**Balbardie Primary School Parent Council Meeting - 7th November 2019**

**Attendees**:

**Parent Council Members:**

Vikky Gallagher, Fiona Cameron, Anne Whitesmith, Clare Dignall, Ros Milligan, Jennifer Strang, Kay Taylor, Marion Courtney, Gillian Greenwell, Laura Marshall, Dawn Roden, Audrey Templeton, Claire Swan, Dorthe Davidson, Harry Cartmill (Councillor)

**Staff:**

Margaret Johns, Katy Leamy, Kirsten Patience

**Apologies:** Joanna Morgan, Janice Earl-Summers, Alison Currie, Marion McCallum, Leigh Maybury

Approval of previous minutes: Approved

* Playground update - 2 installations to be purchased and built, one in back playground (clamber Stack wooden climbing frame), one in front (angular cuboid metal climbing frame), using £25K of funds, as voted for by the children. £8K of this sum has been fundraised by parents/carers.
* Margaret Johns is awaiting the final quote from one company, after which time purchasing can go ahead.
* Playground update needs to be paid and invoiced by the end of March 2020.
* Financial report will be completed by Margaret Johns when possible.
* Ibike cycle training has been completed for P2s. Mrs Spence will be arranging something similar for P6 & P7.
* Uniform recycling going well. Need to remind parents that they can hand in uniform at any time to the school office, to be used by support staff for families who need it. Discussed possibly having uniform recycling stall at the monthly parent engagement coffee mornings.
* Bathgate Early Years Rep – no new parent appointed, Clare Dignall will remain in this role.
* Terracycle recycling scheme – Ros Milligan will investigate this further and see if we can become a collection point for crisp packets.

**Deputy Head Teacher Update:**

* Fundraising - Kirsten Patience suggested the use of a fundraising app that parents could use to raise funds for the school. A percentage of the money that a parent spends online will then be directed to the school. She will check terms and conditions and data handling usage before the school takes this on board.
* Ancre Somme Association will be coming into school on 18th November to speak to the P7s. There will also be an assembly for P4-7. A new flag will be flown to replace the current Great War Flag.

**Head Teacher Report:**

* School VSE is taking place next week. There has been a lot of preparation to get ready for the group of teachers who will be attending. VSE Parent Focus group meeting will be held on Monday 11th November – we have enough volunteers
* Each child has now been issued with a Balbardie School lanyard identifying them and their houses. Their lanyard will be a place where they can collect and record their in-school achievements, promoting a sense a community.
* The school newsletter will be issued shortly.
* Ipayimpact will be set up for school donations, e.g. for dress down days, as soon as the total figure for a yearly donation is decided upon.
* Both stairwells have recently been decorated in the school
* School Christmas Fair will take place on Saturday 30th Nov 2019 10am to 12noon. P1-7s have been divided into house groups called Creativity Groups. There will be a competition between groups to create objects to sell, side shows and interactive displays for the Christmas Fair. The children will be able to win prizes.
* A school Christmas Carol CD is currently being recorded and will be available to buy by parents.
* The school is keen to have another movie night before the Christmas break – date to be confirmed.
* Lost Property – There is now a box outside Margaret Johns’ office for parents to access at any time. If items are not collected within a month, the school will either get rid of them, or donate uniform to the uniform recycling scheme.

**Parent Forum Update: Jennifer Strang**

* Jennifer attended a parent forum meeting in May within West Lothian with 10-15 other parents from other schools.
* Pupil Equity Fund funding was discussed – over £5 million allocated by West Lothian Council across 80 schools
* Key principles – direct money to schools, literacy/numeracy/health & wellbeing across learning – within and beyond the classrooms
* As at 31/03/19 across WLC 64% of PEF funding was spent on staffing with the remaining 36% spent on procurement (Action for Children charity for family learning, Maths Recovery program, NHS Speech and Language Therapists, The Larder for employability skills and counselling services.
* Regional Improvement Collaborative Phase 2 – local authorities working together – Stirling/Falkirk/West Lothian and Clackmannanshire. Data sharing agreement, communications team, sharing documents for best practice and much more to come.
* Greg Welsh spoke to the group explaining how inspections work within schools. From April 2019 WLC has increased inspections by 30%. Between Oct 2016 and May 2018 173 schools were inspected. 87% this year as at May scored GOOD or better (23% above the national average)

**Macmillan Coffee Morning: Dawn Roden**

* Dawn is keen to reduce the plastic pocket money toys on sale at the annual event.
* It was agreed that the stall does not need to be removed, but more consideration given to what the children are able to purchase; pencils, notebooks, small wooden toys, sweets were suggested. **ACTION: Mrs Johns** to discuss with school staff who deals with purchasing

**Treasurer Report: Kay Taylor**

* All invoices have been paid for from the 2019 Coco float at total of £2170.
* PC account: £6412 (£5000 of this will be donated to the playground project) - £1500 has already been transferred to the float account. Float account: £1309

**Subgroup Updates:**

**Fundraising: Claire Swan**

* School Christmas Fair will be held on Saturday 30th Nov 2019 10am to 12noon. If you are able to help out – please contact Claire Swan.
* Stall holders confirmed for gym hall (£20 a stall, and they should bring their own table).
* Outside under the gazebo there will be hotdogs and festive (non-alcoholic) spiced punch. Inside the dining hall there will be teas and coffees/mince pies, ensuring all the food and drink is in the same area.
* Santa’s grotto will go ahead again this year, hopefully with the same Santa as last year if he is available. Each child will be given a book and a Freddo chocolate, assuming books can be purchased cheaply enough. We agreed a price of £3.00 per child.
* There will be a bottle and a chocolate tombola. Children will bring a bar/box of chocolate or a bottle (can be shampoo to a bottle of wine) instead of a donation on dress down day.
* We will also have a used toys stall and used book stall – donations appreciated
* Access to the school will be on Friday afternoon, and then from 8am on Saturday 30th Nov
* Future events: A stall has been secured at Party in the Park for free. Items for sale will be discussed at a later date. Claire hopes to put on another fundraising event in March 2020 – ideal welcome.

**Float: Audrey Templeton**

* First meeting of the year to decide float theme 13th Nov 2019 6.30pm
* Once theme has been decided, then a design competition will take place with the children
* The full design for the float will be finalised early 2020
* Fundraiser held at the Dreadnought on Sunday 10th Nov 2019

**Parent Engagement Group (PEG): Dawn Roden**

* The marketplace event at parent consultations went well, a number of parents attending. The uniform recycling stall was well used.
* Kirsten Patience has recorded an action plan for the PEG and distributed it after the last meeting recording the discussion about how to engage parents further.
* PEG coffee morning dates are now in the school annual calendar, along with the accompanying Headteacher’s surgery.
* Discussed using PEG coffee mornings as a community discussion. Possibly bringing in speakers such as Police officers to discuss internet safety for P4-7s **ACTION** **Dawn Roden/Kirsten Patience**

**A.O.B:**

Dawn Roden: Events being held locally:

(1) Girls N2 Construction Open Evening. Talk to WL Council Building Services, CLD Youth Services and Access 2 Employment. Age range - primary to secondary. Getting girls interested in plastering, joinery, brick laying, painting/decorating, electrics, building etc. Date: Thursday 5th Dec 6-8pm, 1 Lister Road, Kirkton Campus, Livingston.

(2) Education Scotland are holding a Gender Stereotypes competition. Children can create a poster or a letter to a toy manufacturer answering these questions; ‘Gender stereotypes, what are they?’ Or ‘Gender stereotypes, are they fair?’. Margaret Johns said the school will take part in this in class groups.

Marion Courtney: Asked if new P1s have their ipayimpact accounts set up. Margaret Johns confirmed that they should do by now.

Dorthe Davidson: Several parents have said how pleased they are to see the playgrounds looking cleaner since children now eat their snack inside.

**Next meeting: Thursday 16th January 2020 – Marion McCallum on minutes**