

**Easter Carmuir's Primary School  
Parent Council Meeting**



Monday 25.09.2017  
18:00 – 19:30

**Attending:**

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|--|-------------------------|
| 1. Mr McLaren (Head Teacher)           | 2. Miss Welsh (Nursery) |
| 3. Fiona Guthrie (Deputy Head Teacher) | 4. Dan Rous             |
| 5. Kirstene Bauld (Secretary)          | 6. Carol-Anne Rous      |
| 7. Chell Bell                          | 8. Lesley Ramsay        |

**Apologies:** Debbie Wynd, Carla Serafini

**Agenda:**

1. Allocation of roles/ Introduction (chair, treasurer,)
2. Next Events (Halloween disco, Christmas Fayre)
3. Ideas for more parental involvement
4. Next Meeting date

|    | Agenda Item   | Action                          |
|----|---|---------------------------------|
| 1. | <p><u>Allocation of roles</u></p> <p>Mr. McLaren took the Position of Chair as this meeting was primarily called to elect a new chair, following the resignation of Sabine Elliot, due to her new employment in the school. Following a request to the parent forum, one name had been put forward to serve as Chair. So, with unanimous agreement, The NEW chairperson elected was Dan Rous. Secretary remains Kirstene Bauld. The roles of Vice Chair and Treasurer will be decided at the next meeting. The new events team will be led by Chelle Bell and Lesley Ramsay.</p> <p>New ideas – the parent council should be split into 2 groups. One being responsible for the events/disco and the other for any other formal issues.</p> <p>A formal parent council templated will be created by Dan Rous.</p> <p>A discussion about parent council members being PVG Checked was mentioned and will be explored more.</p> | <p>ALL</p> <p>DR</p> <p>ALL</p> |

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|----|--|---------------------------|
| 2. | <p><u>Next Events</u></p> <ul style="list-style-type: none"> <li>• The Harvest assembly will take place on the 4<sup>th</sup> October at 2:15pm. All welcome!</li> <li>• The Halloween disco will be on the 26th October.</li> <li>• A trial of a shorter disco time occurring. Primary 1 - 3 (5 pm till 6 pm.) Primary 4 -7 (6.15 pm till 7.15 pm). This was suggested due to the children getting tired and not really enjoying the last 15 minutes.</li> </ul> <p>After discussion, the price was increased to £2:00 per child which will now include a goody bag/juice. Free water and fruit will still be available. This was suggested to prevent money being lost/dropped and because some children have nowhere to put it – especially when in fancy dress. It would also ensure all children are given a drink and snack. This will only be a trial and its success/failure will be reviewed at the next meeting.</p> <p>Music selection will also come from the pupils who will be deciding a few songs that they would like per primary to be played.</p> <p>Fire register. A dedicated person will take a note of the names of the children who come to the disco so we will have a note in case of any emergencies.</p> <ul style="list-style-type: none"> <li>• Christmas Fayre. Planned for the 29<sup>th</sup> November at 6 pm till 7:30 pm.</li> </ul> | <p>ALL</p> <p>Teacher</p> |
| 3. | <p><u>Ideas for more parental involvement</u></p> <p>It was suggested that an important aim would be to increase parental involvement within the school and to improve communication with the parent forum.</p> <p>A questionnaire will be devised that can be asked at the harvest assembly to get more information on how we can improve things.</p> <p>TO INCLUDE:</p> <ul style="list-style-type: none"> <li>-Views about getting one representative parent for each primary class, who could report to the PC about concerns and positive outcomes specific to that class.</li> <li>-What are the preferred forms of communication and where would they go to read minutes of meetings.</li> <li>- Views on being a parent helper</li> </ul>  | <p>ALL</p>                |

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|    | <p>Dan will write a letter of introduction to go with the questionnaires. PC members to speak to parents at Harvest Assembly.</p> <p>A parent council notice board was given as an idea to get more information out there but this needs clarification of who will take this role on.</p> |  |
| 4. | <p><u>Next meeting date</u></p> <p>Thursday 19<sup>th</sup> October at 6 pm in the school</p>   |  |

Minutes taken by:

Kirstene Bauld  
Secretary on the Parent Council

Proposed NEXT Agenda:

1. Appointment of Treasurer and Vice Chair
2. Role clarification (PVG Clarification, Constitution,)
3. HT Report (including Standards and Quality Report for 2016-2017)
4. Report from Events Team
5. Parental Involvement (Review of questionnaires, Review of how this information from parent council meetings will be shared, parent council notice board)
6. Next Meeting date