**St. John’s Primary School Parent Council**

**Minutes of Meeting held on Monday 12th November 2018**

**Present**

Wendy Christie (Chair), Gayle Baxter (Notes), Emma Smith, Eleanor Shields, Jennifer Scott, Ellenor Walker, Joanne Carroll, Alan Adamson, Karen Prentice (DHT), James O’Donnelly (DHT), Alison Hope (Headteacher), Lynn Mulvenna, Louise Jamieson

**Apologies**

Jill McLennan, Diane Farrell, Colin McLeod, Sarah Wilson

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| **#Agenda Item** | **Notes** | **Action** |
| 1 | **Welcome**    Wendy welcomed all to the meeting. |  |
| 2 | **Minutes of Previous Meeting and Matters Arising**    The minutes of the meeting held on **3rd September 2018** were approved. |  |
| 3 | **Parent Council promotion and Vacancies/ Shadowing**  Wendy invited those present to review documents which she had developed, aimed at providing all parents with more information on the Parent Council. The documents include information on different ways to help out with fundraising events, details on office bearers posts to provide clarity on what these entail, and an event planner which provides full details of the regular fundraisers/ activities which take place throughout the school year.  Wendy invited feedback on the documents and on how best to share these effectively with parents. It was agreed that the best place to host them would be on a new section of the Parent Council area of the School Website – these could then be signposted via the Parent Council/ Forum Facebook page, the school Twitter feed and by a note in schoolbags (the latter including a copy of the document detailing different ways to help out, rather than the office bearer information).  It was raised again that the Vice Chair position is still vacant and that ideally this post should be filled as soon as possible to enable the person to shadow Wendy before she leave the Parent Council at the end of term in June 2019. The Vice Chair need not necessarily take on the Chair role. |  |
| 4 | **Headteacher Update (words provided by Mrs Hope)**    **Talking Teams**  We are working to develop Pupil Voice across the school. This afternoon was the second meeting of our Talking Teams. Children have set the agendas and are working on different aspects to improve school life and our community.  **PEF funding**  We have been regularly reviewing how our PEF money is spent to ensure that we raise attainment for our children.  This session we were awarded £81,600 & £24,116 refund from previous year) **£105,716.**  To date £93,600 has been allocated to staffing with the remainder to purchase resources to support the new initiatives across the school- active literacy and Health and wellbeing resources.  **Reading Buddies**  Mrs Sharples has organised a reading buddy programme to support children with their oral reading. We are very grateful to parent helpers who are coming into school and reading to individuals in the Parent’s Room.  **Literacy resources**  We have used our commission from the book fayre to purchase new novels for the school library and the money from the Parent Council was used to supplement additional novel studies from P3-P7.  **Transition**  Two of our pupils will represent St John’s at a Transition Committee which will meet in HGS on 14 November. At these meetings children from all 5 feeder primary schools will discuss and plan events to support Primary 6 and Primary 7 to prepare to move onto secondary school.  **Christmas**  Plans are under way for Friday 7 December for our Christmas sing along in the hall. Children have all drawn their faces, which have been stuck onto a proof to be printed onto canvas shopping bags in their house colours.  Orders have been taken for bags and House captains will assist in counting out the order s when the bags arrive. 90 of each have been ordered, so some will be available on the 7 December to purchase.  We have 8 reindeer for raffle prizes for the day as well.  Our Nativity this year is A Ruff, Ruff Night in Bethlehem, performed by P1 and P7 in St John’s Church on 19 December at 10am.  Ceilidh for senior pupils is on Thursday 13 December in the school hall.  Fun Day for P1-P5 is on 20 December.  **Period Poverty**  We have been allocated 300 day and night time products. We have nearly all the supplies still in school. Supplies in the girl’s toilets are replenished when needed.  **Parent’s Evening**  Parent’s evening was very well attended with over 80% attendance. We trialled a different approach to Parent Workshops this year which was well attended. A questionnaire asking for Parent views will be sent out on Wednesday and comments taken on board.  **Maintenance of White Boards** – Mrs Hope raised that several of the whiteboards now require maintenance, and that there is no school budget for this. Each whiteboard has 3 panels, and each panel costs £600 to repair, so this is a cost of £1800 per classroom. There was discussion on how best to manage this – was there a cheaper alternative, could they be purchase and then fitted separately? It was agreed that a rolling programme of replacing the panels could begin, starting with those in the worst condition. | **Action**:  It was agreed that £1800 would be provided from PC funds for 1 whiteboard  . |
| 5 | **PEF Update**  Noted in section 4 above. |  |
| 6 | **School and Parent Council Website**    Joanne updated that she has tidied up the PC section of the school website, and added links to key documents. The documents providing information on the PC roles, events, etc will also be added here, with links shared on Twitter and Facebook.  Update on My School App:  Mrs Hope advised that App Central is an app used by other schools which has been approved by South Lanarkshire Council. It was discussed that it may be useful to meet with them to find out more, before making a decision about My School App. | **Action**: Joanne to arrange meeting with App Central, with Wendy and Mrs Hope |
| 7 | **Financial Update**  Emma advised that the Parent Council bank account currently has a balance of just under £2000, with a profit of £240 from the Halloween disco.  There was a request for £100 to purchase games for the Board Game After School club, but it was agreed that an appeal would be communicated again to parents first, for any second hand games, which may be available.  See Section 4 -It was agreed that £1800 would be provided from PC funds for 1 whiteboard. | **Action:**  Further appeal for Board Games to be communicated. |
| 8 | **Events Programme 2017/18**  The Parent Council will make up hampers and provide volunteers to serve tea and coffee at the Christmas Carol day on 7th December – the office will be requested to send out flyers for donations on 19th November. It will be £2 entry for the event.  The February Sponsored Event will take place on 8th February – the school will check if the Active Schools Co-ordinator could be involved in suggesting an event.  It was agreed that the Ladies Night was a success, though not profit-making, but that it may be a good idea to have an event for families next time. It was agreed that a Family Quiz Night would take place in September 2019, in the school gym hall. Details will be confirmed nearer the time. | **Action**:  School to check if the Active Schools Co-ordinator could be involved in suggesting an event for 8th Feb Sponsored Event.  **Action**:  Gayle to arrange volunteers for 7th Dec. |
| 9 | **Dates of Next Meeting**  The next Parent Council meeting will be 11th March 2019. |  |
| 10 | **Any Other Business**  **Hamilton Grammar PC engagement**  Wendy advised that she had been contacted by Jennifer Robb of the Hamilton Grammar Parent Council, about future opportunities to engage with St John's PC.  **P7 Leavers Do**  Wendy advised that provisional dates had been discussed for this event, which is being arranged with by parents, and she was keen to ensure that date did not clash with the summer school disco. | **Action**:  Wendy to liase wth Jennifer Robb re: future engagement with St Johns PC |