**Minutes of Merrylee Primary Parent Council Meeting**

**Monday 19th November at 7pm**

**Conference Room, Merrylee Primary**

**PARENTS PRESENT:**  
Fiona Hunter - PC Chair FH   
Sharyl Boyce – Treasurer SB   
Stephen Bishop SW   
Rubina Khan RK   
Jackie Clark (PA Chair) JC   
Rawa Alayyan RA   
Humera Ashraf HA   
Sarah Kingwell (PA Treasurer) SK  
Phil Goodlad PG  
Elspeth McNeill EM

**STAFF PRESENT:**   
Colette Haddock CH   
Catriona Kirk CK

**APOLOGIES:**   
Cara Wightman, Melanie Unkles, Bilal Anwar

**ACTIONS FROM MEETING ON 27TH AUG:**- New road safety banner printed and displayed out the front of school

* Ice cream van still parking across from school at end of day at points where cars shouldn’t be parked/on double yellow lines and where it is unsafe for children to cross. Parents should contact the police 101 number to report. School shouldn’t have to come out and deal with these issues or parents causing parking issues. CH to communicate to parents through SeeSaw to highlight parking problems.
* SeeSaw - 100% of parents have accessed this tool. Not yet tracked who is not regularly using it.
* School meals - 10p refund issue from last term. No adequate response received or reimbursement. FH to chase this up.

Minutes proposed as accurate by PG for 27th Aug.

**ACTIONS FROM MEETING ON 1ST OCT:**- Prep for AGM - done

feedback on AGM - warm, welcoming, would have been nice to have more parents

- All other items on tonight’s agenda

Minutes proposed as accurate by HA for 1st Oct.

**CHARITABLE STATUS:**Sarah presented info to committee that had been distributed in advance by email concerning charitable status. Committee agreed that we would leave things as it just now as no pressing need to setup as a SCIO. It would be worthwhile looking to see what other PC’s views are with GCC. It was agreed that it would be quite an ask for the treasurer along with existing role. Sarah proposed that we would need to create a new role of Charitable Convener if we choose to pursue.

**PARENT PAY:**In the last two months the school have paid £125 in charges/fees to ParentPay. Disappointing that it is not free as had been previously explained to us before taking on trial. It looks like there will be approximately £300 in charges/fees after residential have been paid. This means that there is a shortfall on the overall sum needed to cover the residential. To make up the difference, the school will either need to tap into their budget or use fundraised money to cover the transactions fees. The free trial is for 1 year until the end of June 2019. CH to contact Mandy Running for clarity over the charges/fees and if there will be an annual/monthly payment to use ParentPay after the free trial has ended. There is no need to inform parents about the charges as all trips, etc are subsidised anyway but we will look to incorporate the fee/charge into the trip cost i.e. 6p on every £5.

**GDPR:**- FH felt that GCC privacy statement to parents is not clear. Committee agreed that this should not be amended though as it comes directly from GCC. All parents should be made aware of this statement. JC to put this on the PC website.

* Email lists should be BCC’d but for the workings of the PC we are happy for our emails to be shared amongst committee members.
* Traffic Incidents - JC storing incident details on a spreadsheet. Email response should go out to those contacting our incident email to say we will be storing info regarding incident including their details as long as its relevant.
* FH stated that everyone should be careful with other people’s data and always think about if we are handling it responsibly to keep ourselves right.

**HMIE SURVEY:**GCC Education Services Department is being inspected by HMIE. There is an online survey which PC members can complete to rate their service/feedback. Completion deadline is 21st November using following link - **<https://forms.education.gov.scot/s/67JG6/>**

**UNIFORM/LOST PROPERTY:**School lost property team are still working with Apparel Exchange to collect items that have not been claimed. Items shouldn’t go out to other organisations for money. We should pass clothing onto our parents, Apparel Exchange or RagBag, which the school benefits from. RK feedback that some parents not happy that named items on lost property rail for people to come and take following text from school. HA monitoring lost property situation.

**RECRUITMENT:**- FH welcomed CK as new school depute.

* Feedback was that parents don’t know staff as a whole, only their child’s teacher. Photos of staff to be made available - CH to action.
* Principal teachers role just been advertised. Interviews will take place just before Xmas.
* There will be 2 new support for learning staff recruited with money from the PEF budget.
* Mrs Scott is going on maternity leave at the end of the month - not sure if position will be filled as they currently have an extra teacher.

**ONLINE ACCESSIBILITY/SUPPORT:**Feedback from Parent to PC email - School/PC should be mindful of parents who are not using the online tools available to them, such as SeeSaw and ParentPay, due to affordability. Linking to the Cost of the School Day, there maybe families in our community on lower income/universal credit who might not be able to afford equipment to access these tools. We should look to provide ways to support our families and provide alternative means to allow, for example, parents to pay for things that doesn’t involve them having to have their own iPad,laptop, broadband connection, etc.

**NOTICEBOARDS/POSTERS:**Linking to accessing information online and how this may present problems for families, we should make minutes, meeting notifications, training, etc available on our school noticeboards. HA to action and make information available to parents.

**TRAFFIC/PARKING:**- Feedback from Parents Consultations was that parking was a nightmare. Residents also complaining publicly on Facebook groups.

- CH to meet with new head of OLA to discuss calendar of events, etc to sort out a timetable so things don’t clash and exacerbate the issue.

* Parents have to phone police 101 if there are issues.
* CH to send a message to parents to let them know of a recent incident where a parent was hit by a car at drop off.

**CORRESPONDENCE:**No correspondence.

**PC BANK ACCOUNT:**£359.60 currently in PC bank account.

**PARENTS ASSOCIATION UPDATE:**Committee all good and pushing forward with our calendar of events.

**AOB:  
SCHOOL LIBRAR**Y  
How can we help with stocking the school library - what literature is needed?  
- Novels and reading material for boys  
- CH to feedback on how PC/parents can help

**DATE OF NEXT MEETING:**Monday 4th February 2019