



Dunard Primary School & Nursery Class

Parent Council Meeting

Monday, 9 September 2013

Present – Jerome Boue (Chair), Beth Bradley (Treasurer), Karen Criggie, Celine Woodrow, Alexandra Oliver, Lienne Brown, Annemarie Connolly

Apologies – Cheryl Lawn (Secretary), Scott Wright, Mairi Thomson, Julie McGrinder (Mat Leave)

1. Apologies for Absence, Minutes of the Previous Meeting, New PC Members

JB opened the meeting by introducing Lienne Brown who had come along for the first time, as she would like to be part of the Parent Council.

JB ran over the minutes of the previous meeting (June) circulated via e-mail by Cheryl and asked everyone to agree the contents – the Minutes were agreed with no amendments (these will now be posted on the Dunard web site).

2. Chairman's Report

JB ran through the report circulated by e-mail ahead of the meeting.

Report to be amended and re-issued after the meeting to remove the item related to the on-going discussions the school is having with a company willing to fund school improvements, as this potential investor would first require to become a formal GCC supplier.

Recruitment & Selection Training - Further to the school's original requirement to appoint a temporary Depute Head Teacher to cover for Mrs McGrinder's maternity leave, the school was instead given the option to have 3 "acting" Principal Teachers by the Education Board. A selection process run by the school is now on-going to select the 3 PTs amongst a number of candidates within the School's Teaching Staff.

AC highlighted that there had been a lot of interest/applications within the Teaching Staff and that having 3 "acting" PTs in place for the 2013-14 session was an excellent opportunity for the selected PTs to develop their skills and gain invaluable experience and for the children and Parent Forum to further develop strong relationships with the School.

Funding applications process on-going, with 2 applications to be submitted within the next couple of months – one to the Local Authority representative (to request funding to develop the Nursery area of the Infants Playground, to erect a flag pole to fly the Eco School flag and to purchase/install external notice boards on the school railings to improve the School communication to the Parent Forum and local community) and another to a 2014 Commonwealth Games related organisation for the building of a natural obstacle course on the playground).

Dunard web site, it was noted that the site could do with a few pictures of the school, of the children and their work. AC advised that until all consent forms (specific to having pictures posted on a web site) had been secured, it was not possible to post any pictures of the children/names – AC also advised that the collection of these consent forms was currently impacted by the shortage of office support (due to illness/absence).

Maryhill Road school area street signs (warning drivers of the proximity of a school area) was also discussed – no one attending the meeting has noticed that the signs were flashing during school start/end times and whether foliage had been trimmed to ensure the signs were visible. JB advised that he was waiting for Local Councillor Helen Stephens to provide a status.

Summer Fete Debrief/Lessons Learned - Tracy Boue has now collated all feedback she's received and has distributed it to the PC/Fast Fundraising group.

3. Treasurer's Report

BB provided all attendees with and ran over a handout detailing the PC bank account funds status/balance.

Accounts are still to be settled with the school as a number of open questions (eg cost of 2012-13 lets, P7 Leavers' gifts, etc.) remain unanswered by the school – issue mainly due to the absence of the office support in charge of accounts settling with the PC – AC advised that this issue should hopefully be resolved by end Sep/early Oct.

AC highlighted that the P7 Leaver's gifts funded by the PC had been very successful.

BB requested that all **future PC Meetings be scheduled and the lets booked**, to establish an accurate planning of PC funds.

BB requested agreement from the PC members to request **online/phone banking access to the PC Bank Account – for viewing purposes only** (ie not to manage/transfer funds) – all PC members were in agreement.

BB found a **GCC cheque for £450** (annual GCC funding of the PC) in the documentation handed over to her by the previous treasurer dating back a few years and therefore unlikely to be used by the PC (cheque now void due to time).

BB also found the details of an **existing BoS PC bank account**, of which she is now investigating the closure (as no longer required).

BB to create a **Balance spreadsheet** to track PC credit/debit.

4. Fast Fundraisers' Report

KC ran through the report circulated by e-mail ahead of the meeting.

All agreed that the **2012-13 fundraising events** were a **success**.

It was agreed that the following items should be incorporated to the **Lessons Learned report** and used in the planning of future events:

- The Beach Party music level (too loud for some children)
- Need for more water to be made available to all children during parties (ie not just juice)
- Better system for admittance/pick up of the children during parties (eg line ups by class)

KC advised that the next meeting to prepare for the **Halloween party** should be scheduled and held ASAP (KC/Tracy Boue to liaise with AC).

Preparations/ideas for the **Christmas event** to be discussed at the next Fast Fundraising meeting (including PSAs involvement/support).

CW submitted the idea to have a **2nd hand School Uniform stall** at the next Summer Fayre.

5. Head Teacher's Report (School Update)

Lot of activity linked to the start of the 2013-14 session on-going.

Standard & Quality report to be formalised and issued to the Parent Forum (date TBC).

AC advised that the school could do with a few “**activity packs**” to be used in the **playground** (and which the Playground Buddies could use to lead activities), as well as “**Golden Time**” activities/material – AC requested from the PC to think about submitting future funding requests for this type of materials and not just for playground improvements.

The use of **supermarket vouchers** (eg Tesco, Sainsbury's, etc.) to secure playground equipment was also discussed and will be looked into.

Additional soil/rubble is **required** to be used in the barrels for planting trees/plants – donated soil/rubble to be investigated.

6. Matters Arising:

6.1 PC Annual General Meeting

AGM date still TBC as cannot be held until PC accounts have been settled (dependant on the school ability to settle accounts with the PC Treasurer) – aiming to be held mid/end Oct.

6.2 Dinner school “sweets/cakes”

AC confirmed that these were “low sugar” sweets/cakes.

However AC advised that if the Parent Forum felt strongly against the sale of pre-packed juice through Cordia, that she could raise the issue with the education board – to be investigated with the Parent Forum.

6.3 Lidl Scotland new initiative aimed at helping to improve the **health of Scotland's children**

The fun/educational programme is structured around the Health Factor Tour bus for which AC has submitted a request to visit Dunard.

6.4 Fair Trade School Uniforms

BB requested for this item to be added to the next meeting's agenda.

7. Close and next meeting date

The date of the next meeting was not agreed at the end of the session and will be agreed offline/via e-mail.