Elrick Primary School Parent Forum

Wednesday 7th June 2017

**Minutes**

Location: Elrick Primary Staff Room

Attendees: Mrs Angela Bowman (Chair), Mrs Louise Malcolm, Mrs Jillian Christie, Mrs Ruth MacDonald, Mrs Leah Robinson, Mrs Louise Skinner, Mrs Shalaka Samant, Mrs Kelly McLeish

**Chairperson’s Welcome**

AB expressed thanks to everyone for attending. The group voiced their disappointment in the few numbers present. Currently there are 359 families in the school and only 5 were represented at this meeting. Poor attendance at such meetings is not an issue at other local schools. Throughout the year the Parent Council has provided opportunities for parents to attend at various times but unfortunately this has not proved successful.

**Apologies**

Mrs Claire Smith, Mrs Caroline Macleod, Mrs Evelyn Ewen,

**Review, complete & approve April Minutes (AB)**

**Toilets**

It is hoped that two sets of toilets will be refurbished by October 2017, these will be all cubicles and unisex.

**Car Parking**

Still ongoing issues, parents are currently parking anywhere. Council are to make it a priority to paint yellow lines. This is a major cause for concern in relation to emergency vehicles not having access to the school building and surrounding houses.

**Shell Technology Grant (JC)**

£350.00 received from Shell, the school can apply yearly for this.

**Swim Team**

Thanks were received from Mrs Elrick for the t-shirts and swim caps which Parent Council contributed towards. The swim team performed well.

**Netball Team (AB)**

Sportswear requested by LM for netball uniform C/F.

**P7 Eco Group**

No money received from Community Council. £500.00 requested from Parent Council. A request also to be made to all parents to donate any garden equipment no longer required.

**Help Required**

Wednesday 21 June 2017 – serving tea and coffee at P1 Parents Meeting.

**Head Teacher’s Report (LM)**

LM thanked Parent Council for their support throughout the year and it was recognised that without willing parents it would not be able to function. It was acknowledged that a large amount of work and effort was involved. AB has been driving it forward throughout the year. Parking will always be on the agenda. Progress is being made regarding the refurbishment of the toilets.

**Active Schools**

Matt Sheridan will continue in this role after the summer break as Anna Thornton is taking extended leave.

**Anti-bullying Policy**

All staff and parents have had the opportunity to review and share ideas. This policy has now been updated and is available on the website.

**Curriculum Rationale**

This is now available online, large A1 posters will be printed and posted around the school.

**Parent Workshops**

This was a successful evening with 50/60 parents in attendance.

**Sports Day**

On the day there was a great family atmosphere, however, it was very disappointing to see a small minority of parents disrespecting LM’s wishes regarding photographs. Some children at the school cannot be photographed and those parents taking photos were compromising the safety of some children. No parent should put any photos on Social Media, all parents signed a declaration at the start of the academic year and LM should not have to justify her decision.

**Staffing**

Miss Smith will be leaving at the end of term.

There will be a number of changes to the staff structure. New classes lists will be available on the last week of term. An email will be sent out informing parents on the same day as the child meets his/her new teacher.

Enhanced transition will be provided to those who require it.

There will be sixteen classes in total with one composite class in P1/2. Parents must respect the decision the school makes as a lot of thought and time is taken to make up the classes.

**Assessment**

Government Standardised Assessment will be in introduced in Primary 1, 4 and 7next session.

The Authority has agreed that INCAS will continue next session in Primary 3 and 5.

World of Work Week was a success, it provided pupils with an opportunity to open their minds to what is available and to develop skills for life and work.

**Pupil Equity Funding**

Literacy focus which promotes the enjoyment of reading.

Mindfulness - Funding has been spent within the network on Mindfulness classes, staff are also receiving training.

**Improvement Priorities for 2017/18**

Assessment and moderation

Learning and teaching – focus on feedback

Raising attainment and achievement for all

Wellbeing, equality and inclusion - developing resilience and emotional literacy

Languages – continuing to develop a second language (French) across all classes (by 2020 a third language is to be introduced)

Finally LM would like to thank the school and the many parents she has worked with over the last 13 years for the huge support she has received. An incredible amount of work has been undertaken over the years and LM wishes the school every success.

**Treasurers Report (AB)**

£20,853.00 income generated this academic year after expenditure there is currently £15,464.91 in the bank.

Highlights of year include fun day, nursery playground equipment, PA system, calendars, bag pack, and discos.

**Financial requests**

£150.00 – Desktop Freezer

£90.00 – Loudspeaker

£300.00 – Headphones

£200.00 – Electric guitar request from Music teacher

£200.00 – Guillotine

£100.00 per teacher

£1,100.00 - Librarian system/reading cloud

£2,100.00 - Espresso Education – There will also be an opportunity for parents to access this at home, parents will be asked for a small contribution to this at the start of term.

£2000.00 - Additional iPads

£150.00 – Coin Machine

£600-700 – Xpressions – trial a year of unlimited texts (parents to contribute £1 per child

**Whatever happened to Fruity Friday? (AB)**

The school plan to re-introduce fruity Friday and will ensure no tray bakes are available from Tuck Shop on a Friday.

**Funds Request – Coin Machine (AB)**

A coin machine has been requested , it will be helpful for the School Office and Treasurer.

**Xpressions – Communication App (AB)**

This is a free app whereby the Office can send messages free as opposed to the texting alternative which is costly. This app can be downloaded free on any smartphone and all parents will be encouraged to download the app for the start of the new school term.

**Fundraising Update (AB)**

Race Night has been cancelled.

Bags to School will be collected on Tuesday 20 June 2017.

**Committee Posts**

Please see below current positions which require to be filled for the PTA to continue.

**Chairperson - Central Role**

All communication from the school and Parent Forum will come through you.

Chairperson heads up meetings, checks minutes of previous meetings, Draws up agenda for meetings. Creates the parent information newsletter 'Pass it On'.

**Vice Chair**

Chairs meetings in absence of chairperson and supports committee when required.

**Treasurer**

Treasurer writes cheques, organises floats and banks money from fundraising activities. Gives updates on income and expenditure for parent forum meetings. Submits accounts and activities to the charities regulator OSCR.

The person taking on this role will have a comprehensive handover from the existing treasurer plus support as required throughout the year.

**Secretary**

This person is responsible for issuing the agenda and minutes of meetings.

The role also requires this person to take the minutes at the meetings.

**Vice Secretary**

Distributes agenda and minutes of meetings and takes minutes in absence of secretary and supports committee when required.

**Fund Raising Co-Coordinator**

This role involves planning and coordinating fundraising activities on behalf of the Parent Council.

The coordinator heads up a team of volunteers who meet once every couple of months to discuss new ways of fundraising.

**Should these positions not be filled the Council will cease to exist.**

Under the Parent Council Constitution, the Parent Council decides how money raised is spent. However, if the Parent Council ceases to exist, all the money in the bank will have to be given to Aberdeenshire Council for them to spend as THEY see fit. This may mean that the money we worked hard to raise may not even be spent on OUR school. Our school needs this money, please if you are able to help contact the School Office.

**Next PTA Meeting**

This will be communicated through the school in August.

Wishing you all a happy and safe summer holiday!