

**MERRYLEE PRIMARY SCHOOL
2016-2017 SESSION
PARENT COUNCIL
MEETING MINUTES**

Meeting Type : Main meeting #1

Meeting Date : 19th September 2016

Meeting Venue : Merrylee Primary School

Parents Present	:	Fiona Hunter (Vice-chair)	FH
		Claire House (Treasurer)	CH
		Justin McNeil (Secretary)	JM
		Jackie Fisher	JF
		Suchitra Wishart	SW
		Elsbeth Martyn	EM
		Phil Goodlad	PG
		Rona Hutchison	RH
		Shona Barrie	SB
		Selwyn McCausland	SM
		Melanie Unkles	MU

Staff Present	:	Caroline MacDonald (Depute Head Teacher)	CM
		Anne Fishwick (Teacher)	AF

In Attendance : //

		Action
1.00	APOLOGIES	
1.01	Liz Mahindru (Head Teacher) Humera Ashraf	
1.02	The following members were absent: All in attendance or submitted apologies.	
1.03	SB confirmed she would be stepping down from the PC. It was noted that Melissa Jacobs and Mick Cooke had expressed an interest in attending future PC meetings. SB's sister may also attend future PC meetings.	
2.00	APPROVAL OF PREVIOUS MINUTES	
2.01	All confirmed as read and approved.	
3.00	MATTERS ARISING	
3.01	Re 3.01 - New notice board External notice board will be installed over next couple of weeks once - final check on location of services to done prior to installing.	
3.02	Re 3.02 - Promotional banner Design has been updated to address comments from PC on draft version - final version to be worked up prior to issuing for printing.	JM
3.03	Re 3.04 - School communication There are still ongoing issues with the glow email but it was agreed that this was a city wide issue and needs to be addressed at council level. It was noted that texting information to parents has been successful to date.	

3.04	<p>Re 3.06 - Road safety sub-committee</p> <p>Summary report on results of road safety survey has been drafted and circulated to sub-committee. Final draft will be issued to PC prior to uploading to website. Further views on aspects of the findings will be sought during the parents' evenings. It was confirmed that the incident logging email is live and PC will promote this to parents so they are aware that this is up and running. Brief update will be presented at PC/PA AGM. It was noted that the upcoming local elections next year would perhaps present an opportunity to lobby for improvements to road safety outside the school.</p>	road safety sub comm	
3.05	<p>Re 4.01 - Cost of School Day</p> <p>JF attended the recent C.O.S.D workshop organised by the council. Some events were discussed which the PA are looking to trial such as uniform and book swap events and also looking to keep ticket prices for paid events as low as possible. There has already been a uniform swap event held during the week which a small number of parents took advantage of. There was some concern on the amount of lost property which can substantially accrue over a couple of weeks. Very few parents reclaim items even when they are displayed at the school entrance. In order to control this it has been suggested that we look at the option of dropping off the clothes at local charity shops once a certain period of time has elapsed. To be investigated.</p>		ALL
3.06	<p>Re 5.01 - GPCF budget report</p> <p>Completed, no further items to report.</p>		
3.07	<p>Re 7.00 - Lunch sittings</p> <p>Issue being monitored, no further items to report.</p>		
4.00	AGENDA ITEMS		
4.01	<p>Confirmation of Parent Council roles for this academic year</p> <p>It was proposed and accepted that the following members continue in current roles. This will be the second year these have been held by each person. Chair - Fiona Hunter (FH was originally vice chair along with PG last year) Secretary - Justin McNeil Treasurer - Claire House PG has stood down from chair role. It was agreed that the secretarial role would be split with minute taking as one role and the administrative aspect the other which will be covered by JM, similar to PA set up. PC member to be confirmed for former role.</p>	ALL	
4.02	<p>AGM arrangements</p> <p>Flyer to be sent out in school bags with tear off slip to confirm attendance. This will be backed up by posting on school and PC website and a text to parents. It was agreed that last years more informal approach to the AGM was successful and this will be done again this year. PA and PC representatives will present a PowerPoint with information for parents on past and upcoming year. There will also be a sheet for parents to register an interest in helping with the Parent Association and/or Council.</p>		ALL
4.03	<p>Pathway improvement works to side of school</p> <p>Council has looked at the issue on site but no works have commenced yet - JF will chase this up.</p>	JF	

4.04	Merrylee homework consultation	<p>A discussion was had on the issue of homework within the school and the opportunity to involve parents in the development of the homework policy in the school. This was informed from recent studies into the effectiveness (and amount) of homework and giving pupils time in the evening to undertake other activities to broaden their learning. It was noted that the issue of homework was school specific and could differ between schools so there was an opportunity to create a homework policy which took on board the views of Merrylee parents.</p> <p>To this end it was agreed that the best approach would be to start with a small focus group consisting of teachers, pupils and parents. It was further agreed that an email questionnaire would be issued asking parents to register an interest in being part of this focus group and answering a couple of basic questions on their views on homework. This would ensure a broad cross section of views within the group.</p> <p>Following this the findings of this group would then be circulated around the Parent Forum (all parents and carers with children in the school) to allow a wider discussion on the specific issues.</p>	ALL
4.05	National Parent Forum of Scotland online survey	FH noted she would fill in the questionnaire on behalf of Merrylee PC.	FH
4.06	Breakfast Club and School Meal figures from Glasgow Parent Council Forum	It was agreed that the format of the report did not lend itself to posting on website and it was agreed that no further action was necessary.	
4.07	Cost of School Day Workshop	Upcoming workshop which would be useful for a member of PC to attend if possible.	
4.08	Additional Support for Learning Conference	Info to be posted on noticeboard for parents information.	
5.00	CORRESPONDENCE		
5.01	No items to report.		
6.00	TREASURER'S REPORT		
6.01	CH noted that the fund for 2016/17 academic year has been received, this amounts to £400. There was a very small balance (circa £16) from last year which will be carried forward into new balance.		
7.00	SCHOOL CLUBS REPORT		
7.01	<p>CH agreed to present the report for each PC meeting on the school clubs and will contact each club prior to meeting for an update to add to report. MU will forward club contact details to CH for this purpose.</p> <p>JF will put the relevant information on the PC website for this item.</p>	MU	JF
8.00	AOB		
8.01	School Improvement Plan priorities	<p>CM explained the three main areas of the S.I.P.</p> <ol style="list-style-type: none"> 1. Health and Wellbeing Looking at building resilience for later life, both mentally and physically. Up-skilling staff in new approaches - such as Mindfulness being used for P7 pupils. 2. Raising attainment in reading Engaging with Learning Community (links with Hillpark Secondary), improving resources and looking at useful ways to carry out assessments and effective methods of teaching. 3. Raising attainment in mathematics Staff involved in looking at new research in this area. <p>A summary of the main priorities will be posted on the school website with a breakdown of the key tasks and the checks/assessments which will be carried out to monitor the effectiveness of each.</p>	school
8.02	National Improvement Framework	<p>CM confirmed there had been pilot tests carried out at the school but was not sure what the end result of this would be. The individual results are not made available but a general grading is given to the school. There may be a further opportunity to feedback the school and Parent Forums' views on this in the future. It was felt that the results potentially could be used to target the new Scottish Attainment challenge which is looking to focus additional funds to primary schools in deprived council areas.</p>	

9.00 NEXT MEETING

9.01 21st November 2016 @ 7pm

Venue: Merrylee Primary School

