**St. Andrew’s Primary School**

**Parent Council Meeting**

**Thursday 4 October 2018**

**In Attendance:** Liz Laird**,** Mhairi Stewart, Helena MacLeay, Clare Black, Nikki Laing, Diane Nicholas, Caroline Loftus, Emma Tait, Darren Wylie, Hannah Jones, Audrey MacDonald, Katherine Malone, Nicola Wilson, Laura Burnett, Lesa Halliday.

**Apologies:** Joanne Hunter,Isla Hunt, Aga Biel, Eirini Theofanidou,

**Minutes of last meeting:** Minutes agreed as a true and accurate account of meeting.

**Headteacher’s report:**

**School improvement plan**

Liz confirmed that the school improvement plan is now live on the school website. A shortened version will be handed out to parents at parent’s night. Liz clarified that the stats in the report are based on expectations at the end of the school year.

**Staff update**

Mrs. Valentine’s maternity leave started earlier than planned so Mrs Mack will be covering her class until maternity cover is recruited.

**Treasurer’s report:**

Audrey reported that there is currently £1,941.36 in the bank account.

**Parish rep report:**

Helena confirmed that the children’s liturgy was back up and running but that less children were attending. She suggested that we should encourage children making the sacraments this year to come along.

**Frequency of Parent Council meetings**

There was some discussion around how often the parent council should meet going forward. All agreed that we should meet every 6-8 weeks and time the meetings around our main events throughout the year. Proposed dates for future meetings:

Thursday 15 November

Thursday 24 January

Thursday 14 March

Thursday 9 May

**Halloween party**

There was some discussion around whether the Halloween party should be held during school time or during the evening. All agreed that an evening event was the best option to allow parent helpers to support with running the games. The party will take place on the evening of Tuesday 30 October. Parent council to have a separate planning meeting for this.

**Christmas fayre**

The Christmas fayre will take place on Thursday 6 December from 6-8pm.

**Summer fayre**

Liz asked the parent council to consider whether the summer fayre should continue as profits were disappointing last year. Parents felt that this was a valuable source of income for the school and the consensus was to run a summer fayre next year. Kath suggested that we issue a questionnaire to parents to find out what parents and children want to see at the summer fayre. The date agreed for the summer fayre is Saturday 11 May.

**Action:** Kath to draft a questionnaire and circulate to parent council members for comment.

**Participatory budgeting**

Helen recapped on the presentation given at the AGM by Gillian Cousins. St. Andrews has been allocated £3,402 in response to the pupil equity fund (PEF). This money will be placed in the parent council account. Consultation and discussion is required with the pupils, staff and parents as to how this money could be used with the focus being on the reduction of the cost of the school day.

Liz confirmed that the pupil council have voted on this already and asked the Parent Council for their ideas as to how the money could be used. There were many ideas put forward including:

* Paying for all children to go to the panto.
* Contribution toward school trips.
* Snacks for break time.
* Winter boxes.
* Warm clothing.

Liz confirmed that parents will be able to vote for the ideas they would like taken forward at the upcoming parents evening.

**Parking**

Liz confirmed that parents are continuing to park in the staff car park. There have been occasions where staff have been late for work as they haven’t been able to park their car. There is also an ongoing concern about the speed that some cars are driving through the school grounds. There was some discussion around how to tackle these issues. Liz suggested that the school gate will need to be closed but needs someone to man this. Liz will contact the representative from Midlothian council who historically could help with travel/parking etc. to explore what support or advice they could provide.

**Bringing children to Parent Council meetings**

Kelly had asked the Parent council members to consider whether children could be brought to future meetings. This would allow parents to attend where they have no other childcare options. There was a discussion around how this could work. Everyone agreed that children could be brought to meetings if required. They would sit in an adjacent classroom and should bring activities to keep them occupied. Parents would be responsible for their children during the meetings.

We also discussed alternative options and agreed that we could try using conference call or skype so that parents could dial into meetings from home and participate remotely.

**Other business**

Liz confirmed that there will be an assembly held on Friday 12 October to mark the retirement of Sheila Brookes. The parent council agreed that they would like to present a gift to Sheila. Helena agreed to order theatre vouchers. Nikki agreed to present the gift to Sheila. Caroline and Diane confirmed that they could help set up the hall.

**Next meeting:** Thursday 15 November 6.30pm.