

**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

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

Staff Present	:	Liz Mahindru	LM
		Anne Fishwick	AF

In Attendance : //

		Actions
1.00	APOLOGIES/ABSENCE	
1.01	Selwyn McCausland Russell Bridges Suchita Wishart Humera Ashraf Julie Syme - Confirmed as stepping down from PTC	
2.00	APPROVAL OF PREVIOUS MINUTES	
2.01	All confirmed as read and approved.	
3.00	MATTERS ARISING	
3.01	No items to report.	
4.00	AGENDA ITEMS	
4.01	New roles confirmed. Chair - Phil Goodlad Vice Chair - Fiona Hunter Secretary - Justin McNeil Treasurer - Claire House	

4.09	<p>Fundraising</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>Parent's Room</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>STEM Appendix A</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>Road Safety Sub Committee</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>CORRESPONDENCE</p>	
5.01	No items to report.	
6.00	<p>AOCB</p>	
6.01	<p>Litter in side lane</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>Lost property rota</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>Lunchtime sittings</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>School club reports</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>NEXT MEETING</p>	
7.01	<p>9th November 2015 @ 7pm Venue: Merrylee Primary School</p>	