

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

Meeting Type : Main meeting #2

Meeting Date : 16th November 2015

Meeting Venue : Merrylee Primary School

Parents Present	:	Amparo Ruiz	AR
		Russell Bridges	RB
		Anne Lowe	AL
		Rona Hutchison	RH
		Melanie Unkles	MU
		Fiona Hunter	FH
		Phil Goodlad	PG
		Jackie Fisher	JF
		Justin McNeil	JM
		Elspeth Martyn	EM
		Mick	

Staff Present	:	Liz Mahindru	LM
		Anne Fishwick	AF

In Attendance : //

		Actions
1.00	APOLOGIES	
1.01	Elspeth McIntyre Claire House (Treasurer) Carol Miller Suchita Wishart	
1.02	The following members were absent: Selwyn McCausland Humera Ashraf Sarah Metcalfe Shona Barrie	
2.00	APPROVAL OF PREVIOUS MINUTES	
2.01	All confirmed as read and approved.	
3.00	MATTERS ARISING	
3.01	Re 4.02 - PTC members list JM circulated current list of members of Merrylee PS PTC (copy attached).	

3.02 Re 4.05 - AGM
 FH and JF reported that the recent AGM was well attended and that the less formal approach to organising and presenting it to parents was successful.
 A number of parents had filled in their details in the volunteer contact sheets on the night but there were no new members at this stage for the PA or PTC.
 On the issue of volunteers it was noted that the rota list for helpers was issued shortly before an event and it would be useful if the list could be issued the week before. JF will look at this as part of the PA remit. She was aware of this issue but sometimes the timescales/logistics did not allow for an early issue of the rota.
 One suggestion was to focus in on the most successful events and concentrate on these as there were a substantial amount of events organised throughout the year - this may help to make the organisational element easier.

3.03 Re 4.06 - new noticeboard
 MU reported that the likely cost of the new external noticeboard would be circa £400 with an additional cost for the installation, still to be established. It was also confirmed that it would be City Building who would carry out the builders works.
 It was agreed that the board should be freestanding and not mounted on the fence to the football pitches.
 MU with the help of JM will look at the possibility of using a local signboard manufacturer who may be able to sponsor the board and help to bring the purchase cost down
 MU will also look at potential sponsorship from local businesses who could have their name displayed on the board. It was noted that the nature/type of company would have to be carefully considered within school environment.

3.04 Re 4.07 - promotional banner
 JM confirmed the cost for a pop up banner would be around £50. This would be used to promote the PTC at school events with the PTC contact details, school logo etc displayed on the banner. It was agreed that JM to produce layout proposals for board for approval prior to issuing for printing.

3.05 Re 4.08 - communication
 JF had investigated the items of PTC/PA information which were out of date on the website. She confirmed there was a doubling up of info on both the PTC and the main school website, the latter had not been updated as frequently as the former. It was agreed that a link to the PTC website only would exist on the school website and all other PTC information removed.

A discussion was had on the issue of public comments on PTC facebook, it was felt at this stage that the system of submitting comments by email prior to be displayed was best to avoid any issues of unsolicited comments. Another option for the future may be to allow public comments but these would then be checked by a moderator (one or more of the PTC members who would be alerted that there was a comment to be checked) before being displayed on page.

The school has recently started to communicate with parents using text messaging and this has proved successful so far. LM noted that they are considering the extent of information which will be communicated using this method for the future. LM also reported that they were experiencing problems with the new Glow email system and could not always trace the thread of an email when circulating to others. JF offered to have a look at this to see if there was a way of solving this issue.

FH/MU will look at developing the idea of a Parent's Handbook which would complement the existing school handbook with more specific parent focussed information. There could also be a section in the book including communication/feedback from parents to the PTC through the website/email correspondence in addition to encouraging parents to send suggestions/comments to the PTC. A PDF copy would be issued with the option of a paper copy for those requesting it.

MU/JM

JM

JF

JF
 FH/MU

3.06 Re 4.11 - parent room
LM had looked into the possibility of creating a parent's room for parents who were assisting in class rather than using the staffroom. She confirmed there was no suitable room available for this as all the rooms were used at some stage for various activities and generally the school is restricted for free space. She noted that the staff generally were keen to try and keep the staffroom as a rest space for them in between classes but there were a few instances where parents were using the staffroom as well which they didn't want to encourage. There may be an opportunity to provide a tea/coffee point in a suitable location if possible. LM stressed that they wanted to encourage parent involvement and this was appreciated by the school and pupils. She suggested that any comments/feedback from parents should be conveyed back to LM and staff to assist in improving this aspect of the school in the future for parents and teachers alike.

3.07 Re 4.12 - STEM presentation
CM to consider doing a presentation to PTC on the wider community aspects of STEM.

3.08 Re 4.13 - road safety sub committee
JF gave a brief update on current stage of the campaign. Items covered were:
Meeting with Baillie Docherty and representatives of OLA PTC who were interested in joining the campaign.

AL is attending meetings of local residents/housing association tenants who are also undertaking their own campaign on road safety for the area which would be useful to tie into.

JF noted that they were still to make contact with Lime Tree Nursery as well to include them in the discussions.

Contact has been made with Hillhead Primary who are also currently undertaking a road safety campaign and have been talking to the council on the issue. It is hoped to set up a meeting with them in the near future to discuss their experience and findings.

A questionnaire is currently being drafted for issue to all parents/staff to get their feedback on the issue. The school has offered to issue these in schoolbags if required - the sub committee are also looking at using Survey Monkey as this will automatically collate the responses but JF will have to check if there is a cost for using this service. It was agreed that a paper copy will be made available to anyone not able to complete the online survey. AL will check with local residents to see if they wish to participate with the questionnaire/fact finding process.

3.09 Re 6.03 - lunchtime sittings
LM noted that there was 3-4 lunchtime sittings to deal with the increase in numbers, particularly with the introduction of free school meals to P1-3. Although there was still problems with the overlap of sittings depending on how quickly or slowly pupils ate their lunch. There was no opportunity to use the gym hall as this was used quite often at lunchtime or there would be H+S issues with spillages etc.

Use of a card system was suggested, which is used in some schools in Glasgow including Hillpark Secondary. MU noted interest in looking into this further.

3.10 Re 6.04 - school club reports
RB confirmed he would give an update at the next PTC meeting.

4.00 **AGENDA ITEMS**

4.01 **Gathered Together Organisation**

AR discussed the above with regards to Hillpark Secondary where this was being trialled before the possibility that all schools would become involved. AR explained that initially it was focussed on looking at ways to engage ethnic minorities in school organisations but had widened its remit to look at ways to engage all parents including relevant issues such as use of Facebook, communicating successfully with parents and use of services such as Survey Monkey. She confirmed there was going to be workshops by Bemish, the organisation involved in the scheme at Hillpark and that members of Merrylee PTC were invited to attend. It was felt by all that this would be beneficial. AR to confirm the date for this and the likely numbers able to attend from the PTC.

CM

road
safety
sub.co
m.

AL

MU
RB

AR

4.02	STEM update	<p>LM gave an update on this in CM's absence.</p> <p>"Day of the Girl at Dell" - the visit this year for P7 girls was not felt to be as successful as last years event which everyone had enjoyed due to lack of time to engage in the activities and a change of speaker at the event.</p> <p>"FabLab" - this has been postponed and will be rescheduled - this is for all P7 pupils.</p> <p>LM noted that one of the pupils dad is a lecturer at Glasgow University and had expressed an interest in sharing his knowledge with the school in relation to STEM - LM will look into arranging this in the future.</p> <p>PG suggested that a visit to the BBC studios could be organised as they hold open day events and provide access to the studios within the building - he will provide the school with potential dates for any suitable event over next year.</p> <p>LM confirmed that members of staff have been receiving training in coding this year and this is going to be rolled out for all staff in the school next year. This is through Education Scotland. On this topic JF mentioned that she had been considering the idea of doing a coding program for the school as this was her area of expertise. LM was potentially interested in this - JF will have a think about the best way to arrange this and will get back to LM.</p> <p>LM alerted everyone to the upcoming science week inn the school in March 2016 and asked if PTC/parents had any ideas or suggestions for this to discuss with the school to help with the development of a programme for the week.</p>	JF
4.03	National Improvement Framework	<p>LM gave an overview of this and asked that the PTC take away the tabled documents to review and feedback comments. There was a current Survey Monkey survey which was closing on 16th November on the issue and final plans are likely to be published at the end of this year. A number of schools are undertaking trials next year (Merrylee PS is not one of them) and it will be rolled out fully in 2017.</p> <p>LM highlighted that there are a number of major changes/approaches being put forward in this and that she was keen to encourage feedback and engagement on this from the PTC and the Parent Forum.</p>	ALL
4.04	Basin heights in toilets for P1's	<p>AF had mentioned previously that some P1 pupils were having difficulty in operating the push taps and the soap dispenser due to the height. There has been some monies set aside to solve the problem but nothing has been done to date. AF confirmed that City Building had looked at it recently but she did not know what the outcome of the inspection was.</p> <p>POST MEETING NOTE:</p> <p>JM had looked into this and noted that the height of the vanity units was set at a level suited to general use toilets where adults used them as well - guidance online recommended a much lower height for toilets used by primary pupils only. JM suggested that a potentially simple way to deal with the issue was to fix some of the soap dispensers to the return walls rather than the back wall so they could be easily reached and to install angled taps with a push button top which brought the operating mechanism closer to the front of the basin. Other options of raised areas in front of the basins potentially created trip hazards. JM to issue brief report to AF on discussion and AF will await feedback from the recent inspection.</p>	All
5.00	CORRESPONDENCE	<p>PG tabled a letter from RespectMe organisation on dealing with bullying in the school. A workshop on this issue has been organised for the 20th January 2016 at a venue outwith the school. It was felt that some members may want to attend this at it sounded beneficial. PG to circulate the letter to all PTC members for their information.</p>	JM
5.01			PG
6.00	AOB	<p>Merrylee Afterschool Care is changing from being run by a voluntary committee of parents and playworkers to a private company who run similar services in the southside. The changeover is underway at moment and the new company is taking over fully in the new year. This has occurred as there was difficulty in finding new parents to join the voluntary committee to take over from members who were stepping down. At this stage the cost and staff will remain unchanged.</p>	
6.01	After School Care changes		

6.02

Waterlogged path at side entrance

The amount of mud and surface water at the side entrance (adjacent to trim trail) was discussed. PTC to consider options to tackle this problem as it was causing mud to be taken into the school and also pupils had slipped on the waterlogged soil. It was felt that the potential H+S issues with pupils slipping may give leverage to get the council to assist in implementing any solutions.

ALL

7.00

NEXT MEETING

7.01

2nd February 2016 @ 7pm

Venue: Merrylee Primary School