



Date: Wednesday 5 October 2016

Place: Hillhead Primary School

PC Attendees: Keith Thomson, Ruth Downes, Astrid Azurdia, Emma Benzie, Sandra Huettenbuegel, Amanda Buchanan, Kiki Kobatake, Andrea Fisher, Anne Hanson, Colin Tsang, M. Mitchell, Helen Campbell.

Francis Donaghy

Apologies: Ana Langer.

AGENDA

1. Welcome and apologies
2. Election of office bearers (Chair, Secretary and Treasurer)
3. PC meeting dates for coming year
5. Event planning
6. Action areas
7. Spending of PC funds
9. Uniform
11. Head Teacher's update
12. AOB

MINUTES

1. Welcome and apologies

Gillian was unable to attend the meeting and Keith chaired and welcomed all present.

2. Election of Office Bearers

Following the AGM, the Parent Council for the 2016-17 session has 23 members, including three who are new to the PC this year (Helen Campbell, Raz Cook and Josh Reid).

Gillian Anderson (Chair) and Keith Thomson (Treasurer) are willing to stay on in these positions for the coming year. Gillian has currently had to step back from duties due to personal circumstances but she is expecting to return later. A third

office bearer is required as Simona Manca, who was Secretary last year, has left the school. Astrid Azurdia and Emma Benzie agreed to share the third post for the coming year.

It was agreed that a letter would be sent out through the school bags raising awareness of the PC and asking parents who are not on the Parent Forum email group to pass on their email details to ensure information can be circulated as widely as possible. The letter will also include a summary of areas where parents can volunteer to help as it was felt that an overview would be helpful and might generate more volunteer support.

3. PC meeting dates for the coming year

It was agreed to continue the pattern of previous years with approximately two PC meetings per term, varied between daytime and evening times to try and maximise opportunities for people to attend. A date for the December meeting will be circulated.

In addition to emails with information on PC meeting dates, it was also agreed that it would be useful to have notices advertising the PC meetings on the three school gates for the week prior to the meetings. Keith Thomson or another office bearer will circulate dates for the December meeting.

4. Event Planning

It was decided to aim for a similar diary of events to last year and individuals volunteered to lead on these with the help of other members of the PC and the wider parent body. This would include:

- **International Night (Lead Person: Astrid Azurdia)**
 - Date decided: Thursday 1 December.
 - The issue of the smaller amount of food at last year's International Night was discussed and it was agreed that it would be made clearer that everyone who comes to the evening should bring an international dish. There was also some discussion of logistics, particularly around the organisation of the food to try and avoid long queues or crowding and ensuring we have plenty of volunteers to help with set up.

- **Discos (Lead Person: Amanda Buchanan)**
 - Several disco events are planned for the coming year.
 - P6/7 Halloween disco, Thursday 27 October. Tickets will shortly be going on sale for this and the event will include a tuck shop, tattoos/nail painting and other activities.
 - P4/5 disco, Thursday 2 February.
 - P2/3 event, Thursday 27 April. This may be run by an organisation called 'Kidnetic' but further enquiries will be made regarding this event. It was agreed for this event that the ticket would be an all inclusive price including a drink and snack so that the younger children are not having to bring money.

- Spring Fair (Lead Person: To be decided)
 - More detailed planning for the fair will happen straight after Christmas to ensure a good run in time due to the amount of work involved.
 - The possibility was raised of applying for an Area Grant which other PCs have done successfully to help fund elements of a spring fair. This should be looked into further once planning starts.

5. Action Areas

- Traffic
 - It was agreed that the one way system which was re-imposed earlier in the year by Glasgow City Council around Westbank Quadrant had improved the parking and dangerous driving situation on Otago Street.
 - There was discussion about road safety and dangerous crossings around the school, particularly in the light of the former P7 pupil (now S1 in Hillhead Secondary) being seriously injured in an accident at the Great Western Road/Bank Street junction within the last month. Ruth Downes agreed to write another letter to the GCC, Councillors and the police asking for action such as traffic light cameras, lollipop person support, lengthened time for the green man on busy junctions, flashing lights or children crossing signs on key junctions and more prominent 20 marks on the road.
- Cards/bags fundraiser
 - Anne Hansen has agreed to take the lead on producing P7 bags and hoodies this year and is coordinating with Mr Thomson.
 - Andrea Fisher is working to produce a T-towel with 300 designs covering P2-4 and is coordinating with Mrs Butcher. The aim is to have this completed before Christmas for sale at the school show and in general as a fabulous Christmas present.

6. PC Spending Options

There was a brief discussion about PC spending options. Two main areas of spend were agreed for the moment:

- Cookware for the new mobile kitchen. The school now has a mobile kitchen to allow children to bake and have options to cook. The PC agreed to fund the purchase of cookware necessary for these activities and Francis will coordinate with Keith Thomson on prices and options.
- Shelving for second hand uniform. One of the key difficulties with organising and regularly accessing second hand uniform for parents is storage. Colin Tsang agreed to look into options for building shelving and will coordinate with Francis Donaghy and PC on options.

At the AGM, the need to upgrade and change the **staging** provision in the main hall was discussed as the current stage is too low, difficult to put up and down and is not adequate for the job. **Astrid Azurdia** agreed to coordinate with Francis Donaghy on advice and options for PC spend in this area.

7. Uniform

Kiki reported briefly that second hand uniform stalls would be available at the parents meetings in October and ideally be continued through the year. As noted previously the issues of storage and accessibility continue to make this difficult.

8. Head Teacher's Report

FD reported briefly, noting three things in particular.

- A Book Fair has been launched in the school and was very successful so far.
- Italian classes have started, at the moment only for P4/5 but with the intention of spreading them throughout the school. Most of the staff have started basic Italian classes as well in order to support language learning.
- The option of Hillhead Primary china mugs is being looked at with the school logo and motto on the side. More fabulous Christmas presents.

9. AOB

No items were raised.