

**MERRYLEE PRIMARY SCHOOL
2015-2016 SESSION
PARENT TEACHER COUNCIL
MEETING MINUTES**

Meeting Type : Main meeting #3

Meeting Date : 7th March 2016

Meeting Venue : Merrylee Primary School

Parents Present	: Anne Lowe	AL
	Melanie Unkles	MU
	Fiona Hunter (vice-chair)	FH
	Jackie Fisher	JF
	Justin McNeil (secretary)	JM
	Elsbeth Martyn	EM
	Selwyn McCausland	MC
	Elsbeth McIntyre	EMc

Staff Present	: Colette Haddock	CH
	Anne Fishwick	AF

In Attendance : //

		Action
1.00	APOLOGIES	
1.01	Amparo Ruiz Russell Bridges Claire House (Treasurer) Carol Miller (cannot make Monday meetings) Suchita Wishart Shona Barrie Phil Goodlad (chair) Liz Mahindru Shona Barrie	
1.02	The following members were absent: Mick Cooke Sarah Metcalfe Rona Hutchison.	
1.03	It was agreed the following members could be removed from the PTC membership and circulation list as they had not attended more than two of the previous meetings or had stepped down. Steven Devine Julie Syme Humera Ashraf	
2.00	APPROVAL OF PREVIOUS MINUTES	
2.01	All confirmed as read and approved.	
3.00	MATTERS ARISING	
3.01	Re 3.03 - New notice board MU confirmed that the cost for a standard external signboard would be circa £500 with the cost of installation able to be covered by schools services (Tommy). There were no opportunities to sponsor the board or to get a local manufacturer to assist in the costs.	MU

	<p>It was agreed that the PTC and PTA would cover the cost of purchasing the signboard. The specification was agreed as pole mounted and approximately 1200mm wide in landscape format without any additional school livery and to be lockable. Location likely to be to the RHS of the entrance gate from the lane to the secondary school entrance.</p> <p>Committee agreed to proceed on this basis - MU to confirm overall final costs prior to progressing the ordering of the board.</p>	
3.02	<p>Re 3.04 - Promotional banner</p> <p>JM to progress with designs for banner</p>	JM
3.03	<p>Re 3.05 - Communication</p> <p>Website - FH to liaise with LM to ensure school website only has link to PTC website and does not carry any PTC information/news etc.</p>	FH
3.04	<p>Re 3.05 - Communication</p> <p>Ongoing problems with Glow email system. JF had suggested she could look at this but it was felt that the issues affected all schools and would need to be resolved centrally by the council.</p>	
3.05	<p>Re 3.05 - Communication</p> <p>FH has completed draft of parent's handbook and will circulate copy via email to PTC and school staff contacts for any final comments. Intention is to provide electronic copy on the PTC website with paper copies available for any parent who request one. This will be promoted during PTC parent meeting at start of term and there would be an opportunity for paper copies to be made available during this event.</p>	ALL
3.06	<p>Re 3.08 - Road safety sub-committee</p> <p>The parents survey has been completed and a copy of the results were circulated at meeting, copies have also been sent to OLA and Limetree who also took part in the survey. It was noted that Baillie Joe Docherty had attended the most recent subcommittee meeting and was keen on sending the results to the Roads department in the council and to arrange to speak with the head of Roads. There was some concern on submitting the whole document but rather a summary of the same would be better drawing out the key issues.</p> <p>The committee were also considering how to feedback results to the Parent Forum and were proposing to do this at the two parents evenings in March.</p> <p>The next stage will be to determine the potential solutions which are technically and financially feasible.</p>	road safety sub comm
3.07	<p>Re 3.09 - Lunchtime sittings</p> <p>MU confirmed that there is no lunchtime card system in place at the moment for primary schools but she had spoken with Alistair Henderson who had noted that the council were looking to start a pilot scheme in a few primary schools potentially next year. PTC to monitor this and note potential interest in the future. It was suggested we check with other primary schools to see how they are dealing with large numbers of pupils for lunches. The sandwich bar has been up and running for a week in the dining hall. It was noted that it was only cold food served at the bar. It was suggested that there may be an opportunity for parents to assist in the running of the bar in a rota system if this would help deal with the staffing levels related to pupil numbers. The whole issue will be monitored by staff and further reports can be fed back to the PTC.</p>	
3.08	<p>Re 3.10 - School club reports</p> <p>It was agreed that either a brief written or verbal report would be required at each meeting to meet the requirements of the PTC insurance cover. JF noted that this sometimes happened at the PA meeting but this needs to be changed to happen at the PTC meetings.</p>	RB
3.09	<p>Re 4.01 - Gathered Together</p> <p>A number of PTC members attended this presentation at Hillpark Secondary. One of the key issues discussed was how to engage as many parents as possible through the PTC and PA. JF noted that issues such as providing a crèche facility to deal with childcare issues was suggested - she will speak with the Care Commission to establish what would be involved with this option. Communication options were also discussed such as the use of podcasts to assist in effectively disseminating information to the parents forum and how to deal with issues where English was not the first language in the family. PTC to consider methods to address these issues in the future.</p>	JF

3.10	Re 4.03 - National Improvement Framework Information on this is on the school website for parents to view. The opportunity to comment on this has passed, the PTC will liaise with the school for future changes to the curriculum and other educational changes generally to give the opportunity to engage the parent forum on these issues.	JF
3.11	Re 4.04 - washbasin height JM produced summary report on the issue of basin heights for P1 pupils. JF will take this and speak to relevant persons to see if the recommendations can be carried out. CH confirmed that City Building had already been out to look at the issue but nothing had been done as of yet.	JF
3.12	Re 5.01 - RespectMe PG attended this presentation and has information available for anyone interested. He had noted that one of the key points in the presentation was that there still needed to be a focus on traditional playground bullying alongside online bullying.	JM
3.13	Re 6.02 - Waterlogging to side path JM tabled brief report with options to deal with this issue. JM to tie in with works to wash hand basins and will coordinate with JF.	JM
4.00	AGENDA ITEMS	
4.01	Children's Rights Committee Merrylee has achieved Rights Respecting School - Recognition of Commitment status from UNICEF. The school has a committee set up led by Mrs Smith and Miss Mellon and parents to lead this. The school will arrange a presentation to PTC on this issue. Other items discussed were: Setting up of a pupil's board within the school to allow pupils to feedback issues to the committee. The opportunity to establish a website for primary 7 pupils is being considered. It was felt that this should be linked through the PTC website rather than accessed directly within the main school website.	All
5.00	CORRESPONDENCE	
5.01	No items to report.	
6.00	AOB	
6.01	PA members JF confirmed that Donna Mason was now the new PA secretary. JF noted that the PA were actively looking for new members at present.	
6.02	Rubber crumb to pitch AL noted that there had been health concerns reported in the media on the rubber crumb material applied to the surface of the pitch. There has been no formal information released to schools on this at this stage.	
6.03	Dropping off of pupils at side gate Discussion was had on whether pupils could leave by the gate once they were dropped off. It was confirmed that the janitor is present in the playground prior to bell going although teachers would not be. It was also noted that parents generally gathered at the gate till the bell went as well and there had been no issues previously of pupils leaving the grounds of the school. The discussion also covered late arrival - generally the gates remain open for a few minutes after the bell has gone so there is still an opportunity to access by this route otherwise parents would have to go through the front entrance at the school office.	
7.00	NEXT MEETING	
7.01	25th April 2016 @ 7pm Venue: Merrylee Primary School	