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| **Woodburn Primary School Parent Council**  **Committee meeting minutes** | |
| Date: | 5th October 2016 |
| Time: | 6:45pm |
| Location: | Expressive Arts Room |
| Present: | Hannah Clark, Debbie Lawson, Kenny Clark, Elspeth Reid, Laurinda Ramage, Joanne Corris, Donna Strachan, Margot Russell, Yvonne Somerville, Laura Saunders, Laura Diamond, Ross Armstrong |



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| **Item** | **Agenda items** | **Minute of discussion** | | **Actions – Who and by when** | |
| 1 | Welcome from the chair |  | |  | |
| 2 | Apologies | Kirstie Cooper, Lynsay Renwick, Jaclyn Morrant, Helen Laidlaw, Stephen Reidie, Amy Stewart, Gillian Taylor, Susan Welsh, Susan Burrell | |  | |
| 3 | Review of actions from previous meeting |  | |  | |
| 4 | Approve minutes of previous meeting | Approved by Donna Strachan. | |  | |
| 5 | ***Regular Agenda items:***   * *AOB to be discussed at the end of the meeting?* | See below | |  | |
| 6 | * *Treasurers Report* | Process of swapping signatories everything is with the bank. Up until that point we will struggle to sign cheques. Hopefully sorted in next fortnight  £4885 balance from the previous meeting, from this we have **paid invoice from 2015/2016 £1256.32 Jaclyn Morrant £30 also £1100 for petty cash for each class agreed at the last meeting.**  Fun night £100.50 made: juice and crisps purchased **profit of £74.50**  **Current balance £2700 (rough estimate at this stage)**.Awaiting current statements.  PC has issues a ‘request for funds’ form for staff in the school to complete and send to Debbie. These are to be discussed at PC meetings and if agreed money will be sent straight to the school once an invoice is received. Balance sheet will be presented at each meeting along with a pledge sheet so we can keep track.  One current request from Susan Welsh **£1084.26** for pantomime trip buses £444.60 P1-2 £639.66 for P3-7. Money requested in order to reduce parental costs from £14pp-£10pp. This trip is directly linked to literacy and work will be tied in to the trip on the lead up. The hope is that the school can do a pantomime trip every other year. Laurinda also has an excursion fund which is £500 but if parent council contributes full amount then this will reduce the impact on the school budget as well as parents and allow other class trips to go ahead with continued reduced costs.  School will seek feedback from parents and pupils after the trip.  Discussion about the school prioritising money that the Parent Council gives so that it is distributed across the school priorities for this year.  Attendees at the meeting felt that this was a positive use of parent council money, and showed money raised directly benefiting the pupils.  Chair asked for any objections to the funds being release and there was no show of hands. Funding was approved on the basis of this discussion. | | JM – receipt.  WPS staff/Office staff  **Invoice needs to be issued from the school to Debbie.**  **Full amount has been approved and will be transferred to the school by cheque. Amy Stewart** | |
| 7 | * *Fundraising Team Report* | Christmas fair Saturday 3rd December 10-1 access between 9 and 2. List of stalls is available and will be confirmed. Debbie gave a breakdown of the plans so far and everyone agreed that this all sounded positive and well planned. Debbie thanked the FRT for all of their efforts. | |  | |
| 8 | * *Head Teachers Report* | On behalf of staff thank you for the money that the PC contributed to each class. Receiving the cash in envelopes was really helpful and reduced a lengthy process.  Staffing update: School have appointed an acting depute to cover Elspeth’s maternity leave. Hoping to start after October holidays but may be a slight delay. Name will be issued soon. New teacher has similar experience to Elspeth and they will meet next week to do a handover.  Recruitment for Gemma Cronin is being organised however Laurinda has been in contact with head office as approval for advert has not been granted yet, paperwork has been resent.  Kirsten Welsh art specialist is going on Maternity Leave, Laurinda interviewing next week for this post. Staffing update will be sent to parents after holidays.  Following feedback from parents Elspeth took a group of pupils to the swimming gala at the campus P5,6,7. Was really popular, very successful event winning 2 medals. More pupils wanted but spaces were limited.  Staff looking at storage and tidying the school. On Friday rather than staff meeting staff were split between atriums to tidy and clear areas. Money will be allocated to each atrium as middle and upper school is quite sparse and school want to make this a more welcoming environment. Pupils will be asked for ideas, perhaps some library areas. P1 and P2 Atrium is slightly different because of learn through play focus, however some of the equipment is quite tired. Yvonne and Laurinda are hoping to visit a school in the Borders to see if they can bring any ideas to WPS and a support pack for staff will be developed.  School are seeing an increase in the number of children who struggle emotionally and socially for a number of reasons (not behaviour although there are issues). Two nurture groups have been set up. Season for Growth is also running. Hoping to have an additional staff member between January and Easter to run an addition Seasons for growth group. Groups are proving popular and will last a set number of weeks, with new groups staring straight after one has finished.  Nursery – new model of Nursery with a team around a cluster. Moving towards the Family Centre model age 0-5 in order to create smooth transitions. Some families have found this a huge support and is allowing families to build relationships and increase attendance for some pupils. Looking to change to Woodburn family learning centre 0-3 and 0-5 to try and make things more joined up. Keen to make the nursery more a part of the whole school.  Discussion about how the nursery does feel very separate.  School are looking to set up some shared play areas where nursery, P1 and P2 can come together. Pupils could be grouped across nursery to P2. Some assemblies will now be P1-2 and a separate P3-7 with the idea that some pre-schoolers could join the smaller assemblies.  Long term the nursery is changing to the muted decoration based on current good practice and research which will hopefully transition into P1  Parent charter should have gone out for signing.  Links from DHS English department coming to work with P7 Literacy group. | | School to ensure staff sign out the money on sheet that the PC issues. This needs to be handed back to PC at the end of the year or as soon as all cash is claimed. | |
| 9 | **Any other business:** |  | |  | |
| * Homework – amount and necessity of it | Questions over deadline, how long it should take, consistency of what happens if not handed in  All do homework and should build up over time. Getting pupils to build life skills, learning happens everywhere. Prep for high school as many struggle with the lack of what we give them to the expectation from all teachers at high school.  Early years homework is flash cards and reading which is crucial.  Homework club with Mrs Ormiston this runs within the school, this is for pupils who perhaps don’t have the support at school.  Homework should not take 2 hours but Laurinda would encourage parents to arrange a meeting with school to get background so that homework can be differentiated accordingly. Homework should be split over a week rather than done all at once. SLT have had a look at homework and will have a discussion with staff, feedback from some parents stating not enough homework.  Some pupils are getting homework for the next day but that may be it for the week.  Most classes are across the whole week and tends to be the incidentals that are given next day. In infants some books are swapped half way through the week.  Would be good to have homework sent out on one day and in on another.  In P2 no comments in jotters and kids are looking for that feedback to encourage and motivate. | | Laurinda will discuss homework with staff. | |
| * Bullying | A parent raised concerns about their own child and was advised to arrange a meeting with the school to discuss this further. | |  | |
| * Gardening and litter pick event | One Dalkeith arranging event to clear up the forest area at the school. Aim to plant some edible plants with the view to the school being able to do forest education on the doorstep. Friday November 4th 12-3pm. Rangers will supervise a campfire and Marshmallows. Info to follow on website, noticeboard at office and newsletter. Anyone who wants to be involved in the planning can come along on 6th October after school. Nursery seems really enthusiastic. Hoping to create a storytelling area too.  Discussion about Bat Boxes to help with the wood. Potential to work with the children to create these – possible link with Vogrie. | |  | |
| * Dojos – Are they being used? | Has been discussed before – we have house points and good to be green. Teachers need autonomy in class some do marbles in a glass, some do dojos. It’s quite individual so depending on the needs of the class this is not necessarily appropriate. Also keeps if fresh if changes year to year. | |  | |
| * School dinners | Catering is totally separate so school have no say. If parents want to follow this up they would need to contact the council. Though there are very strict guidelines. Discussion about the fact there is a lot of tuna in the menu too. | | **Debbie is happy to make contact to start the ball rolling, will contact Eda to discuss. Donna Strachan will join. Facebook poll to gather information and opinion.** | |
| * Planters outside school/ gardening/ nature garden | Laura Diamond would like to plant some wildflowers at the grassy area. Issues raised about grass cutting as nursery have had issues with plants being cut. Could go in the planters however difficult to weed them and maintain them. Discussion about assigning classes/houses to maintain planters and earn points throughout the year.  Also planters in the inner atrium – potential for nurture groups to look after them and could build more.  Potential for a spring clean event in the grounds next year – family event potentially in March. | | **Laura to arrange meeting with Susan Welsh to discuss further.**  **Ross Armstrong kindly volunteered time and materials to revive the planters in the inner atrium. Big thank you.**  **Arrange date and let for spring clean** | |
| * Library | School keen to rearrange and improve – would be good as a parent council to support to make the library more welcoming and a nice place to be. Looking towards fundraising and would encourage the school to submit requests for money. Helen Gordon is literacy coordinator and school are keen to create a working party. Looking at getting library services involved. Potential for a launch when complete. Discussion around social story books being available for pupils. | |  | |
| * Pantomime trip | See Treasurer’s report | |  | |
| * Breakfast Club Food | Adding spoons of sugar to hot chocolate and sprinkling sugar on cereal | | **Laurinda will follow up.** | |
| * Monster Mash | 4th November at Community Campus as capacity for 500 people. Will make it a real family event. Aim to sell as many tickets as possible. Hope to sell online using Bookwhen. 200 online as well as a sale at the school, at the back of the dinner hall as last year. Tickets on sale the week school returns (26th October 9am). Would be good to keep the volume of the music a bit lower. Kenny has been booked as a DJ and has been asked to do games as well as dancing to add a bit of structure. Disco in the main hall then in the dining hall there will be additional activities e.g. games, and a quiet table. Juice and crisps being sold as last time. Time reduced from 2 hours to 1.5 hours (6:30-8:00) £2.50 per person. We have managed to get the hall for free. Will be looking for volunteers to help set up and tidy up. All food must stay in the dining room. Not going to decorate the main hall but there will be some decoration in the dining hall. | | **Laura Saunders will set us up for free – Debbie and Laura will liaise** | |
| * Rwanda | Kari, Debbie and Susan have met to discuss how to introduce the charity to pupils and parents. Main focus will be global citizenship – in November this will be introduced to pupils at citizenship gathering with a video guided tour of the school in Rwanda as well as a welcome from the head there. Woodburn will send a photo to the school. Looking to do one main fundraising event – at the moment looking at “Walk to Rwanda” getting pupils to walk the distance between Dalkeith and Rwanda. Possibility of involving local businesses and having a big event at the start of June perhaps cycling the last miles outside Tesco/Morrisons. Details to follow. Could link with One Dalkeith as they have a business forum. | | Debbie and Susan W. | |
| * Storage | Debbie liaising with someone to arrange large containers for playground for PC storage but will be room for school storage. | | Debbie | |
| * Big Bedtime Read | Nursery looking for lots more books. There has been a box of books in PC cupboard which have now been donated to nursery. Looking for 1000 books – there has been a great response but nursery is still looking for more. A big thank you for those who have already donated. | |  | |
| * School Photos | Will remain the same as last year. Dates will come out. | | **Laurinda to check with Susan Welsh and will send information to parents.** | |
|  | * Dogs | A lot of people tying dogs up around the fence this has raised some concerns regarding safety of the children. | | **Joint letter from school and parent council about dogs around the school grounds. Laurinda and Debbie will Liaise** | |
|  | * Letters | It was raised that of late, fliers being issued by the school on behalf of 3rd party organisations have had some spelling issues present. It was suggested that these could be checked before being distributed as can bring the reputations of the school down. | | School staff. | |
| 10 | Details of next meeting | Monday 14th November 2016. 6:45pm: WPS – Creative Arts Room. | |  | |
| Signed |  | Name of signatory |  | Date |  |