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| Friends of Melrose Primary - Minutes of the meeting held 24th April 2019. Melrose Primary School | |
| 19:00 - 21:00 |  |
| **Present:** |  |
| Gilly Innes | Head Teacher |
| Chhaya Patel |  |
| Claire McLean |  |
| Thomas Presslie | Chair |
| Kerry Wright | Treasurer |
| Amanda Robinson |  |
| Caroline Santini |  |
| **Apologies:** |  |
| Craig Wheelans | Vice Chair |

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| Chair’s Welcome |
| Agreed to reduce printing of paper that the Chair would in future bring along a few copies of Minutes from previous meetings to circulate if necessary and others would not print copies. |
| Approval of previous minutes: |
| Classes changed from 13 to 12. Any parents looking to have their child placed at Melrose ideally need to make contact with school by end of June. **Kerry; there was something about a missed Bake Sale, can you clarify?** |
| **Matter Arising** |
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| Updates for Chair, Head and Treasurer |
| Chair: Attended a Summit of Parent Council Chair’s. Took part in workshops, update on literacy & numeracy consultation, learning from experiences shared by others. **Action (1): Summary report to be sent out by email**. Keen to focus efforts on promoting voice of parent group to school and from school management to parent group, what parent group can do to support school and encourage volunteering within school. Inspired to learn, for example, one volunteer comes in regularly to undertake photocopying tasks which relieves school resource to focus on class time. This is real benefit and should be encouraged and promoted to parent group.  Head: Garden improvements to be in hand shortly. **Action (2): GROUPCALL to request loose parts for use in garden area + high back booster seats (Group 2) for children to use if being transported by school, booster seats no longer compliant.** Last Thursday (18th April) school had ‘language day’ with teachers holding activity sessions for groups comprising children of various ages who rotated around several teachers. Children really enjoyed. Inservice day coming up on Friday 3rd May. Plan to commence work on evaluation and improvement plan. 7th May will see colleagues from other schools take part in validated self-evaluation at Melrose where schools own Quality Improvement (QI) will be viewed by colleagues and put to peer evaluation. Very helpful process, not inspection but validation of school plans. Some 8 children from Melrose choir group will take part in an operetta by Sandy McColl Smith at the Melrose Book Festival this year. Part of the Walter Scott Prize. Miss Leckie started on a 3 day commitment. Clarity requested around what input is required from school during sports day and raffle activities.  Treasurer: Need to focus on fundraising activities as FOMPS now at the ring-fenced £2k level which means group is unable to continue approving spending requests.  We started the financial year with a balance of **£6,444.47**.  Expenses to date are **£2,163.67**, as follows :-   * £1,500.00 towards school trip costs * £20.00 for lottery licence (renewal received) * £37.00 for insurance upgrade * £22.00 for gift for Accountant * £73.84 for halloween party expenses * £510.83 for Christmas fair expenses * £351.92 for Trugs Literacy packs   Income to date is **£2,851.92**, as follows : -   * £623.50 from the Halloween party (net profit £549.66) * £1,843.42 from the Christmas fair (net profit £1,332.59) * £385.00 donation from Trish Armstrong from a Christmas fair held at Gattonside.   We therefore currently have a balance of **£6,780.80**. However .......  Funding approved and awaiting purchase (total value circa **£3,751.00**) : -   * £385 for Art & Stationery supplies * £40.00 for storage boxes for School Uniform sale * £500.00 for School Garden supplies * £326 for PE Equipment (movable goals and mini Lacrosse sets) * £2,500.00 for Stem resources.   This should leave circa **£3,030.00** (this does not include above mentioned IT costs as no estimated figure available, although initial approval was given for **£1,000.00**) and we have yearly commitments of **£2,057.00** (£1,500 for School Trips, £500 for the School App renewal fee, £20 Lottery Licence and £37 Insurance renewal). |
| **Ideas on how FOMPS could support the school** |
| School management felt it would be very helpful for parents to be involved during schools performance reporting and planning. Ideally develop methods to involve volunteer parents as a routine practice. Workshops would have a simple objective, user friendly. School goes through a process for the next school year around what could be tried to improve performance and achieve goals set on attainment and learning of children. Parents to sit through and contribute to these sessions. Agreed to start with members of FOMPS. **Action (3): What date was agreed for this (20th May, 9-11am?) and who??** Would be great to get children involved, best if sessions ran through school day, small groups of children, staff & parents. Ideally Jan - Mar. 2 hour max. Duration, focus on strict key targets set by school management, not a blank sheet exercise.  CM suggested linking return of PLP to home with volunteering, provide a program of works and asking for help to achieve stated objectives. **Action (4): School to work with teacher group and create class specific list of requests for voluntary activities; simple or complex. Tidy a cupboard, for example...**  TP keen to emphasise examples of volunteering in school to promote awareness among parents of how simple tasks can provide real benefit. Culture should be ‘offer some of your time, the school will fit you in; every little helps.’. Opportunity to make better use of school kitchen. Assistance from volunteers to make use of this resource welcome. Can we categorise types of volunteer support when requesting help: Home, Outdoors, Sport..?  **Action (5): FOMPS to provide list of questions to be used in survey handed out at upcoming Parent Consultations.**  **Action (6): School requested a parent contact to act as bridge between school group and FOMPS.** Sometimes link between activities planned in FOMPS and school fall down as there is no one point of contact.  **Action (7): FOMPS to draft a volunteer bulletin to communicate: (1) 30/05 - Coin Art, Kids party (shorts & shades). (2) 05/06 Sports Day - Bake sales planned, Raffle draw. KW & GI to send email communication 26th April.** |
| Update on funding activities |
| The Reuse, Recycle shop had taken place today (24th April) in the main foyer of the school between 13:00 and 15:00 with great excitement from the children involved. Boxes are no longer required to be purchased as others had been re-purposed for now. **Action (8): Suitable cash box required**. **Action (9): The children are to establish a rota to ensure a fair distribution across those involved.**  Raffle tickets. TP would like to aim for a £4k raise which requires 1,600 books at £2.50 each. £150 + VAT quoted from printers for 7,500 books. **Action (10): Quote for 5,000 printed raffle books to be sought by school. Action (11): KW to liase with contact at BGH and put representatives from the school in contact to discuss using charity table in BGH for Raffle ticket sales.**  **Action (12): School to provide on-going publicity on social media of benefits of fundraising to children.** |
| **Update on funding requests** |
| **Action (13): School has not purchased garden equipment agreed at previous meeting, plan to over next 2-3 weeks.**  **Action (14): TP to urgently provide receipts to KW for historic purchase of headsets and other ICT equipment, until this is a known amount there is no way to proceed with purchase of new screen.** |
| Any other business |
| Safer Internet Day discussion to be taken forward at next meeting.  ‘Inspire’ program from SBC. TP had attended a meeting of Chair’s from Parent Councils, where the program was discussed and was surprised to find all other chairs he spoke to did not believe the program was ‘a good idea’. Other Chair's raised strong concerns about the lack consultation given the huge investment over 12 years. TP was concerned children are being taught how to consume digital devices ultimately creating a generation who can use technology but not understand how it works. Neighbouring councils appear to be moving away from tablets because of these limitations. Other concerns were raised about the implementation of caching servers as opposed to investing in improving network connectivity to all schools. |
| Next Meeting Date: 5th June. |