**MINUTES**

**ATTENDEES:** Mike Low, Jemma Buxton, Alistair McLennan, Michelle Shek, Elma Wood, Vicky Paterson, Louise Thorburn, Mrs Hughes, Mrs McLaughlin, Mrs Morrison

**APOLOGIES:** Paula Buchan, Aimee Urquhart, Rhona Stewart, David Inglis, Julie Allan, Melissa Adam, Mrs Campbell

**STANDING ITEMS**

1. **Mike ran through minutes from last meeting**
* **Carried forward**

**ACTION:** Aimee -Parent council poster/info sheet to be made noticeable in playground.

* Discussion on **FaceBook**, confirmed current administrators as Paula and Neil

**ACTION:** Paula to add Aimee and Jemma as administrators

* Mrs Hughes spoke about **funding for Parent Council**. There is a revised Aberdeenshire Council Constitution – this needs to be read and if appropriate, approved by the parent council. Possible Extraordinary Meeting may been needed.

**ACTION:** constitution adoption to be added to agenda for 15th Jan meeting – everyone to have read it before then.

**ACTION:** Michelle to email Christine McLennan re Parent Council funding – tell her what we’re to engage the parent forum and how we’re using the Aberdeenshire Council constitution.

1. **Head teacher report**
* **Atlases and Dictionaries** – lack of response from the Collin’s representative

**ACTION:** Mrs Hughes to continue to chase this

* Mrs Hughes applied for **funding from ‘Dick Bequest’** and has been successful in this application to pay towards replacement gym mats (£758), 48 mats @ £50, leaves £250 for the school to pay
* **Xmas Shows** taking over the school, lots of rehearsal going on and children really excited to show what they’ve learned and what they can do to parents, siblings etc
* **Solar Panels** - will be fitted to AHW Primary to generate electricity. Meeting with key stakeholders to share timescale and impact on school
* **Portacabin** (current P1 class) - will be removed summer 2019. This is because it’s past it’s useable life and the school role is also currently below capacity so there is space to accommodate all of the classes in the main school. Current thinking is to convert the GP room turned into a classroom, with ‘patio doors’ fitted so that the class can get easy access to outside space. Will lose toilets outside P1 classroom as part of this change. Job still to be priced. Library likely moved to P7 classroom (as currently a double sized classroom). IT Suite will be converted to a new GP room and a trolley will be provided with laptops so they can be used in the classroom. Suggested time for change summer 2019, not confirmed – watch this space
* **Dinner Dudes** (supervising P1-3) - been running since return in October. Very keen and enthusiastic volunteers and handing out lots of stickers.
* **Staffing** – Mrs Fraser (P7 teacher) has started phasing back into work – ½ day Monday and full day Wednesday; light teaching duties
* **AHW part of ‘Towards a school improvement system’** – teamed with 3 other schools (Meldrum, Strathbern and Meicklemill, Ellon). Based on report from Scottish Government around providing schools with more autonomy/authority/budgetary control – head teachers are getting together to look at options of how to do more self-evaluation/governance etc
* **Nursery** – looking for more data on how using the nursery, preferred parent times etc (currently most parents requesting 9am-3pm). Nursery open from 8am – 6pm, so may have to look at way this service is provided eg split days.
* **Nursery** – people donate clothes and nursery have set-up a pop-up shop selling clothes for 50p per item or a donation. This has been really successful and suggestion this could be done for other year groups. Inch school send out a ‘plea for…’ which is a great way of getting the clothes needed without being inundated with generous offerings.
* **Nursery** – Storyland Express for nursery groups and P1 will be hosted in December. Request to parent council to pay for hire of hall @ £53. This was approved by Mike and seconded by Alistair
* **Nursery** – received £15,000 funding to spend on outdoor play equipment, so have purchased new bikes/trikes, outside storage, wooden play items and other elements to improve the nursery experience.
1. **Treasurer report**

Accounts have been audited and are approved. They can now be shared with the parent forum. How best to do this TBD. Current balance £2701. Halloween Disco raised £231.

Parent Council have also been approved funding for:

£600.00 – Atlases and Dictionaries

£420.00 – buses for panto trip

£30.69 – Christmas crackers

£41.40 – Xmas parties

£32.00 – Xmas parties

1. **School wish list (once a term)**
	* Updating PE Equipment – Crucial, Moderate and Low. For crucial, £750 will be funded by Dick Request.
	* Raised question of whether alternative options are available – school are tied into the council’s procurement framework (and VAT free), if parent council purchased direct, would have to pay VAT
	* Alternatives/options
	* Funding for sport equipment (sports relief)

1. **Fundraising**
* **Christmas Fair** – Teddybear Stall will run at Xmas Fair; Michelle 10-11am, Aimee 11-12pm.
* **Crafter’s Evening** – will go ahead on 17th December; 16 stalls confirmed @ £15 per table. Elma, Vicky, Michelle, Louise, Aimee, Jemma and Paula will help on the evening. Crafters will require entry to set up at 5:30pm.

**ACTION**: Jemma to email Mrs Hughes with wording of text asking for raffle prizes; Mrs Hughes to send out text

**ACTION**: Louise to purchase Mince Pies, Shortbread, Mini Stollen?

**ADDITIONAL ITEMS**

1. **Learning Journey and supporting identified needs** for future focus eg word boundaries and Makaton.
* This is an evaluation that makes the link between nursery and P1 and bridge the gap in keeping parents up to date on children’s progress. The learning journey is for use in the classroom rather than for parent to necessarily do something at home. This is way of sharing the learning and time at school. Alistair raised it felt a bit late in the day. Mrs McLaughlin highlighted that this is the first year they have used this system so there will be a review to making this better for parents in future. School will help parents plan activities to do at home around the child’s journey is this is something they want to do.

**ACTION**: will put out an evaluation to parents on how this is being received.

1. **Games at breaktime (football)** and how this is decided/agreed who can play and when
* Mrs Hughes confirmed older stages Mon, Tues, Wed, Thurs and younger stages on a Friday (lunchtime). Jemma asked whether it’s possible to get the football games monitored. Mrs Hughes advised no staff that could do this specifically. Jemma suggested perhaps using bands so that the children know who in which team. Vicky suggested asking P7 to monitor this. Louise shared example of bringing Academy pupils to the primary school to set-up football more formally (over lunchtime). This was really well received by pupils from both schools and primary pupils enjoyed the ‘rules’ and coaching.

**ACTION**: Mrs Hughes will advise the children to let one of the playground assistants know if they are not getting to play when they want to.

1. **School changes**
* **Class Dojo** – email received on 20th November asking all schools to stop using Class Dojo for a number of reasons including data security. Vicky suggested using Teams (through Office365). In P1, dojo points are for bucket fillers and house-points and this is still happening. Children encouraged to go home and tell their parents about their day (good and bad).

**ACTION**: AHW will continue to explore digital options around keeping the parent/school connection around classroom activity (potentially Seesaw).

* **Library** – Louise is working on digitising everything, so teachers will be able to look up and see what’s available in the library. This will mean that every book will require a new barcode/QR codes. This means books can be scanned in and out rather than manual entry. Libib has an annual charge of £53 which can be linked to a database through RaspberryPi – and removes the need for the annual charge. May require a new RaspberryPi at a cost of £50 – TBC.
1. Any Other Business
* **Printing** – parent council can request school help at quiet times. Parent council do receive annual running costs funding from the council of £250 which is currently subsumed in total parent council funds. This could be transferred to the school for printing costs but would then mean ‘less’ funding available for the school to use for other things.

**Next Parent Council Meeting will be Tuesday 15th January.**