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| **Meeting Type** | : |  |
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| **Meeting Date** | : |  |
|  |  |  | |  |
| **Meeting Venue** | : |  |
|  |  |  | |  |
| **Parents Present** | : | Fiona Hunter - PC Chair | | FH |
|  |  | Sharyl Boyce – Treasurer | | SB |
|  |  | Stephen Bishop | | SW |
|  |  | Elspeth McNeil | | EM |
|  |  | Mel Unkles | | MU |
|  |  | Rubina Khan | | RK |
|  |  | Vanessa van Scherpenseel | | VS |
|  |  | Jackie Clark (PA Chair) | | JC |
|  |  | Cara Wightman | | CW |
|  |  | Phil Goodlad | | PG |
|  |  | Rawa Alayyan | | RA |
|  |  | Humera Ashraf | | HA |
|  |  | Bilal Anwar | | BA |
|  |  |  | |  |
| **Staff Present** | : | Liz Mahindru | | EM |
|  |  | Catriona Kirk | | CK |
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|  |  | **Action** |
| **1.00** | **APOLOGIES**  Karen Quinn |  |
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| **2.00** | **APPROVAL OF PREVIOUS MINUTES** |  |
| 2.01 | Confirmed as agreed and approved. |  |
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| **3.00** | **MATTERS ARISING** |  |
|  | **Road Safety –** Proposed banner has been emailed to committee by Jackie, comments were to simplify it a bit and highlight 101 as police want to be informed of all incidences. It was noted that the traffic wardens had had a presence since school has returned after the holidays.  The ice cream van has been causing an obstruction after school and has been moved on several times. Vanessa is to contact Land Services/ Police to notify them of this and to request that they move him.  The road safety figures for outside are still a work in progress. | **VS** |
|  | **Bike Enclosure** – Sign still to be put up by PC. | **FH** |
|  | **Charitable Status for PA** – It was felt that this was a good thing to do, there were reservations due to the excess work but Cara confirmed that even just with gift aid it is worth looking at. Humera agreed and said all accounts can be submitted on line and many of the forms are repetitive so will get quicker over time.  Phil discussed the possibility of the football and other school clubs to take charitable status, but as they come under the umbrella of the PA/PC this may not be necessary. Catriona had been in touch with OLA who created a Sports Committee separate to the school and given this charitable status.  **Uniform Donation –** Apparel Exchange will take all left over uniform and other lost property, the bins have been delivered but as yet haven’t been put out as it was agreed that parents needed a chance to claim back their children’s belongings.  **Home Learning –** Everyone is enjoying using Seesaw –this has been much more successful than the blog, more information will be given out about it at meet the teacher. The teachers can monitor who is accessing the app and what posts they have seen. If necessary support can be given to the parent on using the app, or paper homework issued. CK will let us know what % of parents are accessing this. | **JC**  **CK** |
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| **4.00** | **AGENDA ITEMS** |  |
| 4.01  4.02  4.03  4.04  4.05  4.06  4.07  4.08  4.09 | **PC Roles –** Fiona Hunter is to remain as Chairperson, Sharyl Boyce to remain as Treasurer, Karen Quinn (unable to be present at the meeting) and Vanessa are considering the role of secretary / minute taker.  **Cashless System** – It was confirmed that Merrylee has been given a free trial of ParentPay which will be implemented immediately for residentials and school trips, unfortunately it will not include school meals as yet however as Cordia move back under the umbrella of the council this may change over time. Merrylee will now be classed as a “cashless” school and people who do not have the facility to pay online will be guided to Pay Points in shops.  **School meals payments –** Lunch costs £1.90 and over the last school year Cordia had not been giving children (and staff) their 10p change. FH wrote to Julia McCreadie and her reply was that everything was in order and there had been a financial audit done with no discrepancies found. It was deemed by the PC that this was not an acceptable reply and FH is going to write again to look for accountability from the council and also to highlight that this wouldn’t have happened if were a totally cashless school where lunch money was also included in the new ParentPay cashless system.  There is now a change system in place and CK will report if there are any further problems  **AGM planning** – It was agreed that the AGM was to be held on Monday 8th October. It was discussed that children performing at the AGM encourages parents to attend as does serving cakes and coffee. It was agreed that PC members were to share the date on their WhatsApp class groups. The format of the evening was also considered and making it more interactive and less formal might help. The possibility of tagging it onto another event like meet the new head teacher might encourage more people to come along. Fiona and Liz would explore this once the new Head is appointed.  **Head Teacher recruitment** – There were not enough candidates of significant caliber to be put forward for interviewing in June. The post has been re-advertised and candidates were to be shortlisted on the 5th September for interviewing to take place on the 12th September. The panel should be the same for continuity but as Jackie is unavailable, Fiona as chair will replace her. Humera asked how the panel was chosen and Fiona discussed the training that was required and how only Fiona, Jackie, Rubina, Sharyl and Sarah had undergone this, it was then down to who was available to attend both dates and keen to be involved. Fiona asked for any potential questions that people would like asked to the candidates to be emailed directly to her. Elspeth pointed out that due to lack of information distributed to the parent body she presumed a head teacher had already been appointed – it was discussed that while the HR process was ongoing, available information was limited.  **School Improvement Plan –** Focus for this year is Reading into Writing as this needed revisiting, also maintaining practical maths as we have had very good results in this area. Megan Mellon will be continuing her parental partnership and learning through play for P1 – P3 will continue.  **Pupil Equity Fund –** We have £78,000 to spend on pupil development for children in depravation, thus the school has invested in teachers and has the two Principal Teachers working on this. We also have a Pupil Support Assistant working in support for learning in P1 & P2.  The school has a balance of £40,000 still to spend, some of this will go to pay for the forest school and the remainder will be left for the new head teacher to lead decisions on.  **Plastic Recycling** – As a school we recycle paper. Recycling is headed up by Collette Haddock and the Eco committee who are speaking with Cordia regarding the recycling of plastics, at the present time Cordia do not pay for the rubbish to separated, however there is work being done on this. The school tries to reuse a lot of the plastics in class or uses such as glue pots, plant pots etc. The PA are doing their best to move away from using plastics at their events.  **PA Facebook content –** Humera expressed her disappointment at the PA’s decision not to promote the event 7 for Syria which she has been involved in, it was however emailed out to the entire school forum by the HT. Jackie said this decision had been taken as it was not a school event and there is a standard policy to only feature school events on the Facebook page. Elspeth asked how the school decides on the charities we give money to – this is led by the pupil voice and pupils can make their case for their specified charities. The council also support certain charities such as Mary’s Meals.  It was noted by Jackie that quite a lot of school events and curricular activities involve unhealthy snacks and cakes and asked if this could be avoided where possible. Catriona advised that teachers do try to be mindful of this when guiding activities. | **FH** |
| 5.00  6.00  7.00  8.00  9.00  10.00 | **CORRESPONDENCE – None**  **TREASURER’S REPORT -** £112.74 was left in the PC account after paying Allan for the work on the road safety figures. This year’s money (a grant of £400 for running costs from the council) should now be in the account. SB will confirm after receipt of statement.  **SCHOOL REPORT** – P1 have settled in very well and all seem happy. We have a lot of new staff this year who are all very keen to be at Merrylee as it is seen (unofficially) as a flagship school due to things like the urban jungle and our outdoor learning opportunities.  **PA REPORT –** The sub committee have already had their first planning meeting with another scheduled for Wednesday. There is £4500 in the account ready to give to the school which they will use to pay for the new container for outdoor equipment.  **AOB** – Phil wished to highlight that Merrylee is still the only school with no tuck shop and that the football club had now gone biscuit free. Phil also wondered about money for coaching – does this come from the football club? It was deemed that the council should most likely pay for this.  Allan Donaldson, Active Schools Coordinator, wishes to attend the nest meeting, could we ensure that the date of the meeting is forwarded to him.  PVG forms need replenished, these are available from Fiona in the office. The football club will require more checks.  **DATE OF NEXT MEETING** – AGM 8th October 2018 | **SB**  **CK**  **FH** |
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