**Elrick Parent Forum Meeting**

**Date: Wednesday 7th December 2016**

**Location: Elrick Primary School Staff Room**

Attendees: Angela Bowman (Chair), Mrs Malcolm, Jillian Christie, Monique Blair, Ruth Macdonald, Kelly McLeish, Evelyn Ewen, Bruce Bain, Donna Snowie, Caroline Macleod, Mrs. Robinson.

**1. Chairperson’s welcome**

AB expressed thanks to everyone for attending.

**2. Apologies**

Shelley Elrick.

**3. Review, complete and approve minutes**

**Toilets**

Recap - Kay Macdonald (Quality Improvement Officer) has visited the school and agreed to take further action. Unfortunately we are 19th in line for refurbishment. Our further inspection due to be on the 12th Dec has now been changed to the 20th Dec.

**Car Parking**

Again this is still a problem even after the double yellows have been re-painted and it was reiterated via the school newsletter. Those parking illegally can expect to be reported to the police.

**Online ordering of school uniform**

This system is working and many have received their online orders.

**Shell Technology Grant**

This is still in-progress.

**Swim Team**

This is on-going, cheaper alternative being looked at.

**Curriculum Rationale**

AB spoke to Claire Livingston, she is a parent at school and graphic designer and has done some excellent work on the school logo already. AB to arrange a meeting with her in the New Year to talk about digitalising the curriculum rationale drawn up by Mrs. Cooper.

**4. Head Teacher’s Report**

***Quite a few changes within the staff since the last meeting.***

* Mrs. Perrin has left, position advertised and interviews are next week.
* Emma Watson in the office is reducing her days from five to three, position has been advertised for the part time position.
* Mrs. Bruce in the nursery is leaving at Christmas, her three day post has been advertised and interviews next week.
* Mrs. Buchan in the nursery is reducing from five to three days, the part time post has been advertised also.
* LM is confident she can appoint to all these posts, there have been lots of applicants.
* Chrissie Anderson, new PSA has started.
* Shona Collins, PSA now has a fixed term contract.
* Miss Budge is currently off, Mrs. Coney and the deputy heads are covering her post. It is not ideal having deputes in class and Mrs. Malcolm is lacking support from them as a result but the main aim is to ensure stability for the classes. Mrs. Malcolm aims to respond to parent enquiries ASAP.

***GROUP CALL***

* January will see a new system introduced for communicating with parents. Parents will be asked to download the APP, it allows for messages and photos to be sent and also groups set up… adverse weather notices sent…etc….
* This is being rolled out over Aberdeenshire, with Elrick being one of the first schools to use it. Mrs. Malcolm is very positive about the system and is looking forward to maximising its potential.

***Q10 attainment and achievement meeting***

* QIO Kay MacDonald visited the school last week to look at the school’s attainment. This is an ongoing part of Aberdeenshire’s Quality Assurance procedures. She was very pleased with the school’s procedures for tracking and monitoring children’s learning and progress. She commented on how thorough the procedures are and that we use data effectively to improve outcomes for children. She also praised the moderation procedures, which are being developed as part of our Improvement Plan.

***XMAS***

* Xmas is well and truly underway! The xmas tree is up, thank you Mr. Connor (Parent Forum to pay for this £71) and the hall has been decorated. All class xmas parties will be the last week of term, to be advised by individual teachers. The Parent Forum have been asked to pay for the snacks, Jenny McCue is already organising this.
* The choir are singing at Subsea 7 on the 19th December to raise funds for a diabetes charity.
* P5RB and P5DS are running a Merry Market tomorrow and Friday as part of an enterprise project. They have obtained a loan from the Parent Forum.
* Xmas lunch is on the 14th December from 11.30 onwards, including staff.

A Scottish themed fortnight is planned for the end of January, country dancing, poetry etc…

LM also asked the Parent Forum to fund indoor games at a max of £200. AB asked if it can wait until after Xmas. It was also suggested that a request is put out to parents for donations of games, especially given the timing of straight after Xmas.

**5. Treasurers Report CM**

Lof £4000 in the bank.

*Outgoing since then –*

Supply teachers payment

Merry Market loan (£10 interest due)

PA System

Nursery crockery

*Income since then –*

£1100 calendars

£700 Xmas cards

£550 tea towels

CM concluded that we need to have £6000 in the bank to run funday, with £500 available in cash on the day. CM thinks this will be manageable.

**Fundraising items planned**

1. Raffle the monkey – this is being postponed until the New Year.
2. M&S bag pack is booked for the 20th December between 12noon and 6pm. We have 6 tills x 6 hours = 36 hour sessions to fill. The fundraising team appreciate it is a busy time of year but hope to fill all the slots on the rota as we are very lucky to be given a date so close to Xmas and hope to raise a good amount for the PF.
3. Xmas jumper day on the 14th Dec.
4. School disco planned for tomorrow.
5. Race night booked at the Ashvale for Friday 9th June.
6. Dons Day Out hasn’t been booked yet as there are limited fixtures, but Donna Snowie has been in touch and we hope to get one of two home games late March/early April. DS action for the New Year.

**Fundraising items discussed**

1. The Pupil Council has expressed a particular interest in dress down days. Pyjama day suggested for when the clocks go forward and we lose an hour, also perhaps a dress in tartan or something Scottish for the Scottish fortnight in January.
2. Something else child orientated – beetle drive perhaps.
3. The Ashvale also do bingo nights.
4. We may consider an Easter disco.
5. Hundred club, the school used to do this, worth thinking about again.
6. Quite a demand for a Christmas Fayre, possibly something to think about for next year.
7. A bake off was suggested, with children decorating their creations in school against the clock perhaps, star baker apron for the winner.

In conclusion – we are on track but being cautious as there is so much required for funday to be a success.

1. **P7 Prom Donation**

£100 donation requested. AB – this is on the fringes of our constitution but as precedence has been set we will fund it.

**7. Cleaning of gym kits**

Parent has brought this up with AB. Concluded that it is a personal preference, teachers have issue with the fact the children forget to bring them back to school, but parents are welcome to take them home to freshen then up if they would like to.

**8. Advance notification for school concerts**

LM – Apologise for any issue parents have with the late notification of the P1 concert in particular. This is never intentional as the school is very aware of the difficulties parents face getting away from work, there are lots of factors to consider in planning all these events and the school appreciates parents’ understanding. Hopefully the new Group call system will help the school schedule advance notifications for events to give parents maximum notice.

AB – communication has improved between the school and parents over the last while with the text messages and emailing of newsletters etc.

**Next PF meeting**

Tuesday 24th January at 14.00hrs, trying out a new time to give other parents the chance to attend.