

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

**Meeting Type** : Main meeting #2

**Meeting Date** : 21 November 2016

**Meeting Venue** : Merrylee Primary School

|                        |                             |           |
|------------------------|-----------------------------|-----------|
| <b>Parents Present</b> | : Fiona Hunter (Vice-chair) | <b>FH</b> |
|                        | Claire House (Treasurer)    | <b>CH</b> |
|                        | Justin McNeil (Secretary)   | <b>JM</b> |
|                        | Jackie Clark                | <b>JC</b> |
|                        | Suchitra Wishart            | <b>SW</b> |
|                        | Melanie Unkles              | <b>MU</b> |
|                        | Lindsay McNeil              | <b>LM</b> |
|                        | Sharyl Brown                | <b>SB</b> |
|                        | Sarah Kingwell              | <b>SK</b> |

**Staff Present** : Caroline MacDonald (Depute Head Teacher) -----

**In Attendance** (part of meeting) : Councillor Baillie Josephine Docherty

|             |   | <b>Action</b> |
|-------------|---|---------------|
| <b>1.00</b> | <b>APOLOGIES</b>  |               |
| 1.01        | Liz Mahindru (Head Teacher)<br>Selwyn McCausland<br>Phil Goodlad<br>Elspeth Martyn<br>Rona Hutchison<br>Anne Fishwick   |               |
| <b>2.00</b> | <b>APPROVAL OF PREVIOUS MINUTES</b>   |               |
| 2.01        | All confirmed as read and approved.   |               |
| <b>3.00</b> | <b>MATTERS ARISING</b>  |               |
| 3.01        | Re 3.01 <b>New notice board</b><br>This has now been installed at the entrance to the rear of school, by Tommy and Michael. Small gifts were purchased for them as a thank you from the PC. The new notice board is intended to inform the wider parent body of PC news and PA events. PC members thought it was more visible to wider school than noticeboard at front entrance to school. It will be updated by <b>Gail ?</b> .   |               |
| 3.02        | Re 3.02 <b>Promotional banner</b><br>The final draft of the banner was presented to the PC. Some other amendments suggested: <ul style="list-style-type: none"> <li>• A reference to website to be inserted for continuity</li> <li>• Merrylee PC and PA to be written in full</li> <li>• Envelope and mouse icons to be used for references to email address and website</li> </ul> The amended final draft will be emailed to PC members, as soon as ready, for final sign-off. | <b>JM</b>     |
| 3.03        | Re 3.03 <b>School communication</b><br>The situation with regards email communication from school to wider parent body has not changed. On a more positive note, PC members felt use of texting for upcoming events at school has been very successful to date.   |               |

3.04 **Re 3.04 Road Safety Sub-Committee**

The findings of the electronic survey, sent out to parents earlier this year, were displayed at Parents Information evening in October. It was acknowledged by the PC that some options have been exhausted, e.g. speed bumps, introduction of restricted parking times (such as those used in the Edinburgh pilot, the outcome of which is not yet known).

There are several approaches which the school can take forward for example:

- Messaging and education of parents
- Idea of 'walking Wednesday'
- Distribute Incident cards at parents' evening
- Possibly putting up signs in areas where incidents have taken place
- The Pupil Voice will be approached for its ideas
- A Road Safety Strategy will eventually be published on the school website
- A request for information for parking charges around the schools has been submitted to the Council to assess whether they have been an effective deterrent
- CH shared an 'Environmental Change options paper which identified road safety issues and possible solutions.

Councillor Baillie Josephine Docherty joined the meeting. She provided the PC with an update on progress with resolving road safety issues:

- A request for information has gone to Council
- Railings have been installed outside Merrylee and OLA schools
- It's been agreed that the area's Traffic Engineer (once in post) can come out to meet PC reps to discuss potential options for improved traffic management and safety round the schools.
- Councillor Baillie Josephine Docherty advised that a synopsis of the traffic survey findings be prepared in advance to help inform meeting with Traffic Engineer.

Next steps for the PC:

- Push on with education approach to improving road safety
- Road Safety Sub Committee to meet with Traffic Engineer.

PC  
JC &  
Road  
Safety  
Sub  
Comm

3.05 **Re 3.05 Cost of School Day**

This is an ongoing agenda item which will be discussed when required. The high volume of lost property continues to be a major concern for the school. A number of actions have been taken in an attempt to reduce the amount of lost property but they have had little impact. The issue will be raised with the Pupil Voice group to see what ideas they come up with.

School

3.06 **Re. 4.01 Confirmation of Parent Council roles for this academic year**

These were confirmed as:

Chair - Fiona Hunter

Secretary - Justin McNeil

Treasurer - Claire House

Minute Taker – Suchitra Wishart

3.07 **Re. 4.02 AGM arrangements**

These are to be considered in the future.

3.08 **Re. 4.03 Pathway improvement works to side of school**

These cost £6.5k in total. JC and JM thanked for their efforts in actioning the works which have made walking along the side of the school much easier.

3.09 **Re. 4.04 Merrylee homework consultation**

A healthy number of parents have offered to become involved in the Consultation Group. CM requested that a member of the PC be also involved in this Group; FH expressed an interest in participating and it was agreed that she represent the PC on the Group. Given the potential pool of volunteers, CM said it was important to ensure the Group is widely represented in terms of views on homework and the child's stage at school. The school is ready to go with forming the Group but it will need to consult on the best time/dates for the Group to meet. The consultation will also involve pupil representation.

CM

|             |   |        |
|-------------|---|--------|
| 3.10        | Re. 4.05 <b>National Parent Forum of Scotland online survey</b><br>FH completed this questionnaire on behalf of Merrylee PC.  |        |
| 3.11        | Re. 8.01 <b>School Improvement Plan Priorities</b><br>CM to check if this had been put on website.  | CM     |
| 3.12        | Re. 8.02 <b>National Improvement Framework</b><br>The deadline for feedback is 6 January. It's an online survey. It was agreed the link would be texted to parents. JM to send details to Office for texting/distribution.  | JM     |
| <b>4.00</b> | <b>AGENDA ITEMS</b><br>Include All Weather Pitch as a future agenda item.   |        |
| <b>5.00</b> | <b>CORRESPONDENCE</b>   |        |
| 5.01        | SPTC AGM is on 23 March 2017.   |        |
| <b>6.00</b> | <b>TREASURER'S REPORT</b>   |        |
| 6.01        | CH provided a summary as follows: <ul style="list-style-type: none"> <li>• £72.63 has been spent</li> <li>• £13.99 is to be banked</li> <li>• Fund have been set aside to cover the cost of the promotional banner (circa £60)</li> </ul>   |        |
| <b>7.00</b> | <b>SCHOOL CLUBS REPORT</b> (brief report appended to minutes)   |        |
| 7.01        | CH provided a summary on the various school clubs running 2016-17: <ul style="list-style-type: none"> <li>• Camera Club – two shorter clubs running for P5s along with sessions for P6 pupils. A joint exhibition is planned for January.</li> <li>• Football – attendance at this club is very good averaging 30 per week. P1s and P2s coming on well but what has been particularly great to see is the number of upper years still playing (in the past, numbers have usually dropped off). Parent support remains strong.</li> <li>• P6 &amp; P7 Running Club – the club was able to accept 45 applications to join thanks to new staff support almost doubling numbers from previous year. Off to a good start with some runners winning and placing highly at a Glasgow event.</li> <li>• Badminton – its not been possible to get an update on Badminton Club possibly down to having the wrong email address for leader. This will be followed up.</li> </ul> General comments during discussion on Clubs: <ul style="list-style-type: none"> <li>• PVGs are up to date for all parent volunteers</li> <li>• One potential new club – Arabic</li> <li>• Concern expressed for children who didn't get into clubs due to demand; CM explained that a spreadsheet records demand for the various clubs with the intention of , as far as possible, ensuring all children wishing to participate get a chance to join the club of their choice.</li> </ul> |        |
| <b>8.00</b> | <b>AOB</b>  |        |
| 8.01        | <b>Information distributed by school through school bags</b><br>CM explained there had been a recent incident where a parent objected to a particular flier being sent home via their child's school bag. She asked for PC's thoughts/views on what information should be distributed by this method. PC members were comfortable with the rationale provided by the school and thought it would be useful for this to published on the website and school handbook for parents.  | School |
| 8.02        | <b>Registrations</b><br>The number of registrations is looking very healthy; the numbers are not decreasing.  |        |
| 8.03        | <b>Update on PA</b><br>Everything going well for PA; it has 2 new members and Sarah Kingwell has been put forward for Treasurer role. £2,000 is in bank and the PA is looking to see how it can best support school.  |        |
|             | Also, PC member profile shots to be sent to JC for the school website.  | All    |

**9.00 DATE of NEXT MEETING**  
9.01 20 February 2017 @ 7pm  
Venue: Merrylee Primary School



## **Clubs update 21 November 2016**

### **Camera Club (Claire)**

This term two shorter clubs have been held to involve P5 students. Group numbers are low so 1-1 editing support is achievable. 6x P6 students completed sessions focussing on composition techniques and simple editing, producing some impressive edited photos. 6xP5 students began camera club on 7 November and will continue until 19 December. Joint exhibition showcasing photos planned for January.

### **Saturday morning football (Paul)**

Saturday football has been going very well. We're averaging around 30 kids a week (although winter is coming). We've successfully taken the P1s outside this year. In previous years they've been inside in the gym hall for the majority of the year to let them get used to things. they've really enjoyed it and have been helped along by a very supportive coaching trio.

P2s are also coming along nicely and the skills are developing (as are their lungs!!) Numbers here have remained consistent from last year, which is encouraging.

What's been really good is the pupils from the upper years and there's been a good group of 14 or so each week. Traditionally this is where the numbers have dropped off as other interests take hold, or that they move on to Stamperland and other league teams.

It's generally going very well and we've had lots of parent support this year, which we are thankful for,.

No special events, but we'll be running a beat the goalie, as usual, as the Christmas Fayre.

### **P6 & 7 Running Club - Thursday after school (Helen)**

We had a great response from pupils wanting to join the Running Club - 45 applications in all. And thanks to new support from school staff, the regular volunteers were able to accept them all, almost doubling numbers from last year.

We're off to a flying start with some of our athletes already representing the school, and winning, at a Glasgow event. The whole group really seem to have a positive attitude and are determined to enjoy sport and fitness.

Sessions are designed to improve the children's technique, coordination, strength and speed. Over the coming months, time trials at a variety of distances will let them set goals and measure their progress.

Ours is an 'outside in every weather' club so each week's warm up, drills, running and games will be keeping the children fired up through the coming winter.

If any parents would like more information, then please be in touch via the office.