

# MINUTES

## DPS Parent Council

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02/02/15 18:00-20:00 | Meeting called to order by Amy Cheskin

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### In Attendance

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Parents: Amy Cheskin (Chair), Ulrika Matthews (Secretary), Laura Dargie, Jerome Boue, Lucy MacIntyre, Jim Haley, Eva Baille, and, Karen Criggie.

School representatives: Annemarie Connolly (Head Teacher), Christina Nicholson (Depute Head Teacher), and, Julie McGrinder (Depute Head Teacher).

### Apologies

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Hugh Matthews, Kate Verrall, Angela McNairn, Emily Cutts, and, Beth Bradley.

### Approval of Previous Meeting Minutes & final Request for AOB items

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Amy apologised for sending out the documents late. The meeting discussed an outline of procedures for calling a meeting, the cost of delegating the printing of meeting materials to the school, and, the time frame for distributing the calling notice. It was decided that, so they will be easily identifiable, Parent Council calling notices always will be printed on light blue paper. The Parent Council supplies the paper to the school. Calling notice and meeting documents will be sent to the school with 2 weeks notice given so that they can be printed and distributed in time.

The previous minutes ( from 24/11/14) where approved with a slight amendment that walking children to activities should read 1/2 hr not 1 hr.

#### **Actions:**

- ▲ **Ulrika** - to amend the minutes accordingly and provide a copy of the approved Parent Council minutes to the Parent Council noticeboard located outside HT office.
- ▲ **Ulrika/Amy** - to provide realm of blue paper for office
- ▲ **Julie** - To find out the printing cost per sheet of A4 paper from the office. This may need to broken down into further to say if there is any cost difference between printing 1/2/4 flyers per A4 sheet.

### Financial Report on money raised at Christmas Fayre and Tesco Bag Pack

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Amy reported that the Parent Council had received £431.05 from the Christmas Fayre and £192.85 from the Tesco bag pack. Both where joint events with the school and the money raised was split 50/50 between the Parent Council and the school.

The meeting was also informed that there will be another bag packing event in March and a ideas was exchanged on how to improve on the previous event. A list of useful feedback had

been generated over mail after the previous event (see appendix 1) that could be a good starting point for planning the March event.

The meeting also voiced their gratitude to the staff and parents who had donated their time, and money, to make the events so successful.

#### **Actions:**

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### Changes to Constitution

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Amy raised the question about what happens if there are no active office bearers. Since the previous office bearers resigned in January and the current office bearers didn't take their positions until September there is a gap of accountancy for that period.

The meeting discussed steps to take to avoid situations like these in the future.

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### General Finances

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The meeting discussed the background to the fundraising split between school and the Parent Council, the purpose of the Parent Council's funds and whether the Parent Council have any outstanding items to pay for.

During the discussion, Anne-marie raised the topic of keeping the Parent Council's finances within the school. The idea is that the Parent Council's finances are held through the school, in a separate bank account open to both the Parent Council and the school. The account will be fully accessible to the Parent Council and any withdrawals have to be approved by the Parent Council. The meeting found this an interesting idea and decided to look into the possibility of this, or similar alternatives, further. Amy will send information out to those not at the meeting.

Julie gave an estimated figure of outstanding Christmas expenditure that the Parent Council is to pay the school. And the meeting found that an "annual calendar of outlays" from the school would be very helpful in the planning of funds.

#### **Actions:**

- ^ **All** to consider current PC financial system vs alternative(s)
- ^ **Office bearers** - to contact SPTC for advice
- ^ **Julie** - to e-mail PC on outstanding Christmas amounts for approval
- ^ **Julie** - to set out a proposed Annual Financial outlay for the school (to potentially be covered by PC funds)
- ^ **Julie / Christina** - Create a funding target chart for the school
- ^ **Amy** - to discuss with PC a rota for PC presence at school events (for teas and coffees and connected with wider parent forum)

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### Action points from previous meeting

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The meeting had a brief report back on the action points issued at the previous meeting (see updated Dunard Action log for progress on individual items).

### **Parent Council AGM**

As the last AGM was held in May, the meeting felt it appropriate to have the new AGM in the same month. That means that new parents would have had a possibility to be more acquainted with the school and thus feeling a bit more confident to take part in the Parent Council.

#### **Actions:**

- ▲ **Annemarie** - to confirm a good date for AGM end of April/May (possibly adding it to an event you are already inviting parents too)

### **Dunard Facebook Group**

Annmarie advised to postpone this issue currently, as the school is changing platforms and new IT guidelines will be issued.

#### **Actions:**

- ▲ **Annemarie** - to forward new IT guidelines from GCC to PC when available

### **Composite Classes**

The meeting discussed the progress on the information of Composite Classes to go on the website.

#### **Actions:**

- ▲ **Julie** - to amend, add to and send Composite Class document to Jerome

### **Parent playground lines**

The meeting agrees that the cones had helped during pick up time. However, Annmarie raised the issue of parents presence in the school playground during drop off. Ideally, parents should just drop their children off at the gates but there seems to be issues concerning safety (the gate being unsupervised at times, leaving children open to walk out of the school grounds) and/or communication (parents not knowing that they are not to be in the school grounds). The meeting discussed possible solutions but agreed that the best is if the children is being dropped off at the gates and parents are not allowed in the school grounds during drop off time.

#### **Actions:**

- ▲ **Annemarie** - to write to all parents about new playground rules at drop-off

### **Parent noticeboard**

Ongoing, as the person in charge of handling this has been off.

### **Smoking and car idling outside school**

The posters that the pupil council has created are on their way. Julie suggested also making flyers to hand out. Jim suggested getting a sign from Glasgow City Council about car idling fines.

#### **Actions:**

- ▲ **Jim** - to phone GCC about having a car idling fine sign

- ^ **Julie** - Pupil council to create posters for school railings about smoking & car idling.

Related to this, Annmarie also informed the meeting that the school are working on "Sustainable travel" and will run a course in cycle proficiency (Bikeability) for P6 – P7 in April. The school are looking for 2 parents/careers that can volunteer 5-6 evenings for this.

**Actions:**

- ^ **All** - we need 2 parent volunteers who have 5/6 evenings available in April to initially undergo training, and then support the teaching of Cycling proficiency.

**ICT Suite**

The meeting discussed the costing for the ITC suite.

**Actions:**

- ^ **Annemarie** – To provide costings for ITC suite

**Actions not discussed due to time limitations**

- ^ **All** - BEMIS
- ^ **Annemarie** - to approve minutes from the previous meeting
- ^ **Emily** - PVG
- ^ **All** - Parent Skills Log
- ^ **All** - SPTC training

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Items raised by DPC and parent forum

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**Status of Depute Head Teacher and Principal Head Teacher**

The meeting discussed the status of the Depute Head Teacher and the Principal Head Teacher. Questions raised was;

When will the school be allocated a full time position (currently the school has one full time position and one acting)?

Is the acting Principal Teacher still in place while the 2nd DHT is in an acting position?

Annmarie advised the meeting that Glasgow City Council have not yet informed her of any decision regarding this but hope to have one before June. Annmarie will let the parent Council know when she knows.

**Communication**

Parents have raised concerns regarding a lack of homework guidelines directed to the parents. Sometimes information of what to do, when, and, for what purpose are not sent out with the homework leaving parents with little aid in helping their children with their homework. Annmarie will look into this. Annmarie also advised that parents/careers should contact the teachers directly if they have any issues and that the best way to go about this is to call the office and ask to have the teacher (or, Head Teacher, etc) call back.

**Actions:**

- ⤴ **Annemarie** - to speak to teachers again about homework instructions.

### **Website**

The meeting discussed the merits of the website and Ulrika raised the question if there is any possibility to change Gateway as website provider. Both Annmarie and Julie advised against this due to security issues and the meeting suggested working with what we got instead. The meeting was in agreement of the importance of an attractive and informative website. A very positive point with the current website is that it gets 1600 clicks a day.

### **Dunard Playground**

Annmarie advised that the funding application from Sports Scotland has been submitted. If successful, the school will use the money for a climbing frame and for surfacing the grounds. The meeting expressed their gratitude to all who had taken part in helping to get the funding application in.

### **Action:**

- ⤴ **Annemarie** - to consult with PC again when/if the funding is approved.

### **Outdoors Activities**

An issue had been raised of there not being any cover for the children in the playground if they want to play outside in the rain. Annmarie advised that there are plans to have an outdoor classroom built in the upper playground. The meeting also discussed the possibility of finding funds to build a shelter on the lower playground.

### **Library/Books**

Eva advised the meeting on setting up a library in the school. She had been in contact with Laura Hogg from the Glasgow City Council educational resource services, who has offered to help with this endeavour. However, she stressed that she could only help if the school committed to running the library (i.e. it cannot be parent run) by incorporated the library in their teaching. The meeting discussed how we could go about setting up a library and thought that it would be feasible without a large budget and not so much work. Annmarie advised that that the school would be willing to do this and the Parent Council agreed to support in the setting up of a library.

On the topic of books, the meeting was informed that some classes had been told that there were not enough core reading books. Annmarie advised that there should be enough books for all pupils with at least 11 copies per book.

### **Actions:**

- ⤴ **Annemarie** - to contact Laura Hogg re: library and arrange a date for her to visit the school. She will let notify the PC so that interested parties can also attend and support.
- ⤴ **Annemarie** - to speak to teachers and help them distribute books more evenly

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### **Next Meeting**

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The next meeting to be agreed on e-mail.

Meeting adjourned at 20:00.