

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

**Meeting Type** : Main meeting #1

**Meeting Date** : 24th August 2015

**Meeting Venue** : Merrylee Primary School

<b>Parents Present</b>	: Claire House (Treasurer)	<b>CH</b>
	Amparo Ruiz	<b>AR</b>
	Carol Miller	<b>CM</b>
	Anne Lowe	<b>AL</b>
	Rona Hutchison	<b>RH</b>
	Sarah Metcalfe	<b>SM</b>
	Shona Barrie	<b>SB</b>
	Elspeth McIntyre	<b>EM</b>
	Melanie Unkles	<b>MU</b>
	Fiona Hunter (Vice Chair)	<b>FH</b>
	Phil Goodlad (Chair)	<b>PG</b>
	Jackie Fisher	<b>JF</b>
	Justin McNeil (Secretary)	<b>JM</b>
	Elspeth Martyn	<b>EM</b>

<b>Staff Present</b>	: Liz Mahindru	<b>LM</b>
	Anne Fishwick	<b>AF</b>

**In Attendance** : //

		<b>Actions</b>
<b>1.00</b>	<b>APOLOGIES/ABSENCE</b>	
1.01	Selwyn McCausland Russell Bridges Suchita Wishart Humera Ashraf Julie Syme - Confirmed as stepping down from PTC	
<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	No items to report.	
<b>4.00</b>	<b>AGENDA ITEMS</b>	
4.01	New roles confirmed. Chair - Phil Goodlad Vice Chair - Fiona Hunter Secretary - Justin McNeil Treasurer - Claire House	

4.02	<p><b>Apologies</b></p> <p>It was agreed that a current list of members of the PTC would be compiled and circulated. Any members unable to attend any meeting would send their apologies to note intention to remain in the PTC. It would be assumed that any members in future not attending two consecutive meetings without sending apologies were no longer intending to be members of the PTC.</p>	JM
4.03	<p><b>Correspondence to Head Teacher</b></p> <p>To minimise the amount of emails sent to LM it was agreed that only key emails would be copied to her, including minutes etc. AF will continue to receive all correspondence as other members.</p>	
4.04	<p><b>PTC funding</b></p> <p>It was noted that the PTC receives £400 per year from council to spend on issues/ activities related to the PTC. This would include payment of Lets, promotion etc. The intention is to spend this total amount each year, although this is not always achieved. The 2014-15 period saw £300 being donated to the school to clear out the account.</p>	
4.05	<p><b>AGM</b></p> <p>A discussion was had on the nature of the way the AGM is presented to the parents to encourage involvement/engagement.</p> <p>It was noted that there was sometimes a poor turnout for the AGM and this could be down to the fact that parents did not feel there were any specific issues troubling them so felt there was no need to attend.</p> <p>FH and SB will investigate options for this.</p> <p>This included the following:</p> <ul style="list-style-type: none"> <li>- Setting up the hall in a less formal manner with tables and chairs and serving tea/coffee and homebaked cakes. It was felt that not having alcohol was best.</li> <li>- Avoiding referring only to the AGM when advertising the event and adding something more engaging such as "meet the parents evening"</li> <li>- Displaying images of PA/PTC events and previous issues tackled to highlight the range of activities engaged in by the groups.</li> <li>- Explaining the different ways to get involved in the groups and that parents do not have to commit large amounts of time to do this.</li> <li>- Making sure that it is not only P1 parents who are encouraged to attend the AGM but to include all parents up to P7.</li> </ul>	FH/SB
4.06	<p><b>New notice board</b></p> <p>It was felt that an additional external notice board at the side entrance of the school would be beneficial for conveying information to parents who perhaps did not see the existing one in the main entrance. Issues of management of this and cost need to be looked into. MU agreed to investigate this.</p>	MU
4.07	<p><b>Advertising banner</b></p> <p>JM to look into the costs for a pop up banner to promote the PTC.</p>	JM
4.08	<p><b>Exchange of information between Parents Forum and PTC</b></p> <p>A discussion was had on the effectiveness of the information issued by PTC to parents. Particularly with comments from new P1 parents. A number of issues were covered and were as follows:</p> <ul style="list-style-type: none"> <li>- There were some out of date pieces of information on the PTC website which perhaps put people off using it. It was agreed that PTC would review this and ensure all information on site was up to date.</li> <li>- The opportunity to gather comments from parents was discussed. At present parents are encouraged to email comments to a central email address. An area on the PTC website to receive comments was suggested but there was issues with the control of what was written on what would be a publicly accessible forum. There is a facebook page but comments are confined to committee members only. It was suggested that we talk to other schools and their experience and also the SPTC to get their guidance on this matter.</li> <li>- The use of text messages to mobile phones was discussed. LM was unsure if this was suitable for communicating with parents but would look into the possibility of using this type of communication.</li> <li>- A suggestion was made to create a Parent's Handbook which would contain more parent specific information to complement the school handbook which covers more general school issues. FH agreed to look into this for the next school term. It was suggested that parents could be asked for suggestions/questions which would inform the content of the handbook via the PTC/school website.</li> </ul>	JF ALL LM FH

4.09	<p><b>Fundraising</b></p> <p>JF gave a brief overview of the activities of the PA. She confirmed that the school had been presented with a £12,500 donation from the fundraising efforts from last school term. She confirmed that there was £5,896 in the PA account at the time of reporting. It was noted that the most effective methods of fundraising was when there were clear goals/reasons for raising the money. She confirmed there was a programme of upcoming events over the next few months but was looking for other ideas for fundraising events.</p>	
4.10	AF noted that the school is awaiting delivery of a new keyboard.	
4.11	<p><b>Parent's Room</b></p> <p>LM mentioned the desire to establish a Parent's Room in the school to provide a rest room for parents who were helping in class. At present they would use the staffroom which was not ideal particularly due to lack of space. There may be space upstairs but this needs to be investigated.</p>	LM
4.12	<p><b>STEM Appendix A</b></p> <p>LM handed out the appendix a sheet for STEM and noted that this is what the school is focussing on in coming year. It was suggested that relevant skills parents have could be identified which relate to items 1-4 in the appendix to help the school teach these various elements of STEM, this could be organised to be done at the AGM. CM suggested she could do a presentation at the AGM on the relevance of STEM out-with the school.</p>	ALL
4.13	<p><b>Road Safety Sub Committee</b></p> <p>The following people will make up this subcommittee: Jackie, Justin, Elspeth, Rona, Claire, Phil and Anne. They will contact OLA to ask if they want to be included in the campaign and also discuss the issue with Baillie Docherty. They will also gather other relevant information on similar campaigns elsewhere.</p>	road safety sub.com
5.00	<p><b>CORRESPONDENCE</b></p>	
5.01	No items to report.	
6.00	<p><b>AOCB</b></p>	
6.01	<p><b>Litter in side lane</b></p> <p>JF highlighted that she had reported to the council the overflowing bins and undergrowth/weeds in the lane between the school and the tennis club. She noted this was an ongoing problem and has had to pick up litter herself on occasions.</p>	
6.02	<p><b>Lost property rota</b></p> <p>JF asked for helpers for the lost property rota for the school. MU confirmed that she would be able to provide assistance for this.</p>	
6.03	<p><b>Lunchtime sittings</b></p> <p>LM was asked how the lunchtime sitting were going and if the school needed assistance as there was currently three sittings to cover all the pupils, particularly with the free school meals for p1-3. LM will let us know how this is going. It was noted that the P1 teachers accompany the P1's to lunchtime until after the October week.</p>	LM
6.04	<p><b>School club reports</b></p> <p>It was noted that the PTC would require to have reports from after school clubs as part of the meeting. RB will look into this for the next meeting.</p>	RB
7.00	<p><b>NEXT MEETING</b></p>	
7.01	<p>9th November 2015 @ 7pm Venue: Merrylee Primary School</p>	