**ELRICK PRIMARY SCHOOL PARENT COUNCIL ANNUAL GENERAL MEETING (AGM) DRAFT MINUTES**

**12th September 2019, 6.30 pm**

Location: Elrick Primary School

Attendees: Pam Cheyne, Christina Daniel, Kerry Clark, Sandy Bernie, Bruce Bain, Lesley Currier, Lynn Glover, Jenny Anderson, Monique Blair, Andrea Drummond, Alessandra Savassi, Claire Taylor, Caroline Noble, Fiona Fitzgerald (Co-chair), Shalaka Samant (Secretary), Lauren Wade, Jackeline Rodriguez, Cllr McKail, Donna Morrisson, Melody Kyo

Apologies: Chrissie Simpson, Cllr Walker, Cllr McKelvie, Cllr Aitchison, Nara Morrison

**Approval of June PC meeting minutes**

To be discussed at the October PC meeting

**Review of Actions from June PC meeting**

To be discussed at the October PC meeting

**Chairperson’s Report 2018- 2019**

Thank you to entire team for hard work – office bearers, PC , teaching staff, to anyone who’s helped at our events.  Your help is much appreciated and we couldn’t function without you.  We have accomplished a lot over the past year.

Our vision this year was to build the school community; raise funds; be a bridge between parents and school.  We’ve achieved this in a variety of ways including:

* Consultation on behaviour and bullying
* Appreciate HT updates
* Enormous amount of fundraising
* Key events: fun day; discos; dress down days; bag packing
* Bus contribution
* Software etc
* Cooking equipment
* Outdoor play areas
* Significantly increased engagement with parent forum through FB page.  322 page likes.  500 interactions in the last week.  Good way of sending out immediate, snapshot information.  Still need class reps to disseminate info through normal channels as some people not in FB.  More efficient than school email
* Interesting to see results of survey at the end of last term

**Summary of Accounts 2018-2019**

Income was generated through various fundraising events including but not limited to Cinema Night, Dons day out, Christmas bag pack and Bags 2 school. The highest grossers were Fun day (£6128), Calender/Cards and Tea towels (£2175) and Dress down days (£974).

Additional income was generated through various donations and grants (£12,193), totaling the income generated to £ 24, 222.

The total spend was £26,686 which included expenditure for Outdoor Classroom stages 1 and 2, gymnastics equipment, chrome books, reading subscriptions, espresso subscriptions, cooker and trolley expenditure including others.

The balance brought forward from 1/07/2018 was £14,312 bringing the current balance as of on 30/06/2019 to £ 11,848.

**Election of Office bearers 2019-2020**

Office bearers were elected for the academic year 2019-2020 as follows:

|  |  |
| --- | --- |
| **Post** | **Name(s)** |
| Chair | Claire Taylor |
| Vice Chair | Fiona FitzGerald |
| Treasurer | Lauren Wade |
| Secretary | Monique Blair |
| Vice Secretary | Christina Daniel |
| Grant Co-ordinator | Bruce Bain |
| Lead Fundraising Co-ordinator | Jackeline Rodriguez |
| Fundraising Co-ordinator | Alessandra Savassi |
| Ordinary Members | Alessandra Savassi, Shalaka Samant, Donna Morrisson |

**Class Representatives**

The role of the class representatives is to act as a middle man between the Parent Council and the entire Parent forum via engaging with their respective class groups.

Most classes now have a class representative(s), however the post of the class rep for P3CS and P4F remain unfilled. If anyone is interested, please contact the parent council at elrickparentforum@hotmail.com

**Head Teacher’s Report (Mrs. Drummond)**

Purpose of the Report

The purpose of the report is to update the Parent Forum on key areas at Elrick School. This will include staffing, trips and visitors, school improvements, reporting to parent opportunities for families as well as any other relevant information.

Trips and Visitors

* We have some post-graduate teaching students on placement at present placed in various classes
* Jim Robertson and the contractor on site to look at the positioning of the new equipment. The contractor has now started installation
* We have had the early years team and contractor in nursery to look at the agreed works. A schedule is being drawn up and will share with families once this has been confirmed. Our 1140 provision is due to start in August, 2019

Staffing

* We have a number of new staff at Elrick school – Miss Black and Miss Adams have started as class teachers, Mrs Scott has joined our nursery team as Early Years Lead Practitioner, currently working Thursday and Friday.
* Over the summer 2 of our P.S.As resigned from their posts – Mrs Muller and Miss Padma, we wish them all the best with their new adventures
* Miss Russell, class teacher returned to the Highlands to teach there
* Miss Rose, Early Year Lead Practitioner (Monday to Wednesday) was successful in securing a full time senior practitioner in another nursery and left us this week.
* Mr Bryant is currently covering as relief janitor 4 days per week
* Mrs Caroline Brunton, Principal teacher of early years, is now supporting Elrick nursery as part of her cluster of schools.

School Improvements

Since the last Parent Council meeting, the school community has been working on the following improvements:

* During the in-service days all school staff had their annual Child Protection and GIRFEC training. This covers how to support children with additional support needs, processes in place in school and beyond school. The Child Protection training covered the procedures for all staff to follow if they felt a child was at risk and who the relevant person is in Elrick to speak to.
* Many teaching and non- teaching staff updated their anaphylaxis training
* Staff established school improvement groups and wrote plans for what they would like to achieve this year. The groups are – emergent literacy, Digital storage and management of resources, 1+2 languages, visible thinking and play/developing young workforce.
* Staff undertook session 1 of visible thinking training, led by a class teacher who is taking responsibility for this whole school initiative
* Staff had a training session led by Westhill Cluster intervention and prevention teacher
* Staff looked at the Sustainable Development Goals and how this could link with learning opportunities across the school, led by Margaret Rule
* In a recent development meeting staff familiarised themselves with Microsoft Teams and set up a group for the class on GLOW ready for access for homework and other information. Information has been sent home today around how teams will work for each child.

Reporting to Parent Opportunities

As part of being a parent at Elrick School we try to provide a range of opportunities for you to find out about your child’s learning both as an individual and as part of their class. Recently, we have:

* Set up SEESAW and requested annual permission from all parents. Parents who have given consent have been issued with their own unique code
* Meet the teacher events for P1-7 classes, we will be asking for feedback on this change to previous years.

Please remember that if you do want to discuss anything about your child, please contact the school.

**School Improvement Plan (SIP) and priorities for 2019-2020**

The school has been reviewing plans from the last 3 years and the main themes this year will be

1. Emergent literacy
2. Feedback and reporting to parents
3. Mental health and health and well being including resilience

Across all the 3 engagements the school will try to have parental engagement.

In addition, the nursery improvement plan has also been drawn up and includes

1. Changes in the snack area
2. Plans to link with the local group support system
3. Building links between nursery and P1 and P2 settings and more engagements
4. Having stay and play sessions in Arnhall Moss

**Update on Recruitment for Head Teacher**

The post was advertised in August after the school reopened. However, there were no appropriate candidates and so the post will be reopened and advertised soon. Contingency plans are in place.

**Fundraising**

Dress Down Days – One planned for October and the other in December of this year. The date set for the October one is 4th Oct, whilst the date for the December one has not yet been set but will be on the Christmas lunch day.

Christmas Fayre – The Christmas Fayre will be held on 2nd Nov 11.00 to 1.00 pm. Classes have been invited to make some Xmas products and external stall holders have already been invited. There will be an adult entry fee £2 which includes a hot drink and mince pie and a £1 child fee. The family ticket will be £5.

Christmas Disco – The discos will be held on 18th December. The entry fee is £3 and will include a drink and snack. The timings of the disco will be

5.30 to 6.15 P1-P2

6.30 to 7.15 P3-P4

7.30 to 8.30 P5-P7

Christmas cards/ calenders – The Christmas card templates have been circulated to all the pupils and closing date of receiving all completed templates is 13th September. The school will not accept any payments at the reception, this year only online payments will be accepted.

**Funding requests**

Funding requests were made for

1. £65 for P3 football 4x4 festival registration – This request was rejected since the constitution does not support funding for a certain class, it has to benefit the entire school from P1-P7
2. £278 Annual subscription to the ‘Week’ magazine and ‘First News’ newspaper – The Parent Council agreed to fund this request.
3. The Parent council also granted funding for 5 chrome books each costing £275.

**Dates of Parent Council meeting (Until Dec 2019)**

The dates for this year’s Parent Council meetings (until end of 2019) are as follows:

4th Oct @ 1.30 pm

12th Nov @ 6.00 pm

10Th Dec @ 6.00 pm

**Other**

The school is participating in Arnhall Moss school project and is supported by TAQA. 25th Sept is the launch event and the Ranger service and Aberdeenshire Council will all be present at this event.

There has been an instance wherein there was a change to the school lunch menu (Pasta to lasagna) which caused some confusion amongst the P1’s. Mrs. Drummond clarified that this was because on the day of that school lunch, the school did not receive their order earlier in the day due to which they had to take the decision of changing the menu and assured that this was a rare instance.

**Table of Actions (Carried forward from June PC meeting, to be discussed at the Oct PC meeting)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No | Date Raised | Action | Owner | Status |
| 0618-02 | 14/06/2018 | Replacement of Trophies – contact locals business for sponsorship | Kay Grieve | In progress |
| 0618-04 | 14/06/2018 | Playground – condition of surface to be discussed with BSO and council roadsweeper to be requested | Mrs Drummond | In progress |
| 0918- 01 | 19/09/2018 | Replacement of trophies–Letter to be drafted to local company | Fiona | In progress |
| 0918-02 | 19/09/2018 | Get in touch with AFC community trust regarding fundraising | Fiona | In progress |