

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

Meeting Type	: Main meeting #3 Rev. A	
Meeting Date	: 20th February 2017	
Meeting Venue	: Merrylee Primary School	
Parents Present	: Fiona Hunter (Chair)	FH
	Claire House (Treasurer)	CH
	Justin McNeil (Secretary)	JM
	Jackie Clark	JC
	Melanie Unkles	MU
	Sharyl Brown	SB
	Rubina Khan	RK
Staff Present	: Liz Mahindru (Head Teacher)	LM
In Attendance	:	

		Action
1.00	APOLOGIES	
1.01	Selwyn McCausland Phil Goodlad Elspeth Martyn Rona Hutchison Suchitra Wishart Lindsay McNeil Anne Fishwick	
1.02	It was confirmed that Sarah Kingwell will continue as a member of the PA rather than PC so will not be attending any future PC meetings.	
2.00	APPROVAL OF PREVIOUS MINUTES	
2.01	All confirmed as read and approved.	
3.00	MATTERS ARISING	
3.01	Re 3.02 Promotional banner Final design for banner approved. JM to organise for this to be printed. It was confirmed that this would be in the region of £50 to get this done.	JM
3.02	Re 3.03 School communication LM confirmed there were still issues with the glow email system. JF suggested that they could consider using use Google Calendar to solve some issues where it is non-sensitive data. LM/JF to investigate this option.	LM/JF
3.03	Re 3.04 Road Safety Sub-Committee JF provided update. 1. Edinburgh pilot scheme to introducing temporary restrictions to roads outside school at drop off and pick up times has had limited success and has now been stopped. Feedback from local councillors suggest that this type of approach would not be encouraged for our solution to the traffic issues. 2. Incident reporting posters are now posted on notice boards and there are flyers available for any parent events in the school. It was agreed that this should be well promoted in the school	SubC omm

- so all parents are aware of this should any traffic incidents occur.
3. OLA have been approached to feedback any issues they are having with road safety.
 4. Baillie Docherty has agreed to approach the local residents and discuss the findings of the road safety survey with them to ensure a coordinated approach.
 5. Placing smaller road safety posters around the school on street furniture has been rejected by the council but using the school perimeter fence is acceptable. Subcommittee to work up an idea for large scale robust posters to be located at key locations.
 6. Consideration to be given to involving school pupils in getting the message across through age specific projects (posters for lower school, videos/blogs for upper school). Issues to be raised with Pupils Voice magazine pupil committee.
 7. JF has received a Parent's Pledge pack which provides information and flyers/stickers to hand out which encourages parents to "sign up" to be more considerate when dropping children off at school.
 8. It was noted that there is a new community policeman for the area so he is to be approached about methods to make the roads around the school safer.
 9. PC parent's handbook with information on making the roads safer around the school and suggestions for best areas to park if using a car. This is to be incorporated into P1 introduction evening PowerPoint as well.
 10. Incident poster and flyers to be provided for the upcoming parent's evenings.

3.04	<p>Re 3.05 Cost of School Day JF to email around information she has on CoSD workshop presentations she has attended.</p>	JF
3.05	<p>Re 3.09 Homework consultation Date and arrangements for consultation event still to be organised.</p>	LM
3.06	<p>Re 3.11 School Improvement Plan Priorities Information on this is displayed on school website</p>	
3.07	<p>Re 8.01 Information distributed through school bags No further issues reported.</p>	
3.08	<p>Re 8.03 Website photographs Some profile photographs to be forwarded to Jackie to go up on PC website.</p>	All
4.00	AGENDA ITEMS	
4.01	<p>Equity Fund LM updated the PC on the newly introduced Equity Fund following a recent headteacher's meeting. Key aspects were: Every primary school in Glasgow will receive £1200 for each pupil in who is entitled to free school meals. This means that each school will receive greatly differing amounts - Merrylee will receive circa £82,000. Schools are free to spend the money on what they feel will benefit its pupils and can include hiring new staff. LM also felt that Merrylee's School Improvement Plan goals of Health & Wellbeing (mindfulness, resilience etc); Attainment (literacy, numeracy etc); Wider Achievements (strength, resilience, interests etc); Family & Community (parental perceptions, values, involvement etc) would benefit from these additional funds. LM will be attending an Attainment Group meeting with other local primary schools to share ideas and approaches. LM was also investigating the mechanism for employing another teacher or care worker under this system but needed to establish how this process would work under the fund remit and if it would be beneficial for the school. Following this she will liaise with PC/Parent Forum on the most beneficial way forward. LM to formally submit the bid to secure the funds in the meantime.</p>	LM/All

4.02	School lunch choice There has been some questions on whether the parents can request a wider choice of food for school lunches, it was noted that Cordia operate within a reasonably tight budget and the menu is city wide and not specific to individual schools but it was felt that they could be approached to get a response from them on the limitations imposed by their budget and what, if anything, could be done to introduce other options into the menu. PC to post email for parents to use to contact Cordia on this issue direct rather than through the PC itself.	JF
5.00	CORRESPONDENCE	
5.01	Incident logging JM noted there was one email recently to the newly set up incident reporting email	
5.02	External meetings JM confirmed he was going to the Scottish Parent Teacher Council AGM presentation on March 23rd. He noted tickets were free but had to be booked through EventBrite. He also noted that there is the Glasgow Parent Council meeting on 10th March at City Chambers.	
6.00	TREASURER'S REPORT	
6.01	CH confirmed the current bank balance was £357.	
7.00	SCHOOL CLUBS REPORT	
7.01	CH will collate report for the next meeting from all the school clubs. It was confirmed that new 7-side goals have been purchased by the school and will be installed soon.	
8.00	AOB	
8.01	New cycle rack JF confirmed that a new covered cycle rack is being installed after Easter holidays.	
8.02	Lost property It was noted again that the amount of lost property gathering at the school entrance was substantial, notwithstanding there had been a recent clear out. It was agreed that in the first instance a set of clear storage tubs would be purchased to try and keep the area tidy and make it easier for people to find items. It was also agreed that there would need to be a more ruthless policy for lost property as the mountain of clothing posed both a health and fire hazard. Parents to be notified of the new policy which will temporarily hold clothing for a short period of time, circa 2 weeks and then bundles of clothing will be taken to local charity shops.	All
8.03	Question on safety of rubber crumb covering to all weather pitch FH contacted GCC on this issue. Head of Estates, David McEwan, provided information on the subject confirming that current scientific research had not shown any health issues associated with the pitches. A copy of this information will be posted on the PC website. RK said she will contact the authorities separately on this. Parents will be able to contact the authorities direct for further information.	JF/RK
8.04	Pupil supervision during breaks A question was asked on the policy for supervision of pupils during break after an incident when a pupil was hurt after being hit with a football and was not sure where to get assistance. LM confirmed that staff are out in the play areas and wear high-vis yellow jackets. Further to this the pitch area is divided up in to zones for P1-3; P4-5 and P6-7.	
8.05	Display stands PC to consider purchasing new display stands for preventing information at school events as the school tended to use their own ones for their own displays. There have been a few times recently where the PC had wanted to display posters/information at parent events.	All
9.00	Date of next meeting 24 th April 2017 @ 7pm Venue: Merrylee Primary School	