plans for the area at the front of the school. SF said the area needs heavy machinery to dig out. NM shared that she had tried to improve the area with the pupils but they had been unable to manually remove the weeds. SF felt this would be included in discussions on changes to front of the school.</p> <p>KL raised bike racks. SF has a meeting with Joanna Stuart to take the bike racks forward. CNSmith had previously offered to look into this also. SF hoping to get that finalised and pushed forward.</p> <p>Swimming SF has managed to secure a grant for transport for swimming lessons. There will be a 6 or 8 week block available for P4 or P5. Lessons would be provided free of charge by Aberdeenshire council who see swimming lessons as a priority. Grant would have to be reapplied for every year but if not forthcoming, Council members felt this would be something we could actively fundraise for. EP asked how much bus would be. SF said £100 return per week. Council members felt that 600 would be an achievable amount to fundraise for on yearly basis. SF felt parents could be asked to contribute a nominal amount eg £2 per week – total £ 12 for buses. EP suggested that pupils could do an enterprise initiative at the end of P3 to pay for swimming buses in P4.. SF agreed this would be a good idea.</p> <p>DB asked if there were sufficient books for all pupils as P3 have old books also. SF shared that there are still old reading books being used in progression as not all books were replaced due to cost implications. All groups would return to new reading scheme at some point.</p> <p>SF had wanted to look into options for docking station for ipod to link to sound system. SF asked if JB could ask Chris to advise on options.</p> <p>KL shared that Chris is unavailable to do Halloween disco this year. She has been able to arrange a DJ for £100. Members agreed . KL to proceed with booking.</p> <p>KL reminded everyone that the quiz night is on Saturday. Still looking for teams to sign up and donations of raffles.</p> <p>KL asked if SF could confirm the numbers for the panto so bus bookings can be finalised. SF will pass this info to KL.</p> <p>KL asked if parents could distribute posters for Catchlite photos round village. Date for photos is Saturday 26<sup>th</sup> October . Contact KL for bookings. SF to arrange Let for the day from 9am.</p>	<p>SF</p> <p>SF</p> <p>SF</p> <p>SF</p> <p>JB</p> <p>KL</p> <p>SF</p>

Next AGM meeting: Tuesday 9<sup>th</sup> Sept 2014 6.30pm Parent Council Meeting 7pm

Next Parent Council Meeting: Wednesday 6<sup>th</sup> November 2013 6.30pm

