**Minutes of Friends of Melrose Primary School**

A meeting of the FOMPS was held in Melrose Primary School from 7pm to 9pm on Wednesday 16th January 2019.

Present

Thomas Preslie (TP) – Chair

Craig Wheelans (CW) – Vice Chair

Kerry Wright (KW) – Treasurer

Chhaya Patel (CP) - Parent

Mrs. Gilly Innes (GI) – Head Teacher

Mr. Jamie Wallace (JW) – Deputy Head Teacher

Apologies

Caroline Santini - Teacher Rep

Sam Whiting

Lori Thomson

TP opened meeting and welcomed all present. Attendance register was taken and apologies were noted. CW agreed to take minutes.

Minutes of Previous Meeting & Actions

The minutes of previous meeting were accepted as factually correct and updates were provided on previous actions which had been achieved.

Safer Internet Day

TP had spoken to JW re this initiative which was scheduled to take place on 5th February. The focus of the day was in regard to data, consent and privacy. TP explained that many parents were unaware as to the risks that they and their children were being exposed to when they signed up for various apps or websites. This extended beyond simple content and suitability based upon age.

Running in parallel with the day is to be a Parent Evening Event which TP is running to provide information and advice for parents – 7pm 6th February. GI/JW agreed that school will send communication with details to parents.

It was also agreed at next FOMPS meeting in March that a discussion would take place to discuss a discrete piece of work to educate pupils on safer internet use and possibility of how this might link into Friday Fix session.

Christmas Fair

It was reported by GI that the action regarding communication in preparation for the Christmas Fair had been achieved.

Update from FOMPS Chair

TP had been in contact with Scottish Borders Council and had been informed that SBC were trying to achieve £19k of efficiency savings with regard to the administration of parents councils across the region. KW had identified that the annual £345 grant from SBC for administrative expenses had not yet been received. SBC had stated that going forward the grant would only be paid where a specific individual had been identified to minute meetings and that this fee should be used to pay their expenses.

A general discussion took place and it was stated that it was important to ensure that where paying an individual this was not in the capacity of an employed position but simply reimbursing them for their time and expenses in attending and then typing up the minutes. There was also the suggestion that if parental applicants were not forthcoming that may need to extend to wider community or even to ask for volunteers from senior pupils within Earlston High as a developmental opportunity.

It was agreed that opportunity would be circulated with the hope that a remunerated volunteer could be found by next meeting in March.

Head Teacher Update

An update was provided to parents on the newly developed Learning & Teaching Toolkit being introduced within the school. Parents at meeting were extremely praising of this approach.

# Reduce, Reuse & Recycle – The assistance of parents in developing a more sustainable uniform recycling scheme was discussed at the meeting. CW agreed to approach NHS Borders with a view to identifying whether their industrial laundry might be able to help with uniform washing. It was also agreed that this would be discussed at next meeting further.

It was reported that Ria Kershaw was about to go on maternity leave and GI was happy to report that an excellent teacher called Leslie Leyden had been recruited to look after Wednesday, Thursday and alternate Fridays.

It was reported that at the upcoming in-service day the focus would be looking at techniques to increase confidence of the children and ways to reinforce positive behaviours.

Christmas Fair – There was a great deal of positive feedback relating to the Christmas Fair. Going forward it might be of benefit to have Santa there all day to reduce pressure. Using the school kitchen for tea and coffee had been a success and more generally the number of concerns regarding health and safety had been reduced. The school wished the FOMPS to formally recognise Lori Thomson’s hard work and say how grateful they were for all her hard work and her fundraising efforts. Her shoes were going to be difficult to fill and that there would be a need at some point to think about how the committee might work to raise funds in the future.

Summer Fair planning was going to require a collective approach with teachers, children and parents working closely together.

GI reported that there was a budget freeze at present with only essential spending.

The school was being recognised at a national event in Glasgow with 5 teachers being asked to present on the early years practice in Melrose. This was being shown as an exemplar for other schools to consider when developing their plans going forward.

GI asked whether it would be possible to move the June meeting date due to other commitments within the school and it was agreed to move this to 5th June (from 12th June).

Treasurers Report

KW provided an update on the finances and it was greed that these were in order. Trish Armstrong had undertaken a considerable amount of fundraising in the run up to Christmas and had managed to raise £380 for FOMPS funds. She had asked though (having been made aware of the need from feedback) that this be used towards art supplies/materials for use within the classrooms. It was agreed that Orla Armstrong would be asked to do a survey of needs within the various classrooms to ensure that any supplies obtained were appropriate to meet the needs of the teachers.

TP raised the need for reimbursement around “Raspberry Pies” which had been obtained for “Raspberry Pie Day” in March and the committee agreed to fund out of pocket expenses for the purchase of the equipment. In addition it was agreed that the headphones which had been purchased would be reimbursed.

Fundraising

There was a long discussion regarding the use of the school car park on Melrose Sevens day for corporate guests. The school received a donation from Melrose RFC for the use of the car park and some committee members were of the opinion that the donation received was small in comparison to the likely fees being paid by the guests to attend the event. Whilst some committee members felt that GI should request a greater donation from Melrose RFC, the consensus was that for this year the current arrangement would stand and that after April consideration would take place to determine whether maybe next year FOMPS could consider running a paid car park on the day of Melrose Sevens to raise funds.

At next meeting it was agreed that a discussion around organisation of the school sports day on 5th or 12th June would take place and whether there might be benefit in arranging for the supply of refreshments and ice lollies/choc ices etc.

Other ideas discussed where whether there might be some benefit in arranging a summer social evening (e.g. shorts and shades event) to allow for fundraising. This could involve parents and children depending on the format of the event. This again to be further discussed.

As there was no further business TP closed the meeting at 8.55pm.

**Date of Next Meeting – Wednesday 20th March 2019 7 to 9pm**

Note - Subsequently changed due to the Chairman’ availability to 20th March 2019 7 to 9pm