

MINUTES

GLENURQUHART PRIMARY SCHOOL

PARENT COUNCIL

Thursday, 3 March 2016 at 7.00 pm

Present:

Clelland McCallum (Acting Chairperson)
Fiona Knotts (Vice Chairperson)
Lisa Cetiner (Treasurer)
Janet Murchison (Secretary)
Nichola Christie
Julie MacLeod
Sally McCloskey
Hugh Montague
Mike Thorp
Mrs A MacPhee (Acting Head)
Miss K Mullin (item 4 vii onwards)

Apologies:

Audrey Graesser
Corrine McCallum

1. Apologies

Noted

2. Minutes

The Minutes of the meeting held on 21 January 2016 were approved and seconded.

3. Chairperson Vacancy

Clelland McCallum confirmed that he would no longer be continuing as Acting Chairperson. Hugh Montague had kindly agreed to resume his duties as Chairperson until the end of the current Session.

4. Matters arising

- (i) **Head Teacher:** 5 applicants had applied for the post of Head Teacher but the Education Department felt that none were suitable. The post would now be re-advertised in mid-April with a closing date of end April and interviews taking place in May should any applicants be considered suitable.
- (ii) **school website:** there were concerns that not enough of the parents were aware of the new website. Nichola offered to do a label run for attaching to homework jotters with details of the website to encourage more parents to visit it. It was suggested that pupils from the older classes could be taught how to navigate the website and, under staff supervision, update information.
- (iii) **Parent Council e-mail address:** Clelland was keen that the Parent Council had its own e-mail address and would forward details to Janet to progress this.
- (iv) **school grounds security:** Mrs MacPhee informed the Parent Council that, following a visit from Highland Council's Estates Department, a new high fence and gates would be installed around the school premises during the Easter holidays. The school security system would also be enhanced which would allow the school Secretary to see callers on camera and also answer the door directly from her office. It was **agreed** that the Parent Council should advise parents/carers about the new security measures. Janet would prepare a letter in consultation with Mrs MacPhee to be sent out prior to the Easter holidays.
- (v) **pupil toilets:** these would also be refurbished during the Easter holidays.
- (vi) **Fundraising sub-Committee:** in order that all classes were represented on this Committee it was **agreed** to encourage one representative from P2, P6 and the Gaelic Unit to join. The next meeting of the sub-Committee would be on **Thursday, 14 April 2016**.
- (vii) **gift for Miss MacConnell:** Mike had organised a gift and Clelland had arranged delivery.
- (viii) **P5/6 school play:** the class performance of 'Titanic' had been very successful. Thanks were expressed to Miss K Mullin (class teacher), Mrs V Haig, Mrs J Stebbings and Ms A Young for their help in making the show such a success.

5. Head Teacher Report

- (i) **ASG** - the 3 Head Teachers in the Area School Group (ASG) of Cannich Bridge, Balnain and Glenurquhart had recently met to discuss the Curriculum and how they could work together to build relationships between the three schools.
- (ii) **staffing** - a post-graduate student had been assisting P5/6 for a number of weeks and would be concluding her placement on 4 March. A Gaelic student had also been assisting in the Gaelic Unit.
- (iii) **school roll** - the school roll was likely to remain static in the new Session with 15 pupils leaving for High School and 19 enrolled for Primary 1.
- (iv) **P7/pre-school transition** - the pre-school class from the Childcare Centre had made visits to the school on more than one occasion as had P7 to the High School.
- (v) **Athletics Club** - there was a good attendance of 28 pupils at the Club. The school hoped to participate in the MacRobert Cup cross country event.
- (vi) **Behaviour Report Incident:** in order to keep parents informed about any inappropriate behaviour by a pupil during school hours a new reporting system had been introduced. A blue "*Behaviour Incident*" report would be sent home to parents/carers outlining the incident and the action taken with a request that parents/carers acknowledge receipt of the letter and discuss the incident with their child.

6. Treasurer's Report

The balance to date is £2327.68. The transfer from Julie to Lisa as Treasurer had not yet been completed as bank details had still to be finalised. A cheque for £30 would be paid to the school to reimburse a payment made towards a collection for Helen MacLennan for her many years service to the badminton after school club.

7. Fundraising

- (i) **bingo:** still to be arranged
- (ii) **school disco:** it was **agreed** to hold a school disco in the Blairbeg Hall after the Easter holidays. It would be organised by the Fundraising Committee
- (iii) **Summer Fair:** - Lisa offered to organise the hire of a gas BBQ.
- (iv) **grant applications: Tesco:** Janet had received communication in February from Tesco with regard to an application for funding for playground equipment and she had circulated the response to the Parent Council. Unfortunately, on this occasion, the application had been unsuccessful. However, it was agreed to reapply when the next round of grant applications became available but with more input from other members of the Council. Members were also encouraged to ascertain other sources of funding similar to that offered by Tesco.
Soirbheas: Janet had submitted an application to Soirbheas for funding to purchase cameras for the school but as yet had had no feedback.

8. Any Other Business

Parking, particularly in the morning, still continued to be an issue. Clelland had spoken to the Road Safety Officer highlighting the issue. He ascertained that measures such as yellow lines could be put in place to discourage parking by the school or in the drop-off zone and that funding was available to purchase banners for display on school railings. Miss Mullin **agreed** to pursue this matter and Mrs MacPhee would again highlight the issue in the next school newsletter emphasising that parking around the school was prohibited.

9. Date of next meeting

Thursday, 28 April 2016 at 7.00 pm