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Burrelton Primary School, School Road, Burrelton PH13 9NZ  
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## **19<sup>th</sup> November 2024**

### **Parent Council Meeting Minutes**

#### **1. Attendees:**

BPS Head Teacher Angela Thomson (AT)  
BPS Principal Teacher Fiona Glass (FG)  
Louise Allen (LA)  
Alastair Elliott (AE)  
Michelle Murray (MM)  
Anastasia Mitchell (AM)  
Becca McDonald (BM)

#### **2. Apologies:**

Amelia Pace (AP)  
Amie Mackay (AMK)

#### **3. Minutes from Last Meeting:**

- Noted from previous meeting minutes that the school would prefer a full tracksuit to just hoodies for attending sporting events. Parent Council have agreed to look into funding full tracksuits. AT has already provided links to tracksuits and t-shirts and Parent Council will take this forward.
- Hoodies have been purchased and the vinyl for AMK to print asap.

#### **4. Finance**

- We currently have £2093.04 in the bank account.
- We've received £102.48 from Asda Rewards.

- Miss West has looked into funding for the school website. Funding can be secured via a grant to the Parent Council for £150. Once received we can transfer this to the school.
- Michell handed in her notice as Treasurer. She has compiled a thorough handover for her successor. As of yet there has been no interest from the wider parent community to fill this role.
- Parent Kind is currently in Michelle's name, we will need to change this.
- PKC Fund for Parent Council has still not been received, MM will chase this up.
- We will give the school £100 towards Art Supplies.
- Mrs Knox has taken on ordering the P7 Leavers Hoodies. Parent Council have offered to pay £10 per hoodie.
- SSE have still not paid the charitable funding from one of the parents donating their time for the Charity Shop. AM will chase this up with the parent.
- AE will be added to the bank account.

## 5. Head Teacher Report

Staffing	<ul style="list-style-type: none"> <li>• There is currently a full staffing complement.</li> </ul>
School Budget	<ul style="list-style-type: none"> <li>• School Fund – £2669.48. £406 for Fun Run, £404.50 Dalguise, £135.50 Bake Sale and £852.25 laptop and iPad</li> <li>• DSM – £9019. Spend to date £3441, projected spend £9016.</li> <li>• PEF – £11025 committed for extending staff hours to support literacy and numeracy.</li> </ul>
Diary dates	<ul style="list-style-type: none"> <li>• Thursday 21 November – Small schools transition event re BHS</li> <li>• Friday 22 November – Book Reading Challenge</li> <li>• Monday 25 November – Tempest Photographer</li> <li>• Wednesday 11 December, 6pm – Christmas Show</li> <li>• Thursday 12 December, 2pm – Christmas Show</li> <li>• Friday 13 December – Christmas Lunch, Christmas Jumper Day and Panto for P6/7</li> <li>• Tuesday 17 December – Panto for P1/2/3</li> <li>• Thursday 19 December – Panto for P4/5</li> <li>• Friday 20 December, 12pm – End of Term 2</li> </ul>
School Improvement Plan	<ul style="list-style-type: none"> <li>• Literacy (writing)- moderation with another school on Friday. Looked at all the jotters together to ensure consistency across PKC</li> <li>• Literacy (Listening and Talking - FG</li> <li>• <i>HWB</i> – Glasgow wellbeing wheel update for staff, emotion works update and further work on RRS</li> </ul>

## 6. Principal Teacher Report

RRS	<ul style="list-style-type: none"><li>• Due to strike we were unable to get the Blythwood boxes up and running for Christmas.</li><li>• We will need to select a charity to focus on and look at working within the community. Maybe inviting retired people in to get coffee and chat? Read a story. Ideas welcomed.</li><li>• Contact made with an Inspector in the Police Traffic division who I am going to co-ordinate with to see if we can organise a visit and consultation about traffic/speeding through the village.</li></ul>
Expressive Arts	<ul style="list-style-type: none"><li>• School show is underway.</li><li>• Art resources running low - limited money, will need to ask teachers what they would like for Christmas crafts – will be provided from Fun Run funds.</li><li>• Mrs Patterson is coming in to help with show music in addition to choir.</li><li>• Chanter teacher working with some pupils in P4/5 and 6/7 – he is now working for BHS and has instructed us that he is only to take pupils in P7 intending to go there for secondary.</li><li>• Caroline Lawrie organised to do Young Leaders with the Prefects</li><li>• P4-7 –classes will be working together to learn Scottish Country Dancing.</li></ul>

## 7. Fundraising:

- We will be doing the annual Christmas Hamper, AT agreed that tickets could be sold on ParentPay with the funds going directly to the school. Parents will also be able to purchase tickets with cash at both showings of the Christmas Show. The raffle will be drawn at the Christmas Disco by the children.

## 8. AOB

- The Christmas disco will be held on Thursday 19<sup>th</sup> December from 6.30-7.30pm. Gary, who owns the Village Shop has agreed to provide refreshments at cost price.
- The Parent Council Constitution needs updating, this will be discussed at the next meeting.

- Communication between school and Parent Council discussed regarding meeting minutes and Agenda. Agreed the agenda will be shared a week before the meeting and nothing added to it after it has been shared. Minutes shared at least a week before but sooner if possible.

**Next Meeting: Tuesday 4<sup>th</sup> February 2025 @ 5:30pm**