**Melrose Primary School Parent Council**

**MINUTES OF THE PARENT COUNCIL MEETING**

**Held on Wednesday 31st January 2018 7pm**

**Present:**

Sam Whiting (Chair); Giles Etherington (Vice-Chair); Kerry Wright (Treasurer); Gilly Innes (Head Teacher); Dawn Fernie (Depute Head); Emma Nixey (Secretary); Lori Thomson (Fundraiser); Chhaya Patel; Graham Stormont; Linda Gillie; Claire Mclean; Simon Mollart; Thomas Presslie.

1. **Chair’s Welcome**

The Chair welcomed everyone to the meeting.

1. **Apologies**

Apologies were received from: Alison Moore, Vinny Campbell and Ailsa Sullivan.

1. **Approval of minutes of previous meeting**

The minutes were approved.

1. **Matters arising**

All matters arising including in the agenda for this meeting or the next meeting.

1. **Updates from Chair, Head Teacher, Treasurer**

**Chair:**

The next Chairs meeting will be in March and there will be updates from the Chair at the next meeting.

**Head:**

GI updated the meeting.

With regards to staffing, Miss Brown had her baby and Mrs Lees is returning after the February holiday. Supply PE teacher will take over teaching PE until the recommended new post can start.

As yet still no Janitor, since Christmas Mr Blackwood works a couple of hours a week to help. The lack of Janitor is creating additional stress and pressure to the staff.

There is no update on the Lollipop man contract (although the hours have been amended).

The School budget currently has a negative balance for complex reasons due changes from SBC in the format of teacher supply funding in particular. Policy changes to funding internally by the school for teacher’s illness has increased from up to 5 days to now up to 20 days sickness, therefore the cost of this cover being paid directly by the school has affected the expenditure of the school and has resulted in Mrs Fearnie and Mr Wallace teaching to help cover the cost of supply staff. This is also creating additional worry and stress. GI explained the current situation was challenging.

Despite lack of budget Melrose PS are still pushing good practice in early years and across all years for teaching and learning.

Pupil Equity Fund PEF – is working well. JW to present and share good practice by the Earlston Cluster at Murrayfield Teacher conference.

**Treasurer:**

Started year with £10,297.41

Income received so far is SBC Grant of £345.00 and Xmas School Fair profits of £1,250.31 (so total of £11,892.72)

Paid out so far :-

£1,500 for School Trips

£495 for School App

£643.33 for Cameras

£1,120.00 for new Signage in School reception area

£20.00 for Gambling Licence (ie raffle)

Leaving us a total of £8,114.39

To pay :-

£259.20 for Bibs and Braces for Nursery (agreed at previous mtg)

£180 for 2 Trug packs (agreed at this mtg)

£1,670 for P7 projectors (agreed at this mtg)

and circa £1,700 for all the ICT requests (agreed at this mtg)

This will leave us approx. £4,300.00

No further income expected until the School Summer Fair.

This includes new funding agreed below.

1. **Parent Council communication and You tube channel**

The proposal discussed at the last Parent Council meeting for a parent video version of the PC minutes has been put on hold. It was agreed that the minutes should be shared via the new School App along with the current announcements of date and time of future PC meetings.

1. **Parent Council funds**

GI requested reading resource TRUGS – 2 boxes at £90.00 a box. Game lead learning support especially for children with learning difficulties. £180 requested and approved.

Interactive white boards for P7 – New projectors required at a total cost of £1,670.00 requested and approved.

TP runs the afterschool CODE club on Mondays, a request for additional headphones, keyboards, larger screen for teaching. Request for Microbit - £15.00 to run simple code software, request to purchase one for each computer in the ICT suite. The school has been donated 8 Raspberry Pi's, but 7 require power adapters and SD memory cards. Also request for white board for ICT suite and discussed improving room logistics. Total request for white board, keyboards, screen, headphones approx. £1295.00. With additional 18 Microbits - £270.00, Weather Station (data capture) £120.00, the total required is £1700.00 this was requested and approved. Also discussed was the need for future fundraising to support and highlight the ICT in the school.

***ACTION: All funding requested at the meeting and itemized above approved and to be purchased.***

1. **P7 Cluster Transition at Earlston High School**

DF updated, a date has been set for 14th March for an additional transition day to help aid orientation with cross Cluster groups and experience of the lunchtime at the High school.

1. **Touch typing**

No response was received from PC parents re trialing online options. P5 have done some research, this is now actioned and underway with a school letter to follow soon with details.

1. **Car parking issues**

GS gave feedback from SBC, there will be new zigzag lines to prevent parking on Huntly Road in the near future. Also, discussion for a new banner to be created by P7 Road Safety group.

***ACTION: P7 Road safety group to initiate creation of a new banner to highlight road safety risks of parked cars on Huntly Road.***

1. **Structure of teaching time – NQT’s**

GS gave feedback on the challenge re NQT structure of their working time. GTC have confirmed we can create flexibility in the days for teaching in the school week. GTC are to send a letter to Michelle Strong in an attempt to change NQT time to a Monday to Thursday provision in class for increased continuity. The decision is with the SBC and not the school, any change to the working pattern would have to be supported by all schools and SBC. GI agreed it has to be a council wide response of agreement from all schools.

***ACTION: Chair and GS to write an email for the proposed change and ask SBC to share with other schools and await feedback.***

1. **Structure of AOB**

EN discussed the current structure and requested that topics be raised prior to the meeting with the Secretary to be added to the agenda of future meetings where possible or postponed to a future meeting date.

***ACTION: Agreed to give notice via email to the Secretary where possible of additional agenda items, and to agree topics to be covered in advance of the PC meeting.***

1. **AOB**

TP to provide a Safer Internet Day, Parents Evening at school to learn more about Internet Safety.

The Chair commented that the letter sent to Michelle Strong regarding teacher retention and welfare etc, sent under the Freedom of Information Act, has not had a response as yet, still awaiting feedback.

- **Dates of next meetings**

Wednesday 14th March next Parent Council meeting.

Wednesday 2nd May for the following PC meeting.

Summer Fair date agreed – 31st May.