

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

**Meeting Type** : Main meeting #4

**Meeting Date** : 23rd May 2016

**Meeting Venue** : Merrylee Primary School

**Parents Present** : Fiona Hunter (vice-chair) **FH**  
 Claire House **CH**  
 Justin McNeil (secretary) **JM**  
 Jackie Fisher **JF**  
 Suchita Wishart **SW**  
 Elspeth McIntyre **EMc**  
 Humera Ashraf **HA**  
 Amparo Ruiz **AR**  
 Shona Barrie **SB**

**Staff Present** : Liz Mahindru **LM**  
 Anne Fishwick **AF**

**In Attendance** : //

		Action
<b>1.00</b>	<b>APOLOGIES</b>	
1.01	Phil Goodlad (chair) Anne Lowe Selwyn McCausland Elspeth Martyn Melanie Unkles	
1.02	The following members were absent: Rona Hutchison	
1.03	It was agreed the following members could be removed from the PTC membership and circulation list as they had not attended more than two of the previous meetings or had stepped down. Mick Cooke Sarah Metcalfe Stephen Devine	
1.04	The following members have confirmed they are stepping down from the Council: Russell Bridges Amparo Ruiz Elspeth McIntyre	
<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 - New notice board External notice board has been ordered, final location at side entrance to be determined to avoid any ground services. If possible this would happen prior to summer holidays.	<b>MU</b>
3.02	Re 3.02 - Promotional banner JM tabled draft design for banner for comment. Everyone was happy with visuals and comments were on simplifying text and emphasising PC and PA involvement. JM and JF to progress the design on this basis and have it ready for new term.	<b>JM</b>

- 3.03 Re 3.03 - Communication  
FH confirmed that all Parent Council information has been removed from the school website other than link to its website.
- 3.04 Re 3.04 - School communication  
JF offered to look at school email web account/GLOW system to check if there was an issue with the settings causing problems with emailing. LM noted other schools had similar problems as well so it was likely to be an issue which needs to be dealt with by the council IT department.
- 3.05 Re 3.05 - Parent's handbook  
FH confirmed this is now finished and on the PC website.
- 3.06 Re 3.06 - Road safety sub-committee  
Final summary of results to be collated and made available to parents at start of new term. Baillie Docherty to be forwarded a copy of this to approach the council Roads department to discuss possible traffic engineering solutions.  
It was noted that there was also potential ongoing issues with parents parking in Newlands tennis club car park. The club had complained previously and it was felt that it would arise again in the future.  
JF confirmed that the PC had set up a traffic incident reporting email address to allow parents to report any traffic incidents and for a record of these to be kept. This would be important for discussion with the council on solutions as this would provide an accurate picture of the scale and type of incident.
- 3.07 Re 3.08 - School club reports  
It was confirmed that RB was stepping down from the PC, LM has offered to provide the short update reports on the school clubs for future meetings.
- 3.08 Re 3.11 - Washbasin height  
LM confirmed that the education department had now installed new taps and relocated to soap dispensers as suggested by PC to improve the reach for P1's.
- 3.09 Re 3.13 - Waterlogging to side path  
LM confirmed that the education department had visited the school to look at the side path and are proposing to carry out improvement works to widen the access path and deal with the water ponding issue.
- 3.10 Re 4.01 - Children's Rights Committee  
Mrs Smith and Miss Mellon gave a PowerPoint presentation to the PC to update them on the CRC and their progress towards achieving Level 1 status. Some members of the PC and PA sit on the committee already. PC offered to provide any support to the CRC as and when required. Discussion was had on the possibility of setting up feedback between the pupil's board (which has pupil representatives from each year) and PC to allow opportunity to address issues identified by the pupils.
- 3.11 4.01 - Cost of School Day  
JF was not able to make recent presentation on this but had had a chance to look into it. She listed examples of activities by other schools to help reduce school costs to parents such as book swaps, tie recycling etc. JF will circulate a PC Toolkit to everyone with guidance on ways to look at controlling school costs for families.  
JF suggested that we look into holding a uniform swap day to allow parents to hand in unused items and find other clothing items. It was suggested that this is tied in with a coffee morning type event during the week to make it more informal. This was envisaged happening around the 17/18th June. It would also be an opportunity to reduce the lost property clothing mountain currently stored in one of the school rooms. It was agreed that any items remaining at the end of the event would be handed in to a local charity shop. JF also noted that PC website should contain a list of relevant forms which parents can use to claim financial support.

JF

road  
safety  
sub  
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<b>4.00</b>	<b>AGENDA ITEMS</b>	
4.01	<b>Cost of School Day</b> JF was not able to make recent presentation on this but had had a chance to look into it. She listed examples of activities by other schools to help reduce school costs to parents such as book swaps, tie recycling etc. JF will circulate a PC Toolkit to everyone with guidance on ways to look at controlling school costs for families. JF suggested that we look into holding a uniform swap day to allow parents to hand in unused items and find other clothing items. It was suggested that this is tied in with a coffee morning type event during the week to make it more informal. This was envisaged happening around the 17/18th June. It would also be an opportunity to reduce the lost property clothing mountain currently stored in one of the school rooms. It was agreed that any items remaining at the end of the event would be handed in to a local charity shop. JF also noted that PC website should contain a list of relevant forms which parents can use to claim financial support.	JF
4.02	<b>Breakfast Club</b> There was a discussion on the new breakfast club costs and that some parents did not realise the costs had changed or what they now were. It was confirmed the cost had gone up to £2 for each child - if you have more than one child in the school each one thereafter is only charged £1. Correspondence from the school had been sent out on this to parents but it was agreed that the PC could do more to help convey this information.	ALL
<b>5.00</b>	<b>CORRESPONDENCE</b>	
5.01	FH will forward a copy of the Glasgow Parent Council Forum budget report.	FH
5.02	It was noted that there were further Respect Me workshops organised in schools around Glasgow which would be worth attending.	
5.03	LM highlighted that there was potential difficulties with "support for learning workers" providing one to one support for pupils during class due to recent budget cuts taking effect which was a concern. The impact of this to be monitored during new term.	
<b>6.00</b>	<b>TREASURER'S REPORT</b>	
6.01	CH confirmed a balance of circa £16 in PC account for this year. The main cost outlay was the purchase of the new notice board which the PA had also contributed £125. CH noted that there may be a final invoice from Community Letting for the last PC meeting let which would be covered with this balance.	
<b>7.00</b>	<b>AOB</b>	
	<b>Lunch sittings</b> EMc highlighted that she was aware that sometimes Cordia were running out of a lot of their lunch selection by the last sitting. LM noted that this had not been drawn to her attention but would investigate to see if there was a recurring problem. It was also noted that there had been some complaints by Cordia on the mess that was being made within the lunch hall, it was felt that there would inevitably be an element of mess after the lunch sittings for a school but again LM would monitor this to see if there were any specific issues.	LM
<b>8.00</b>	<b>NEXT MEETING</b>	
7.01	T.B.C. Venue: Merrylee Primary School	