

Abbeyhill Parent Council Meeting

Date: 12.10.2016 18:30 – 20:00
 Venue: Abbeyhill Primary School
 Minutes By: Karen Ridgewell



ITEM	DESCRIPTION	ACTION
	PRESENT	
	Keith Martin Principal Teacher (P2)	KM
	Lee Tant Parent	LT
	Lorna Brown Events	LB
	Kate Hutchison Teacher (P5)	KH
	Andrew Gleeson Parent	AG
	Charlotte Intihar Meeting Chair + Events	CI
	Janina Costa Events	JC
	Sally Barker Head Teacher	SB
	Karen Ridgewell PC Secretary	KR
	Vlad Hasiu PC Treasurer	VH
	Sonja Mulvey Carer	SM
1.0	Welcome by the Chair	
1.1	<ul style="list-style-type: none"> CI welcomed and thanked all for attending and introductions were made 	
2.0	The Role of the Parent Council	
2.1	<ul style="list-style-type: none"> CI confirmed that the role of the Parent Council is to help the school operate as a successful school and to try to represent the views of all parents. It is up to the Parent Council and the school as to how this is achieved. 	
3.0	Previous Meeting Actions	
3.1	<ul style="list-style-type: none"> KR advised attendees that the drafted letter that was reviewed on 31.08 was issued and no written response has been received yet. SK advised all about a meeting that was held with the FM Manager of the school and that the issue is ongoing. KR tabled drafts of additional letters to the local MSP, Partnership Centre and Councilor. Drafts to be issued week beginning 17th Oct. 	KR
3.2	<ul style="list-style-type: none"> KR advised of the STEM meeting that was held with SK and the cluster school Head Teachers, this project is ongoing. KR will provide additional assistance as/when required 	
3.3	<ul style="list-style-type: none"> KM advised that LT meeting with the t-shirt manufacturer has been postponed; KM advised 2 sets of 30 t-shirts of various sizes P5 – P7 with school logo are required. Prices are to be obtained in the absence of sponsorship 	LT
3.4	<ul style="list-style-type: none"> SK confirmed that the initial funding application was unsuccessful. There are two further current potential applications that will be made before Christmas. 	SK
3.5	<ul style="list-style-type: none"> KH and KR are working on an application for the ECC Waste Action Group proposal. Deadline is 18th Oct. 	KH/KR

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3.6	<ul style="list-style-type: none"> SK advised that discussions have been had with Royal Mile primary and Scoosh about the Care Inspectorate. SK to source a copy of the report that outlined what was not acceptable about the schools facilities. Care Inspectorate will be contacted when the strategy for the Janitors House is decided. 	
3.7	<ul style="list-style-type: none"> PC account issues are ongoing. 	
3.8	<ul style="list-style-type: none"> Uniform Exchange posters have been issued and CI has volunteered to assist Location of uniform and PC to be agreed as P7 classroom is not going to be available. Room 8 may be an option. 	KR
3.9	<ul style="list-style-type: none"> Halloween Disco booking has been made Winter Talents Competition is planned for 6th December Uniform Exchange 2 and 3rd Nov 	
3.10	<ul style="list-style-type: none"> VH tabled a draft questionnaire. SK requested a couple of small amendments. Survey to be issued/discussed with parents at the Parents Evening Issues were raised about the diet yoghurt contained within the Friday packed lunches SK advised that organic milk cannot be obtained in containers less than 1 litre 	
3.11	<ul style="list-style-type: none"> JC provided a document that lists the topics for potential inclusion in the school handbook SK provided JC a copy of the new school welcome pack, which includes an updated draft of the school handbook for review and comment. 	JC
3.12	<ul style="list-style-type: none"> KR to complete the school club info for the FB page 	KR
4.0	Chairs Report	
4.1	<ul style="list-style-type: none"> CI wished to extended the PCs thanks to Iliyana Nedkova for all the work she has undertaken at the school (CoA and artist in residence programmes) 	
5.0	Treasurers Report	
5.1	<ul style="list-style-type: none"> VH provided a report on the CoA event account 	
5.2	<ul style="list-style-type: none"> VH/KR/LB are to open a new bank account for the PC 	
5.3	<ul style="list-style-type: none"> Signatures can be obtained for the existing account should a cheque be required for the Halloween Disco or other events 	
6.0	Head Teachers Report	
6.1	Pupil Numbers <ul style="list-style-type: none"> Estimated to be 175 for the next academic year 	
6.2	School Staffing	

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	<ul style="list-style-type: none"> Mrs Sueness has started maternity leave Miss Perry has successfully been appointed as maternity cover 	
6.3	<ul style="list-style-type: none"> Mrs Doyle has been offered a position at an East Lothian school and will be departing AH in ? Interviews for the position will occur after the half term break 	
6.4	Behavioural Incidents <ul style="list-style-type: none"> There has been separate incidents with both P6 and P7 pupil, parents and carers have been informed KR has requested further detail for the minutes 	SK
6.5	Other Items <ul style="list-style-type: none"> SK tabled an alternative format for 'Meet the Teacher' as attendance numbers were low this year (only 2 attendees were recorded for P7). All PC attendees agreed that the proposed alternative was a positive change. SK advised that the current Nursery pilot was coming to an end and that the local authority were currently advising schools on the updated guidelines regarding hours and payment etc. When the details have been finalised, information will be released to the PC and Parent Forum. The PC have offered to assist on advertising material after this has occurred. 	
7.0	Theatre Trip Buses	
7.1	<ul style="list-style-type: none"> SK advised that the entire school, including the nursery will be attending a performance of Aladdin on Nov 25th and have requested assistance with the transport costs (buses) PC voted to cover the cost of the transport approx. £454. SK to provide invoice so the PC can raise a cheque 	SK
8.0	Update on PC Constitution	
8.1	<ul style="list-style-type: none"> VH and KR have reviewed and updated the PC Constitution, a draft was tabled Any comments are to be issued to abbeyhillparentcouncil@gmail.com by 21st Oct KR to issue word doc to KM to add to the AH wordpress site 	All KR/KM
9.0	Any Other Business	
9.1	<ul style="list-style-type: none"> Concerns have been raised about the P4 – P7 lines in the morning when the gate is closed. SK advised that the situation will be reviewed and a solution will be sought 	
9.2	<ul style="list-style-type: none"> KR advised that the application for the Grounds for Learning support was submitted on time and an answer is due for the end of October 	
9.3	<ul style="list-style-type: none"> KR suggested that an item is issued to the agenda to allow the PC to identify the fund raising priority, the MUGA, Janitors House and School 	

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	grounds	
9.4	<ul style="list-style-type: none">VH advised the school wordpress site needed to put date its PC details. KM to do so when convenient.	KM
9.5	<ul style="list-style-type: none">Collective concerns were raised about sweets being distributed amongst pupils within the school grounds after school. VH survey to be extended to include the issue of sugary sweets within the grounds.	VH
9.6	<ul style="list-style-type: none">Access to the high quality images that are used for the Nursery learning journal was discussed, but was not resolved	
9.7	<ul style="list-style-type: none">SK advised the new Drummond Head Teacher would like to attend our next PC meeting, PC members noted that she is welcome to attend. KR to advise the date of the next meeting (see below item 10.0)	
10.0	Next Meeting Date	
9.1	Wednesday 18 th January 18:30 – 20:00 P7 Classroom	