

## **BLACKWOOD PRIMARY SCHOOL PARENT COUNCIL**

### **Minutes of Meeting – Wednesday 28<sup>th</sup> August 2019**

**Present:** Gillian Brown, Pauline Ward, Gail Hutchison, Louise Grattan, Alyson Bennie, Claire Black, Jenny Bowman, Jacklyn Buntin, Janie Campbell, Lynsey Clark, Vivienne Colquhoun, Angela Craig, Christine Cranstoun, Lucy Douglas, Christine Forbes, Philip Frame, Sarah Fullerton, Fiona Harrigan, Erin Illingworth, Lorna Laird, Jo McGuigan, Christine McMillan, Ashley Meldrum, Kimberley Munro, Donna Neeson, Pamela Paterson, Zoe Stein, Carol Strom, Wendy Thomson, Tori Summerville, Susan Wayt

**Apologies:** Jane Hall, Katie Meek, Maggie Neilson, Fiona Soper, Julie Smith

#### **Welcome & Apologies**

Christine McMillan and Gillian Brown opened the meeting and welcomed everyone in attendance. Apologies from the above named were noted.

#### **Correspondence**

Correspondence had been received from an company with details of science and space education packs, this was passed to Christine McMillan in case the school were interested.

An e-mail invitation had been received for an open Q&A session with John Swinney MSP in Perth.

A request from the school for the Parent Council to fund the purchase of Lego sets for a proposed lunch club had been received. There were no objections to this request.

#### **Financial Review**

Gail Hutchison gave a financial overview of the accounts for the past year.

Bank balance at the start of the 2018/19 session had been £4501.68. Income/Expenditure from the various fundraising events were detailed as;

Halloween Disco – income = £763.20, expenditure = £461.50 → overall profit £301.70

Movie night – income = free event, expenditure = £609.09 → overall cost £609.09 (2.03 per child)

Social night – income = £838.25, expenditure = £401.79 → overall profit £436.46

Other income was received from UniCyle sales (£175.95), scoot to school grant (£5000), Windfarm award (£1000), RBS fund match (£250), Easy Fundraising (£15.32), Prosecco buy-back (£22)

Expenditure was Scoot to School vests (£446.99), scooters (£2106.08), ties (£142.50), P7 bus and bowling for 2017 & 2018 trips (£1080.00), football kits (£254) and transport to the Triathlon (£725).

Overall income over the 2018/19 year was £8065.17, total expenditure £6226.95, and bank balance at the end of the year was £6339.90.

All accounts were made available to any member wishing to see same.

Christine advised that more scooters may require to be purchased for the Scoot to School initiative this year and it was agreed that these could easily be accommodated from the funds.

### **Head Teachers Report (see appendix A)**

Christine McMillan provided an overview of the school improvement plans for the coming 2019/20 session.

- The school is fully staffed at the start of term this year with new members of staff in both the nursery and school.
- Nursery entitlement has changed this year with some children now utilising full day slots, whilst others have morning or afternoon slots. August 2020 will see all nursery children being entitled to these so it will be a year of changes for the nursery staff and routine.
- PEF funding for this year is £63840 which will be utilised within the school to provide, amongst other things, support services for the children, counselling and coaching opportunities, staff for forest school and other initiatives throughout the year.
- The school will continue to liaise with other schools within both North and South Lanarkshire
- Christine also gave an overview of the roles and activities of the Parent Council prior to the next item on the agenda, election of office bearers.

### **Constitution Review and Parent Council Office Bearers**

All members present were invited to review the Constitution. It was agreed that Paragraph 9 would be changed to read that the “annual meeting will be held at the 1<sup>st</sup> meeting of each year” (removing September).

Christine then thanked Gillian for her hard work over the past 2 years in the role of Chair of the Parent Council and presented flowers as a token of everyone’s gratitude. The posts of Chair and Vice Chair required to be filled as Gillian’s son is now in high school and Pauline had served the maximum 3 years.

Nominations were then invited for the 4 posts:

Chair Person – Pauline Ward – proposed by Susan Wayt, seconded by Wendy Thomson.  
Vice Chair – Janie Campbell – proposed by Lorna Laird, seconded by Tori Summerville  
Treasurer – Gail Hutchison – no other nominations, Gail agreed to continue for a 2<sup>nd</sup> year  
Secretary – Louise Grattan – no other nominations, Louise agreed to continue for a 2<sup>nd</sup> year.

### **Events**

Pauline then introduced herself and advised that the Committee had held a meeting to make some forward plans for the coming year;

- P7s leaver’s event – it was proposed that, as has happened in previous years, the P7s be asked to decide what THEY want to do in the early new year so that arrangements can be

made and parents can save up for it in advance. Alyson and Christine advised that in previous years the children had always been given a free choice of event, and had chosen a trip or activity away from the school, not a prom or formal dance type event.

- Sponsored Bounce – it was agreed that the school would arrange this and retain all monies from this year’s event as the Parent Council account is very healthy.
- Halloween Disco – The proposed date is 29<sup>th</sup> October. It was agreed that it would follow the same format as previous years, with P1-3 in the afternoon, with P4-P7 in the evening. As many of the decorations belong to Gillian Brown personally, Pauline advised that the Parent Council would have to purchase some this year for future use. It was emphasised that the event cannot be held without parent volunteers as it is not the teacher’s responsibility to supervise. Louise agreed to e-mail all members requesting that names be forwarded as soon as possible.
- Movie Night – this has already been booked for 28<sup>th</sup> November. It will again be a free event for all children in the school, with P1-P4 in the afternoon and P5-P7 in the evening. To reduce costs, it was agreed that sweetie bags/cones could be made up by the Pupil Council (with the help of other volunteers if required). Again parent helpers would be required for this event. Pauline suggested a sing-a-long version of The Greatest Showman and adults dressing up, Louise suggested that a Christmas movie would maybe be an option, with Christmas jumpers being worn. The Pupil Council will be asked to propose some ideas for the next meeting.
- Social night – Pauline asked if a social night would be welcomed again during this session as last year’s was poorly supported until the last minute. There was support from the members present and it was agreed to look at various ideas for this over forthcoming meetings, with an event being held in February/March 2020.
- Gala Day – as it is the 50<sup>th</sup> Kirkmuirhill and Blackwood Gala Day in June 2020, it was decided that the school should be represented. Again there was support for this idea. Pauline advised that due to the amount of work involved in getting ideas together, a “float” built and decorated and children involved, a sub-committee would be required to take this on. The Pupil Council will be asked to look at ideas for a theme and this will be brought to future meetings to be progressed and plans put in place. Pauline and Jo McGuigan agreed to try and attend the Gala Day AGM to advise of the school’s intention and obtain any information required.
- Sound System – this has been an ongoing issue since last year. Due to uncertainty as to whether it is a faulty system or user error, further investigation is required before any outlay of money agreed. Christine advised that it has always been a “temperamental” system. Gail advised that she has a contact who is involved with theatre sound systems and they have agreed to provide workshops for pupils to try and get the best out of the system currently installed. This item will continue to be reviewed.

#### Dates of Next Meetings

The dates of meetings for the 2019/20 session were listed on the agenda.

#### **AOCB**

No further business was intimated.

**Close**

There being no further business, Pauline concluded the meeting and intimated that the next meeting would be on Wednesday 25<sup>th</sup> September at 7pm.