**ABOYNE PRIMARY PARENT COUNCIL**

**MINUTES**

**TUESDAY 20TH NOVEMBER 2018**

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|  |  | **Action** |
| **Present** | **Leanne Duncan, Amanda Whitfield, Becki Redmond, Angela Fletcher, Corri O Shea, Claire Wallace, Fiona Walmsley, Nicola Ewen, Abigail Turley, Lucy Wisely, Laura Robertson, James Flynn, Lynn Timmins, Wendy Stewart, Cllr Paul Gibb** |  |
| **Apologies** | **Jemma Moig, Shaeron Smith, Valerie Hossack, Julie Reid** |  |
| **2.0a** | **Welcome and Update from Chair (Leanne Duncan)**  **LD opened the meeting with a thank you to all parent council members for their hard work and commitment that they have brought to the council, and a thank you to AW and her staff team for their hardwork and dedication to our school. LD explained that one of her main points of focus will be communication, look at how we work with our parents/carers, and the school to improve communications and how we understand the parent council and how it works.** |  |
| **2.0b** | **School Improvement Plan (Amanda Whitfield)**   * **Reporting calendar**   **The school ran a series of evening events to inform parents of the new reporting tool that will be implemented. Its aim is to help parents be involved in their child’s learning, an example was the work sent home called “a week in a jotter”. Three smaller school reports will also be sent out in terms 2,3&4.**  **Audit of teaching strategies will also be implemented.**  **Tracking & monitoring reviews will assist staff to keep pupils on track and compare to national statistics.**  **New database in place to help evaluate and review the support for learning.**  **ECO committee requested a member of the PC to join the pupil committee and attend their meetings.**  **A new type of system is being looked at to replace class dojo called Seesaw AW is looking into this.**   * **Recruitment**   **Ms Doyle and Ms Stoddart have both left to undertake new positions in their teaching careers.**  **The acting deputy head position will not be appointed.**  **Ms Sharp will continue with learning support, Ms Whitfield will cover the nursery remit.**  **Ms Taylor will be back to cover p2/3B**  **Ms Yule & Ms Wallace will cover (alternate) p2/3A.**  **Ms Wattie is covering 3 days of p4 until end of the term.**  **Ms Julie Yansen will be new P4 teacher who will cover with Ms Sharp covering the other 2 days.**   * **Pupil Council**   **The pupil council will be re-launched very soon and the PC will also be involved in support of the pupils.**   * **Parent involvement and engagement strategy consultation**   **LD made everyone aware of the open session consultations events that were happening on the 26th and 27th of November, LD has posted on PC FB page and email was sent from school to all parents and carers.**   * **Other**   **AW has asked for the use of the Academy theatre for the christmas show this year. Tuesday 18th and Wednesday 19th are the dates with the rehearsal being open for parents if they are unable to make those dates.** | **Ongoing**  **LD/AW**  **ALL** |
| **2.0c** | **Fundraising (Becki Redmond)**   * **Cauliflower cards**   **This went really well- amount raised to follow**   * **Ready steady read**   **Raised a whopping £1200 with £720 of free books going to the school. Lists of books from each class to be in by 7th of December. A BIG thank you to Emma Gauld for making this happen!!**  **Emma and Becky also applied to the Co-op community for funding for new shelves.**   * **Merry go round sale**   **raised £800 and is split equally between each school. Thank you to all the parents who helped out at the event.**   * **Bags 2 school bags/bin**   **FW is investigating getting a big bin for the school, it was agreed by all that we would be happy to have a permanent bin located at the school.**   * **Santa Run**   **This event will be on 16th of December 2-4pm fundraising team busy organizing the run up to the event. More information to follow.**   * **Santa train**   **squares are on sale £2 each, £114 made already draw will be on Friday 30th November.**   * **Xmas raffle**   **The raffle will be drawn on 16th of December. More donations are needed by 1st of December.**   * **Others**   **Festive jumper day last day of term, it was decided that some feedback we have received from parents is there is a lot of money being asked for. It was decided that it will be a wear something festive and donations only.**  **SCHOOL FUNDRAISING**  **Polio day raised £255**  **Poppy Scotland raised £200**  **Children in need raised £316.83**  **Thank you to all that has helped in raising of the above.** | **BR /ALL** |
| **2.0d** | **Finance (Julie Reid)**  **The books need to be audited. CS and JR to find someone to organize. LD mentioned that this will need actioned quickly. JR was unable to attend meeting so finance will be discussed at next meeting.** | **JR/LD** |
| **2.0e** | **Class reps (Lucy Wisely)**  **There had been a few concerns around emails from class reps not been reaching parents/carer’s. Request was made for school office to inform class rep co-ordinator of any new or changes in email addresses. All emails are being sent out and there is an option from class rep to use messenger groups but not for official emails and communication.** | **Ongoing** |
| **2.0f** | **Playground (Becki Redmond)**  **BR is doing a fantastic job and getting plenty of support from parents for the scheme. LD asked if there could be some information to go out to parents/carers of where we are with the project and how will money be spent, so everyone is aware of what is happening and where their money is going.** | **BR** |
| **2.0g** | **Spending commitments (ALL)**   * **Christmas parties**   **Food supplies will be purchased by PC. LT kindly offered to purchase.**   * **The music system**   **The system is not working correctly Mr Redmond is aware and dealing with it. It was suggested that PC may look for another system that is more compatible this will be looked into by LD and BR.** | **LD/LT**  **LD/BR** |
| **2.0h** | **School website (Leanne Duncan)**   * **Parent council newsletter**   **LD will re-look at newsletter**   * **Update website**   **LD will be updating in due course AW suggested I could get help by one of the teachers to access website, LD to complete.** | **LD** |
| **2.0i** | **Buildings and maintenance/ winter management (ALL)**   * **Paths & playground winter clearing**   **Amanda has spoken with janitorial and grounds management who advised schools are open on a priority level. Aboyne primary is Priority 2 - access to a janitor with a snow shovel and salt. He is required to clear 1 path to the school and not the whole playground. AW mentioned school closures will only happen as a last resort and will ensure that all communication and safety of all is priority when making decisions.**   * **Lighting at nursery/school**   **A letter of concern from a parent was received regarding the nursery lighting in and around school and nursery, lighting was very poor. AW would look into this, however being around a residential area it is unsure if this may be possible however will certainly ask the question. CS mentioned she would look into this through her work.**   * **Lunch hall capacity**   **There had been concerns that some of children were sitting on the dining room floor at lunchtimes. AW has assured us that there is a new orderly system in place with the help of P7s insuring that a smother flow of children are going through canteen and assurances that no one is sitting on floors.**   * **Toilets (cleanliness/maintenance)**   **LD raised the concerns of toilets maintenance and cleanliness, LD did praise efforts of the cleaners however when working with old equipment it is very hard to keep clean and hygienic, esp toilets AW and LD to look at money being spent on new toilet seats and look at maintenance issues within the toilets.** | **AW/ALL**  **AW/CS**  **Ongoing**  **AW/LD ongoing** |
| **3** | **AOB**  **Councillor Paul Gibb answered some questions over his agreement for the Castle Park estate development to go ahead. He advised he would be happy to attend another meeting to answer specific questions relating to the new development. LD would contact him after meeting to arrange a separate meeting with PC members.**  **A discussion was had regarding the parking and crossing issues surrounding the school. Paul advised we need to get more numbers for general consensus of opinion before something can be done. BR was looking at plans of school and surrounding area LD and BR to look at this further.** | **LD / ALL**  **LD/BR** |
| **4** | **Date of next meeting**  **Date : January 2019 TBA**  **Time : 6.30pm to 8.30pm**  **Location : Aboyne Primary School** |  |