



St Andrews Parent Council (StAPC) - Minutes of 05.10.2016

Present:

GB – Gaby Barnby (Chair); KS - Kirsty Swan (Minutes); VG – Vicky Gibson; MT - Mark Taylor (Head Teacher); MMc - Meg McFadden (Teacher Representative); AR – Anna Ritch

GB welcomed everyone to the meeting.

1. Apologies

Apologies were received from Erika Shearer, Andrew Drever, Emma Thomson, Sylvia Robertson

2. Approval of Minutes from previous meeting

Minutes of 31.08.2016 were proposed by GB and seconded by VG.

3. Matters arising from Minutes of previous meeting

• Involvement in Parents Evening

- Following discussions about what type of fundraising could be done at the Parents evenings on 11th & 12th October members agreed to hold a 'Jam Jar Jamboree' and a 'Guess the number of sweets/lollies' stall. KS agreed to do a note to parents asking for donations & helpers while GB agreed to organise the sweetie/lolly jar. KS to ask school office about raffle tickets and a float. **ACTION: KS & GB**

4. Parent Council update from Chair

GB introduced this new item for the agenda and the following information was noted regarding work undertaken by the Chair.

- Liability insurance form had been completed and returned, no response had been received from OIC to date
- A survey for the National Parent Forum for Scotland had been completed
- Ongoing involvement with the work on the schools website, Facebook page and noticeboard
- Meetings held with MT to help finalise the schools new Extra Curricular Activities policy

GB had received an invoice from the Pickaquoy Centre for the primary indoor football bookings. KS agreed to take it, check signatories and organise payment in the absence of a Treasurer.

5. After School Activities Policy update and implementation

MT stated that he was very happy these changes were taking place and thanked the Parent Council for their support and assistance.

GB provided an overview of the final documents and members agreed on the following actions.

- One note containing parent/guardian information would be given out to pupils who were attending activities that had already started. This would be a one-off occurrence because in the future the information would be issued as part of the consent form. **ACTION: KS to draft a cover slip to accompany the note.**
- The new policy document was approved for implementation with immediate effect. **ACTION: KS to forward to the school office**
- Agreement for volunteer leaders/coaches/helpers to read and sign should be forwarded to all current volunteers to review. Any comments returned to be discussed by the Parent Council but if volunteers were happy the form would be used immediately. **ACTION: KS to forward to current volunteer leaders/helpers**
ACTION: GB to forward the final versions of all the above documents to MT and KS
- KS confirmed that an enquiry had come through the school from Sarah Work (teacher) who was looking to run badminton training sessions and advised that all relevant information about the new policy and procedures had been passed on.

6. Car Park routines

GB advised that a parent had raised a query about what the routines would be to ensure the safety of children who walk to school both while the car park works were taking place and after completion. MT asked members for their thoughts on the situation and after discussions the following points were noted.

- MT to speak to I Rushbrook at OIC about road markings to ensure the safety of all pedestrians
 - Information on the new processes and a reminder about the current works would be in the October school newsletter which should be issued before the end of the week. Parents would be encouraged to follow the guidance.
 - The existing one-way traffic system would remain
 - MT had asked the OIC to reduce the size of the wide 'bumper grass area' at the top entrance to the carpark to make access easier during bus drop-off & pickup times.
 - The parallel lines directly behind the current parking spaces would be removed so vehicles could no longer be blocked in
 - The main aim of the car park works is to improve safety and an important factor in this is to stop parents/guardians from walking in between buses / vehicles with children, therefore all parents will be advised to park in the new car park
 - It was agreed that the bus lines should be re-painted, signs for parent / staff parking would be useful as well as painted footprints on the ground to show people where to walk
- The Parent Council supported the process proposed by MT.

7. Parent Council involvement in parents evening

(Agenda Items 7 & 10 were discussed together.)

GB re-capped the earlier fundraising discussions for the parents evenings and advised that she would produce a flyer to hand out to try and attract new Parent Council members.

A discussion was held around a proposal that the parent council could select key topics/themes for discussion with parents during parents evenings. GB gave the example of 'peer reviews', advising that some parents weren't aware it took place and/or didn't know what it was. Some had also expressed the view that it wasn't always a positive experience for pupils depending on the method used. GB suggested that a basic set of questions could be displayed for parents to answer in order to gauge their opinions. AR questioned whether it was appropriate for the Parent Council to be involved in this way and MT advised that if the process was carried out in order to collate parents views on aspects of the schools performance etc. then that would be ok but the Parent Council would not be involved in decision making on how teaching practices were undertaken. It was agreed that GB could draft up a simple set of questions which would assist in gathering information from parents about their understanding of the peer review process. **ACTION: GB**

Members noted that other schools have a parent guide which provides information about teaching practices within their school and an example document was viewed.

8. Fun 4s (P1-P3) and Super 5s (P4). New OYDG format.

KS provided an update on the introduction of fun football for P1 to P4 children within the new OYDG Primary Indoor football format. Members were advised that a total of 26 pupils had confirmed they were interested in taking part along with 12 parents offering to help. The Parent Council agreed to support attendance at the event as follows:

- Every pupil in P1, P2, P3 & P4 that wants to take part must complete and return a consent form to the school in advance of attending.
- **P1 to P3 pupils** should just turn up on the day to register and teams would be arranged then. Depending on the overall numbers attending this may mean mixed teams with pupils from other schools.
- No fees to be paid in advance, just pay the on the day at the event.
- Parents/Carers would be expected to stay during the P1/P2/P3 session. There would not be specific coaches for this age group and parents/carers would be asked to assist with supervision, encouraging participation and taking their child to the toilet if needed.
- **P4 pupils** should also just turn up on the day and pay the fee.

- Because the Super 5's format will have slightly more structured games as a transition into the League format, the school would try and have a 'St Andrews Primary' team(s) if numbers allow. This would be worked out on the day.
- Ideally one volunteer should be identified as 'coach' for each P4 team, who will then be assisted by parents/carers to supervise and encourage the pupils.

ACTION: KS to update parents & volunteer helpers and send out consent forms

9. Fundraising

- Parents evening as discussed previously.
- Christmas Hamper
- Raffles at Christmas shows on 13th & 14th December
- Christmas disco in Term 2, MT suggested Tues 6th or Wed 7th December
- VG agreed to contact DJ's for the disco. **ACTION: VG**

It was agreed that more Parent Council members and more general helpers were needed in order to carry out fundraising and it was hoped to resolve this ahead of the next meeting.

10. Parent Council theme for the year - Peer review (?)

Refer to agenda item 7

11. School update from Head Teacher

MT provided members with an update and the following points were noted.

- Car park update given under agenda item 6
- Arrangements for the Parents evenings on 11th & 12th October were in place
- The school had received a pack from Scholastic Books which may be a potential fundraiser for the parents evenings. Members had a brief look at the pack and said it possibly needed a bit more consideration and ideally one person to look into it and see what was involved. It was agreed that it may be too short notice to organise for the next parents evenings but could be looked at for another time.
- MT gave everyone a look at the new website on the projector screen and said it would hopefully go 'live' in the near future. Members gave positive feedback on the new layout.
- The calendar of dates/information for the school year was ready to be issued and would accompany the newsletter.

The following suggestions were put forward:

- Could the school start using Facebook event invites as a way of reminding parents etc about upcoming events at the school
- Put information on the website about the school 'snack shack' to let parents know what was on offer and what costs are
- Consider running some 'online safety' sessions for parents similar to what Neil McIntosh used to do when he was at the school.
- Add a page to the website under 'Parent Information' for updates regarding building/construction works at the school with the suggestion of 'Our Changing School – works updates' being given for the title.

12. Date of next meeting

The next Parent Council meeting will be held on Wednesday 19th November 2016 at 6:30pm in the school. It was agreed that the main focus of this meeting would be fundraising.

13. AOB

- It was noted that the Parent Council Chairs Conference was being held on Thursday 17th November
- Members asked if the Parent Council would be arranging a photographer again this year to do family photos. VG agreed to make enquiries to see if Suzanne Lee would be available again this year. **ACTION: VG**

The Chair thanked everyone for attending and the meeting closed at 8:30pm.