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Bathgate Early Years Centre

**Parent Council Minutes - 16th May 2019**

**Attendees:**

**Parent Council Members:**

Anne Whitesmith, Jennifer Strang, Clare Dignall, Laura Marshall, Claire Swan, Leigh Maybury, Harry Cartmill, Gillian Sandland, Alison Currie, Audrey Templeton, Marion Courtney, Janice Earl-Summers, Dorthe Davidson

**Staff:**

Margaret Johns

**Apologies:**   
Ros Milligan, Kay Taylor, Samantha Wilkins, Mark McCallum, Marion McCallum, Kirsteen Sullivan, Joanna Morgan, Claire Bett, Dawn Roden, Liz Notman, Helen Stirling, Gillian Greenwell

**Minutes:**

1. **Approval of minutes from 21st March and update on actions**
2. Amanda Drinkwater is formally retired from Parent Council for non-attendance without submitting an apology on more than 3 consecutive meetings.
3. Actions carried forward to next meeting:
   * 1. Connect insurance – **ACTION: Margaret Johns to check and confirm this,**
     2. Funding update on monies raised by the school via dress down etc. - **ACTION: Margaret Johns to issue and publish on internet,**
     3. Toilet locks - **ACTION: Raised with janitorial services and on work stack, Margaret Johns to confirm when completed.**
     4. iBike – Ele Ross will run the ibike at the end of term. **ACTION: helper request potentially Jana Anderson and Mark McCallum (tbc)**
     5. Bathgate West Nursery buggy park – Margaret Johns confirmed that a new buggy park has been built, however, Marion Courtney confirmed it hasn’t as yet. **ACTION: Margaret Johns to confirm when completed.**
4. Minutes from 21st March 2019 were approved.
5. **Head teachers Report**
6. Depute interview 21st June
   * 1. Longleat interviews are completed.
     2. Shortleat interview date confirmed as 17th June instead of 21st June
     3. Parent Council panel members confirmed as:
     4. Claire Swan, and either
     5. Jennifer Strang or Dorthe Davidson – *Post meeting note: Jennifer Strang will be attending*
     6. Interview questions were discussed and agreed by parent council.
7. Draft Annual calendar and includes:
   * 1. Parent coffee morning at relevant celebration assemblies with a live stream on twitter following installation of camera,
     2. HT surgery, and
     3. Parent council dates

**ACTION: Margaret Johns to issue by email for review and comment.**

1. Families Connect sessions
   * 1. 8 week programme which looks at all aspects of learning and provides resources / support to parents to make learning a positive and fun experience.
     2. Sessions are run on Fridays, and there will be opportunities for different groups in future.
     3. Will extend to families dining together.
2. Sports Day
   * 1. Subject of medals and prizes for sports day has been raised via email by several parents.

**ACTION: Margaret Johns to decide on appropriate approach**

1. Road Traffic Accident Wednesday 8th May 2019
   * 1. Mrs Johns gave an update on the RTA, no one was injured and appropriate action was taken to ensure safety of pupils and staff.
     2. It was identified that possible contributors to the accident are:
     3. Speed by motorists on Torphichen Street
     4. The bus stop which is situated on the yellow zig zags directly in front of the school
     5. Parking at the school and surrounding areas
     6. It was also noted that a petition on change.org had been started by residents of Glenmavis to deal with parking and speeding, in the surrounding areas of the school and proposed a one-way system

**ACTION: Margaret Johns to raise the issue with police and council and request police presence as a deterrent**

**ACTION: Dorthe Davidson to write another letter to council campaigning for bus stop to be moved, parking restrictions to be put in place and stricter speed restrictions in place following the incident.**

**ACTION: Harry Cartmill to write to road department requesting the same.**

1. **Playground** Improvement
   * 1. Design has been approved for the playground by the pupil committee and Mark McCallum will be consulted
     2. Design considers the schools desire to regain Eco schools status

**ACTION: Margaret Johns committed to having the equipment ordered by the end of September and normally takes 6 to 8 weeks to be delivered and installed.**

**ACTION: Margaret Johns to issue a visual plan**

1. **P7 communication:**
2. Oscars, Prom communications issued
3. Hoodies - to be issued at assembly in early June
4. **Treasurer report**
5. See separate attachment for income and expenditure from Parent Council
6. School to issue same (see action 1.b.ii above)
7. **Subgroup updates**:
8. **Float** 
   * 1. Galadays attending are Bathgate, Armadale and Whitburn
     2. Approval given by the school for attendance at Linlithgow Marches on Tuesday 18th June.
     3. Some costs for Coco 2019 float have not yet been submitted to Treasurer, but still in budget and further earnings to offset which also haven’t been submitted
9. **Parent engagement** 
   * 1. New P1 parent info night confirmed as 5th June 7-8pm – Dorthe, Jennifer and Dawn will attend
     2. Uniform recycle

* Drop off 28th June and 12th August
* Date for the free uniform shop:
  + 16th August 2019 from 10am to 2pm
* Spare uniform items will be stored in the resource room and can be accessed during the school year

**ACTION: Margaret Johns to communicate dates for uniform recycle to parents**

1. **Fundraising** 
   * 1. Good feedback from marketplace at parents night
     2. Stall at Procession Street Fair Saturday 18th May 11am-3pm including soft toys, lollipop tree and tombola

**ACTION: Parent Council members to consider fresh fundraising ideas**

1. **Social evening**
2. to be held at 1912 on Thursday 20th June from 7pm.

**ACTION: Audrey Templeton to book us a table**

1. **Diary dates**
2. **P5/6/7 show tickets for sale at £3 each**
3. **Parent Council meeting dates 2019/2020** 
   * 1. AGM 29/8/19
     2. 7/11/19
     3. 16/1/20
     4. 19/3/20
     5. 14/5/20
     6. 18/6/20
4. **AOB**
5. Noted that the transition into P1 received lots of good feedback in terms of parent and pupil engagement
6. Note that communication committee should a consider informing parents when channels of communication are being either stopped or started. Example removal of BWN app
7. Both the parents involved and the Parent council wish to sincerely thank Mr Cunningham and acknowledge his efforts in respect of the recent gymnastics meet. He has consistently gone over and above to support the pupils giving up much of his free time.
8. Communication to be issued soon in respect of new classes and their teachers for next school year. Confirmed there will be 3 P1 classes with a class size of 16 to 18 pupils in each.
9. ARB – there are 6 p7 leavers this year and 1 leaver next year.

**ACTION: Margaret Johns Comms to be issued on new members of staff joining for next academic year.**

1. EYC still having problems with parking, mainly specific individuals.

**ACTION: Margaret Johns to consider what more can be done to support the staff in ensuring the safety of the pupils**