



# AVOCH PRIMARY PARENT COUNCIL MINUTES

Wednesday 28<sup>th</sup> August 2019

	Item	Action
1	<p><b>Welcome, Introductions and Apologies</b></p> <p><b>In Attendance:</b> Kate Lackie (Chair), Rebecca Rawlinson, Iona McMillan (Acting Secretary), Phoebe Dickinson, Lindsay Smith, Inga Ballantyne, Katy Grant, Karen Patience, Claire Weaver, Asia Kucharczyk (Treasurer), Carolynne Wilson, Wanda Clark (Acting Head Teacher), Stef Rankine.</p> <p><b>Apologies:</b> None</p>	
2	<p><b>Review of last meeting's minutes and update on actions:</b></p> <p>There were no updates from the last meeting which took place before the holidays.</p>	
3	<p><b>Acting Head Teacher's Report</b></p> <p><b>Staffing</b></p> <p>We said Goodbye to Miss Munro this week and Mrs Sim's operation went well, she is recovering at home. Current staffing is as follows:</p> <p>Acting Head Teacher/Depute - Miss Wanda Clark P1 Miss Karen Patience (PT) /Mrs Sarah Hughes P2/1 Miss Louise MacKenzie/ Mrs Emma Harvey P2 Ms Ciorstaidh MacPhee P3s Miss Hannah Simms P3M Mr Scott McKellar / Mrs Emma Harvey P4 Ms Allyson Young P5/4 Mrs Cath Milne P5 Mr Donald MacPherson (PT) Mrs Emma Harvey P6 Ms Helen Webster P7/6 Mrs Sarah Byham P7 Miss Erin Christie</p> <p>We continue to have visiting specialists for music, art and drama. We also have employed new staff for the breakfast and after school club.</p>	

Due to timetable changes we are lucky enough to have our EYP's from the Nursery outside at lunchtime playing games and supporting children to play and get to know each other. This is making a huge difference to our new P1 group, as many already know the practitioners from Nursery.

### **Children and families**

- Our new P1 classes have settled very well.

5 new families have joined the school and class numbers are very high.

P1 25, P1/2 23, P2 28, P3M 27, P3 S 30, P4 27, P5/4 23, P6 28, P7/6 23, P7 26

Nursery role is increasing - 23 current

Grand total of 315 children in School/Nursery

- Nursery Inspection will be soon.
- New Nursery building – hopefully will start after Christmas.

### **Building works**

As you will have noticed over the holidays we had some very extensive flood alleviation works on the school site. We are happy that these were completed on time for the beginning of term. The contractors will be back on site in the October holidays to complete the work.

### **School Improvement priorities**

- To improve attainment in literacy and numeracy (maths)
- To further develop skills for life learning and work – (ICT)
- To continue to improve Health and wellbeing (reviewing policy and implementing new strategies, creating Expressive Arts progression)

INSET for staff –very productive. We looked at Highland Council Policies and procedures for a variety of areas within the school, next dates are working on Highland wide developments such as building positive relationships and we shall be working with our cluster of schools.

### **Dates for your Diaries 2019**

**Many thanks for the P7 Beach party – all the children thoroughly enjoyed it and it won't be forgotten.**

Dates for this term were included in the Newsletter sent out this week.

Family ceilidh evening.

After School Clubs

Volunteers

**Looking forward to a great year at school.**

Wanda Clark

Acting Head teacher

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### Treasurer's Report

AVOCH PARENT COUNCIL			TREASURER REPORT			28-Aug-19	
Opening balance as at 28 May 2019					£7,129.26		
<u>Income.</u>							
Disco June			£632.70				
The Giving Machine			£22.91		£655.61		Total Income
<u>Expenditure.</u>							
Disco DJ			£90.00				
Disco Supplies			£64.70				
Presents for Support Staff			£31.00		£185.70		Total Expenditure
Closing balance as at 29 July 2019					£7,599.17		
ENTRANCE							
<b>Disco June</b>					Disco Feb		Disco Oct
	KIDS	FEE					
Disco N-P3	99	X £3	£297.00		57		84
Disco P4-P7	74	X £3	£222.00		56		68
	<b>173</b>		<b>£519.00</b>		<b>total 113</b>		<b>152</b>
face painting			£27.70				+
Slap bands			£86.00				+
			<b>£632.70</b>				
DJ			£90.00				-
Supplies			£52.45				-
Slap bands			£12.25				-
			<b>£478.00</b>		<b>profit £239.72</b>		<b>£282.71</b>

6	<p><b>Playground Project Update</b></p> <p>Lots of prospects for fundraising and donations being investigated. Thankful that the project hasn't gone ahead already given the building works just completed and the future work still to come, which would have impacted on the new play equipment.</p> <p>It was suggested that we could investigate tax free contributions from Parents' employers etc. or even personal donations.</p>	
9	<p><b>Prep for AGM – 30<sup>th</sup> September</b></p> <p>Audited accounts  Election of office bearers (need volunteers for Chair and Secretary).  Need volunteers for AGM secretary (Iona will do it for AGM only).</p>	<p>Kate will write something to go out to Parents.</p>
13	<p><b>Any Other Business</b></p> <p><b><u>Parent Volunteers</u></b></p> <p>The school would welcome and actively encourage volunteers to come and help in school. Volunteers can help with reading, maths, etc. Even just an hour would be a great help.</p> <p>The volunteers' visits need to be planned and organized though, although your help is appreciated it can't be accepted if you just turn up at school unplanned. Volunteers will need to complete a PVG form but that's a formality and it would be paid for by the school.</p> <p>School will send out a notification to ask for help, even for an hour here and there and may put an article in the Chatterbox.</p> <p><b><u>Discos</u></b></p> <p>Suggestion to provide fruit as an alternative for children who don't want to have sweets.</p> <p>Discussion around signing children in and out and best way to do this without creating bottlenecks but still knowing who's in the building and recording an emergency contact.</p> <p><b><u>Bikeability</u></b></p>	<p>Add Agenda item to next meeting about parent volunteers coming in to school to help. Article in Chatterbox etc.</p>

	<p>The APC email account received an email from Alice at Velocity about their offer of bikeability (cycle proficiency) training. They'd like to arrange a meeting with interested parties to discuss further.</p> <p>Add to agenda for next meeting.</p> <p><b><u>Online payment for School Dinners</u></b></p> <p>No update to give as nothing has changed. No date for implementation.</p> <p><b><u>Seesaw</u></b></p> <p>A Parent asked if signing up to Seesaw is optional, as a recent letter may have indicated that it's not? Mrs Clark stated that Seesaw is option in Avoch Primary but the original letter was a generic letter written by Highland Council which may have led to confusion.</p> <p><b><u>Procedures for illness etc</u></b></p> <p>A parent asked about the school's procedures for conditions like hand, foot &amp; mouth which had an outbreak in school recently.</p> <p>The school follows the Care Inspectorate guidelines. You can find out more about these on the Care Inspectorate website, including a booklet called "Infection prevention and control" which contains lots of useful information.</p>	
14	<p><b>Date of Next Meeting &amp; Close</b></p> <p>Thanks to all for attending &amp; contributing. Next Meeting is on:</p> <p style="text-align: center;"><b>Monday 30<sup>th</sup> September, 6.30pm</b></p> <p style="text-align: center;">AGM at 6.30pm, followed by a regular Parent Council Meeting</p>	