



PARENT COUNCIL MEETING

Date: Monday 1st December, 2014

Place: Hillhead Primary School

Attendees: Ruth Downes (Chair), Amalia Theodorakopoulos (Treasurer), Andrea Fisher, Senga Minto, Lisa Crampin, Susie Haigh (minutes), Colin Tsang, Agnieska Lampart, Astrid Azurdia, Sandra Huettenbuegel, Emma Benzie, Anke Hilt, Isolde Tod, Kirsty Mathieson, Amanda Buchanan, Claudine Corneloup, Margaret Mitchell, Kiki Kobatake, Anne Hanson

Andrew Robson (Depute), Francis Donaghy (Headteacher)

Apologies: Fauzia Khan, Claire Slocombe, Rachel Lowther, Julia Boswell, Syeda Zainab

AGENDA

1. Welcome and introductions
2. Election of office bearers (Chair, Secretary and Treasurer)
3. PC guidelines
4. Questionnaire feedback and discussion of focus for coming year
5. Sub groups – what sub groups do we want, who can lead them and what is their remit? Possible options include:
 - i. Eco/outdoor learning
 - ii. Fairtrade
 - iii. Fund raising/events
 - iv. Uniform
 - v. Communication
 - vi. Healthy eating
6. Feedback on activities
 - i. Consultation
 - ii. International evening
 - iii. Trip to Haddington (road safety)
7. Uniform – sorting and second hand stalls
8. Use of PC funds
9. Any update from school
10. AOB
 - i. After school care provision
 - ii. Food bank collection
 - iii. Risk assessment/health and safety guidelines for events

MINUTES

1) Welcome and Introductions

Ruth Downes welcomed all present.

Susie Haigh read out apologies.

All those present introduced themselves.

2) Election of office bearers (Chair, Secretary and Treasurer)

- Ruth Downes explained role of office bearers and informed all that a vote would take place if more than one person was interested in taking on a role.
- Ruth offered to continue as chair.
- Amalia offered to continue as Treasurer and Susie Haigh offered to take office of secretary.
- An opportunity was given to those present to volunteer for any of these offices.
- No other nominations were received.

Decisions / Actions	Person to action
Vote taken to approve Ruth Downes as Chair, Amalia Theodorakopoulos as Treasurer and Susie Haigh as Secretary. Approved unanimously.	

3) PC guidelines

Susie Haigh has drafted a set of guidelines to offer working practices for the Parent Council. The current document is in draft form and it is intended as an evolving work in progress. Ruth Downes asked Parent Council members to read and offer thoughts and feedback.

Decisions / Actions	Person to action
Parent Council members to return any feedback over the following week. Once received the Guidelines will be published on the website for all parents to access.	Susie Haigh /Margaret Mitchell

4) Questionnaire feedback and discussion of focus for coming year

Ruth Downes and Susie Haigh had read and summarised the parent surveys that were sent out in November.

Approximately 30 surveys were returned. (See supporting document 'Questionnaire Feedback Breakdown').

The most popular ideas for each section were:

Social Events:

- International Night
- Spring/ Summer Fair
- School discos

Fundraising:

- Tea towels / bags / cards – products featuring children’s art work

Parent Council Work:

- Outdoor learning / Playground
- After school clubs / lunchtime clubs
- Space Campaign
- Food / school meals

Discussion on the above ideas and whether PC wished to take any forward:

Summer Fair:

Lots of support shown for a spring /summer fair and rather than putting all efforts into the Gibson Street Gala, the Parent Council would plan and organise a Hillhead summer fair on a different date.

Agreed that this would be a uniting event, for families during the day, with no restriction on numbers and a good fundraiser.

Suggested that May would be best time, but to avoid the bank holiday weekends.

Andrew Robson reminded parents that the P7 residential is 11-15th May. Volunteer required to lead the planning and form a sub-group.

Decisions / Votes	Person to action
Date suggested in mid-May and this to be investigated and confirmed to check for clashes. Francis agreed to enquire about prices for the let of the whole school for a weekend event and / or a Friday after school.	Andrew Robson, Francis Donaghy
Agreed that a Summer Fair sub-group should be formed. Four parents volunteered to join this group.	Emma Benzie Astrid Azurdia Amanda Buchanan Anke Hilt
Parent required to lead on organising this event. Possible email to gmail list in January to find a volunteer from wider parent group, if no PC member willing to take it on.	Susie Haigh/Ruth Downes to pursue volunteer / email gmail list in Jan.

School Discos:

Parent Council expressed interest in helping to organise school discos.

Francis Donaghy confirmed they used to organise them in the Cecil Street site and there was no reason why they couldn't be organised again.

Decisions / Votes	Person to action
Francis Donaghy will ask children for their response on school discos and report back to the Parent Council in January.	Francis Donaghy
If there is positive feedback the PC will organise a disco. This would require a PC member to take on this task and form a group of volunteers.	Parent Council Meeting Jan 2015

Fundraising tea towels / cards:

Support expressed by Parent Council for taking this idea forward.
Too late for seasonal cards, and noted that the longer the lead in time to organise these cards the better.

Suggestion made that tea towel or bags could be organised next term, and could tie in with summer/ spring fair.

Thumb print / doodle idea was suggested again as a good way to fit lots of children's art work onto a product, as size of the school makes this hard. Susie Haigh mentioned she had done some research into companies that offer these services and would pass this information on to anyone who took this forward.

Decisions / Votes	Person to action
Product to be researched and organised next term. Parent needed to take on this responsibility.	TBC

Outdoor Learning / Playground:

An existing sub-group with good work done the previous year by Andrea Fisher on outdoor learning and Colin Tsang on re-surfacing the grassy knoll.

Agreement that this continues to be an important area and one parents and children are interested in. Anne Hanson expressed concern about lunchtime arrangements and facilities for children to eat lunch outdoors and the Pupil Council had already asked the Parent Council if they go have an outdoor storage system for lunch packs once they've finished eating.

Andrea updated on the outdoor classroom workshops and on sourcing play materials for the P1 Piazza playground.

FD confirmed sandpit coming and would continue to work with PC on storage issues.

Decisions / Votes	Person to action
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Outdoor Learning / Playground subgroup to continue. Following parents expressed interest in joining this group: Andrea Fisher, Tatiana Lund, Emma Benzie, Anne Hanson, Sandra Huettenbuegel, Andrea Fisher, Kiki Kobatake	Andrea Fisher to continue leading group on outdoor workshops. Sub- group to meet and take issues of interest forward.
Andrea asked for PC approval on some small spending for the outdoor classroom loose play. Ropes, shower curtains etc. Totalling £100-200 Approved unanimously.	Andrea Fisher / Amalia Theo.
Tugs / boxes to be researched and sourced for pupils to store lunch packs in when in the playground.	Isolde Doig

Support for after school and lunch clubs:

Andrew Robson reported that the lunchtime club programme was running at full capacity with variety of activities on offer. School receives £3/ per child from active schools fund and applied for additional funding of £2000, which was granted. This is a successful programme and one only limited by space. Every effort is made to rotate clubs to allow all children who wish to the chance to participate.

School Meals / Food:

Animated discussion about school meals, snacks and sweets in school and Cordia.

Francis Donaghy explained healthy eating part of the curriculum, confirmed that there is little control over the content of school meals as they are provided by Cordia.

Kate Smith has done some work in this area already. Cordia difficult to change, would be a huge campaign, but there could be smaller scale parent led initiatives to encourage healthy choices, such as running a fruit snack stall in the playground.

Option of banning sweets in school raised again but no agreement reached between PC members about whether this feasible or too much of an intervention.

Decisions / Votes	Person to action
Significant parent interest in continuing this as a sub-group / campaign issue. Following expressed interest in forming a sub-group: Lisa Crampin, Kate Smith Sandra Huettenbuegel, Claudine Corneloup, Astrid Azurdia, Emma Benzie, Kirsty	Ideally one person needed to coordinate. TBC Sub-group to meet and formulate action plan.

Mathieson, Colin Tsang	
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Once the main areas from the survey were discussed Ruth Downes opened out the discussion to hear other ideas from Parent Council members.

Communication between class groups / P1 socials:

Kirsty Mathieson raised possibility of enhancing communication between parents within class groups by circulating contact lists. Parents would be able to volunteer contact details.

Susie Haigh suggested that an annual P1 social such as family picnic near the start of term would be a good ice-breaker for new parents. Would need someone to start to think about / organise in the summer term.

Other parents agreed that an opportunity to meet fellow parents of their child’s peers on a more social basis would be welcome. Whether this could be facilitated by school staff or Parent Council was debated as well as logistics in terms of times and suitable spaces. Useful both in P1 but also in later years when classes are split up and new groups formed.

Decisions / Votes	Person to action
Idea of setting up ‘opt-in’ voluntary class contact lists for parents to be investigated.	Francis Donaghy and Kirsty Mathieson
August P1 social to be researched / considered with possibility of PC taking this forward for 2015.	TBC

5) Sub groups

Most of the sub-group discussion was covered under point 4 of the agenda.

Fundraising sub-group:

It was agreed that a Fundraising sub-group would be a good idea too.

Decisions / Votes	Person to action
Fund-raising subgroup to be established. The group could look at fundraising events, initiatives and investigate grants. The tea towel / card project could be taken forward under this group.	Amalia Theo. Katie Nicoll (grants) and Miranda Webster (social events) expressed an interest in these areas of fundraising at the AGM.
Easy fundraising where money is raised via parents on-line shopping could be set up.	Susie Haigh agreed to investigate with SPTA and find out how to set up.

Uniform:

This continues to operate as a sub-group. Susie Haigh currently leads this, but would welcome any offers to take over now she has taken on Secretary role.

Decisions / Votes	Person to action
Volunteers required to take on some of responsibilities of Uniform Sub-group.	Kiki Kobatake and Sandra Huettenbuegel both offered to help.

6) Feedback on activities

i Consultation

Ruth Downes reported that GCC hope to publish the consultation report on 15th or 16th December, with the aim of presenting it to the Executive Committee for decision in the second half of January.

Rachel Lowther has been collecting postcards from the children and wanted feedback about where they should be sent. Agreed that Stephen Curran / Executive Committee would be the best recipients.

Ruth Downes reported that PC representatives met with HMle as part of the consultation process. They put forward the PC response to the consultation and outlined the key concerns of parents with regards to the space issues.

Ruth asked the Parent Council to support her intention to amend the PC official response to the second proposal involving teaching the P7s at Hillhead High. The original response included a reference to portacabins being put on the Hillhead High site as a viable option for the relocation of the Kelvinpark EYC on the understanding at the time that this was acceptable to the high school. It has subsequently become clear that the Parent Council and staff at high school do not support this and Ruth would like our Parent Council to support them on this issue. Consequently Ruth proposes to retract that part of our response and make our position clear with GCC.

Decisions / Votes	Person to action
Ruth asked for support to write to GCC to amend PC response and received full support of all present.	
Letter to be written to GCC to state new position and letter to be written to Hillhead High PC to inform them of this action.	Ruth Downes

iii International evening

Thanks were offered to Astrid Azurdia for organising another successful International Night.

Funds raised from the evening were £1186 with about £70 of expenses to take off.

iii Trip to Haddington (road safety)

Senga Minto updated on recce to Haddington to research traffic calming model in place there, with reference to the road safety issues on Otago Street.

Trip was taken with Martha Wardrop (Green councillor Hillhead) and Eric Kay (G.O.W resident association chairperson) to Haddington Primary. They met with Colin Baird from East Lothian Council.

Cars are restricted at the start and end of the school day. Residents are given permits, but they are also not allowed to move out of spaces during the traffic calming time zones unless an emergency. Haddington School suffered very similar problems to Hillhead Primary with congestion, dangerous u-turns, use of resident bays and idling cars. Scheme has been successful and Martha Wardrop is keen to push for this for Otago Street.

The Parent Council agreed this model sounds viable for Otago Street. GOW residents are also broadly supportive.

Martha pushing this with GCC, but wider support of school could be welcome.

Decisions / Votes	Person to action
Senga to keep in touch with Martha Wardrop and offer support of parent council to mobilise possible letter writing campaign / petition / parental support.	Senga Minto

iii. Risk assessment/health and safety guidelines for events

Time constraints meant this item was not discussed.

7) Uniform – sorting and second hand stall

This agenda item was only briefly discussed due to lack of time.

8) Use of PC funds

Agreed some thought should be put into how to spend funds. Significant sum in Parent Council account now.

Playground is popular choice for spending and definitely scope for equipment. Suggested that feedback be sought from Francis Donaghy and Pupil Council in the new year on areas where funds would be welcome / useful.

Small spends agreed for outdoor learning loose play items and packed lunch trugs (see previous action points in minutes).

Decisions / Votes	Person to action
Ruth Downes asked parent council members to think of ideas and to discuss via email in coming weeks.	Parent Council
Meeting to be set up with Pupil Council in Jan to ask for ideas.	Susie Haigh / Ruth Downes and Andrew Robson

9) Any update from school

Francis Donaghy presented an update from the school:

Thanked Astrid Azurdia and team for hard work and success of International Night.
Thanked the new office bearers.

Explained the annual school fundraiser will be happening and most likely to be some kind of park sponsored run in early 2015.

Confirmed the P7 residential would be happening in May.

Updated on enrolments for 2015/16. Currently ca 100 children have registered.

New toilets due to be opened on 2nd December.

School have now got access to the app store and ipads/ cases so they can be used more widely including outdoors.

This issue of staff cuts is on going and of deep concern. The cut of over 25% to promoted posts points is still going ahead and will have a big impact on the school. Parent Council offered to support the school in whatever way possible with this issue.

Decisions / Votes	Person to action
Ruth Downes asked how best the Parent Council could support the school as they face staffing cuts. Francis agreed to report back to Ruth on the changes they are facing so she could write a letter on behalf of the Parent Council. Possibility of encouraging a parent-wide letter writing campaign.	Ruth Downes / Francis Donaghy

10) AOB

i After school care provision

Time constraints meant this issue was not discussed.

ii Food bank collection

Astrid Azurdia had asked about supporting a local food bank in the run up to Christmas during the AGM.

Francis Donaghy confirmed the school would be happy to support this.

Decisions / Votes	Person to action
Letter to go out to parents to ask for donations.	Francis Donaghy
Rob Fraser (parent) agreed to collect all donations and deliver them to Maryhill.	Rob Fraser

iv Parent Council Meeting Dates

Agreed that dates should be set in advance this year and published on the website.

Decisions / Votes	Person to action
Susie Haigh and Ruth Downes will choose four dates in collaboration with Francis Donaghy. These will be put in a newsletter to all parents and published on the website.	Ruth Downes / Susie Haigh

Ruth Downes offered thanks to everyone for attending.

The constitution states that a third of PC members shall form a quorum at PC meetings and this was easily met.

Supporting Documents

Questionnaire Feedback Breakdown