

Burrelton Primary School, School Road, Burrelton PH13 9NZ

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Meeting:	<u>Parent Council AGM Meeting Minutes</u>
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Date:	Wednesday 26 th January 2022	Time:	19:30	Venue:	MS Teams
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Attendees:	Fiona Levens (Chair)	Kirsty Cluff (Chair)	Angela Thomson (HT)	Fiona Glass (PT)	Helen Donald(Secretary)
	Roddy Binnie		Karen Robertson	Ashley Elliot	Lee McGuigan
	Andrew Medlcott	Theresa Ewan			
Apologies:	Emma Watson(Treasurer)	Angela Walker	Fiona Milne		

Action Items	Who Responsible
<p><u>Previous Minutes</u></p> <ul style="list-style-type: none">• TE –Asked for clarity around item 6; Previous committee members enquired regarding the use of the gift card. It was minute during the meeting of November 2019 that a £40 gift card would be given to the school, in trust to use at their discretion.• KC raised a query about where the money was spent.• <p>Action: Communication and availability of information to wider parent body around where money is being spent , written financial statements and annual reports to identify funds raised and spent to the wider parent council group sent out with agenda prior to each meeting.</p>	Chair/Treasurer

Head Teacher's Report.

Staffing:

- Pleased to welcome back the teaching and support staff who have been absent since the New Year.
- Apart from one non -teaching staff member, the school is now fully staffed as of this week (24/1/22)

School Budget

- There is £1202.63 in the school Funds.
- £60 in general funds and the rest is committed (living Communities)
- 2 new I pads have been purchased using Fun Run money
- DSM – Approx £1000 available for the rest of this term can be used for resources such as photocopying etc. The school is on track to be fully spent by April 2022. (end of financial year)
- PEF - £9863 cf of 32376 was allocated for this financial year. This has been fully committed through extending PSA staff hours and Pupil Support Teacher.

Diary Dates

- 31/01/22 – National Story Telling Week
- 09/02/22 – Internet Safety Day
- 16/02/22 – In-service Day 4
- 17/02/22 – Holiday
- 18/02/22 – Holiday
- 21/02/22 – Engineers' Week
- 22/02/22 – Comic Relief
- ??? Parent contact Sessions
- 01/03/22 – Pancake Day
- 03/03/22 – World Book Day
- 16/03/22 – Curriculum Evening
- 22/03/22 – Red Nose Day/ PKC Cross Country Event
- 31/03/22 – Children in Need
- 01/04/22 – Spring Half Term starts, 3pm.

School improvement Plan

- *Numeracy* – There has been no update since November 2021
- *HWB* – Taking forward the Circle Resource, Inclusive classroom Scale, supported by Educational Psychology to implement.
- *School Vision, Values and Aims* – is embedded in the school and community however requires a refresh since it was developed in 2016.
- The pupils were consulted where they suggested within the Motto, “Sensible” to be changed to “Safe” – fits in well with Covid, internet Physical and emotional safety etc..
- The schools Vision, Vales and aims were well liked by those at the parent council meeting, it was felt the background could be updated and discussed the word “youthful” could be changed but unable to find an alternative “y” word.
- KC suggested there was a theme throughout the community, “Busy Bee” was represented throughout the community for example there is the play group “Busy Bee’s” running in the church hall.

Action: AT/EH to share with the wider parent body for consultation and then

AT/EH

<p>consider about updating the background to something more modern.</p> <p>Other points/questions to the HT</p> <ul style="list-style-type: none"> • TE – Asked about bringing back music – restrictions put a halt on music, but looking to increase music options including singing within the school again. TE expressed the value of music within the school • The village hall is now being used for gymnastics after 2yrs due to covid restrictions. 	
<p>Financial Report</p> <ul style="list-style-type: none"> • EW unable to attend so was read out by FL (chair) • Bank Balance and break down. £1,318.51 in bank <p>Paid in + £155.00 from the money raised through Christmas Hamper Raffle</p> <p>Paid out - £40.00 Tesco Gift card</p> <p>Current Balance £1,433.51 Plus £12.35 Petty Cash</p> <p>Overall balance = £1,433.51</p> <ul style="list-style-type: none"> • Previous Treasurer who still has access to the bank due to unable to transfer over to EW current Treasurer Reports there is £1657.75 in the account currently. The breakdown of this is; <p>There was £17.11 transferred over from the previous Treasurer MB and also £184.24 from Paypal account. There is a discrepancy of + £224.24</p> <ul style="list-style-type: none"> • KR advised an up to date financial report should be produced and sent out with the agenda in plenty of time prior each AGM meeting. • LMcG reported that they have been unsuccessful getting the name changed over to the current Treasurer and that any money needed still needs to go through LMcG and AE even though they are no longer committee Members. • Action: An accurate financial report to be produced and sent out with Agenda prior to each AGM meeting 	<p>EW/FL</p>
<p><u>Principle Teachers Report</u></p> <p><u>RRS</u></p> <ul style="list-style-type: none"> • Rights Respecting School – work continues in the school with Rights of the Month, classroom – all staff and pupils are using the language of the rights. • Monthly Right is still a focus • Outcomes were progressing well, but we need to revisit and revise previous ones. 	

Blanket Making

- Blanket sewing it be organised in the coming weeks – opportunity has not been there due to Christmas/absences.

Return to School

- Thank you and recognition to Mrs Thomson for covering in class full time since the start of term. Hopefully we have returned to normal now.

Support Staff

- Having to cover for absences stretched resources, but staff are very good at keeping up to date with all the children who could potentially be missing out.

Dates for Diary

- Arts Alive which was cancelled before Christmas will now take place on 1 February.

Minibus training

- KC gave an update on the mini bus training MIDAS. Requirement for the course is 5 volunteers and it is £85 each.
- FG asked the question that P7 child family member put forward they might not get much back eg. May only get 1 drive before the child leaves. The parent council has voted on and all agreed 3 x spaces will be funded from the parent council funds (3x £85 – £255) in return a voluntary commitment to support the school for 3yrs.
- 2 x spaces to be self funded.
- Volunteers need to have an appropriate entitlement on their driving License.
- KC stated 4 x parent volunteers willing to do the MIDAS training
- 2 x volunteers willing to donate the money to do the training (£85)
- KC feedback if someone has points on license, e.g. for speeding, it was the Head Teacher’s discretion. AT-(HT) stated volunteers with no points on licence will only be used within the school as the children’s safety is the priority.
- No PGV required as it is not regular contact with pupils. In addition, a staff member will be in attendance at all times.

Any other Competent Business

Breakfast & After school clubs

- After school cubs (extra curricular) which we ran is different from The Aftr School Club run by PKC which is childcare. Our extra curricular clubs are run with staff and can be canceled at short notice due to e.g. staff illness.
- KC asked if there could be access to the school to tie in with the good health, healthy living, and giving access to a good start to the day with a healthy breakfast. The application would need to be sent to P&K and is separate to the school. AT also reminded that there are no kitchen facilities at the school and teachers would

be setting up for the day. Would the Church/village hall be a better option? RB

- **Action: RB and FL to develop survey for end of week to gather data before the next parent council meeting this will be mentioned in the next newsletter also.**

This meeting was concluded at 21:20

Date of Next Meetings

Wednesday 27th April 2022

7:30pm