Minutes

Tuesday 21st November 2017

Attendance: Mrs Hughes, Mrs Brooks, Mike (Chair), Paula (Vice Chair), Elma (treasurer), Michelle (Secretary), Aimee (Fundraising Lead), Kathleen, Louise, Jemma

Apologies: Rhona, Mrs Campbell

| **Agenda Item/Notes** | **Proposed by** | **Actions and notes** |
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| 1. **Approval of minutes from meeting on 3rd October**
 | **Standing Item** | * Minutes to be sent to member of Aberdeenshire Council – Mrs Hughes to find out who this is.
* CCTV Camera’s – temporary camera installed; MRS Hughes to ask Aberdeenshire Council to take fixed cameras to the security meeting (likely March)
* Reminder about Blue Tokens in Tesco – for Eco group – hope is to get an outdoor classroom depending on the money from this.
* Elma to draft Invoice to reclaim money for parent council first aid
* Xmas lunch Fri 15th Dec – Mrs Brooks to get crackers £14.38 per pack,. 4 packs required
* Xmas Presents actual costs £200 – parent council to wrap Mon 27th Nov
* Fundraising group to meet at 6pm – 6.30pm in advance of parent council meeting; will be more regularly in advance of specific events as needed
* Minutes approved
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| 1. **Feedback from Parent Council Questionnaire**
 | **Elma** | * Trial activities to entertain children during parent council meetings
* Michelle to ask for agenda items 2 weeks in advance so that Agenda can be circulated to parents week in advance
* Official guidelines on remit of parent council – use this as a basis for newsletter to parent forum; Mrs Hughes to forward information to parent council
* Parent Council email account – Louise will administer this until next parent council meeting.
* Alehousewells Parents Page will be used as main point of contact between parent council and parent forum. Paula to administer this until next parent council meeting
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| 1. **Hallowe’en Disco**
 | **Mrs Hughes** | **Discussion points:*** Mrs Hughes was not sure who the parent helpers were on the night or who was in building – security/safety concern - Paula emails school on the Thursday afternoon to confirm the names of parent helpers.
* Parent Council first aid kit plus ice-packs has been purchased for use @ the disco which will sit at table with Mrs Hughes
* Problem with the music for older kids – tablet with a playlist discussed as an alternative, another option is to ask for DJ’s within the Parent Council
* Sale of disco tickets – no-one was there on the Wednesday

**Agreed Actions:*** Sign-in and Sign-out will be in operation for parent helpers
* Mobile phone plus emergency numbers will also sit with Mrs Hughes on the night
* Aimee to speak to Scott Gavin to look at current school equipment and what’s needed / run disco
* Tickets to be printed by member of parent council (Paula or Aimee to take on)
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| 1. **Nursery update**
 | **Mrs Hughes** | * Nursery to be part of a pilot open from 8am for 50 weeks from early in the new year (2 weeks off at Xmas time)
* From 2020, all nursery aged kids will be entitled to 6 hrs per day, 5 days a week (30 hours a week if you only come in term time, less if come for full 50 hours)
* There will be eligibility criteria for entry
* Offer will go out to parents once staff are in place – new senior practitioner and practitioner
* Building and outdoor space will be done up
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| 1. **Improvement plans and Standards and Quality report**
 | **Mrs Hughes** | * Will be available on the website, some copies at the school and parents made aware that they can pick up a copy if they want.
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| 1. **Lockdown and evacuation procedures**
 | **Mrs Hughes** | * All schools have been asked to have procedures in place for an emergency; staff spoke about 3 different procedures – lockdown and bomb scare
* Barebones of procedures in place – will aim to have a practice in the new year. Teachers will speak to children on the day of the practice so they know what’s involved.
* Bomb evacuation - incudes taking bags and walking up to Kemnay academy
* Lockdown – children will move into the gym hall where they are away from windows and able to block self in while identify whether inside danger or outside danger (eg chemical spill); If inside danger will continue to sit quietly in the hall. If outside danger, will be able to move back to classroom with all windows and blinds closed.

**Agreed Actions:*** Mrs Hughes to arrange for a newsletter to be sent out to parents on the day of the lockdown/evacuation procedure
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| 1. **Fundraising Update**
 | **Michelle** | * Family disco @ Bowling Club, 3rd March
* Soup and a pudding @ Alehousewells school, TBC early new year
* Tipsy Tea – TBC in the summer
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| 1. **AOB**
 |  | Next parent council meeting Tuesday 16th January @ 1830Fundraising Meeting Tuesday 16th January @ 1800 |