

## Crosshouse Parent Council (“PC”)

Meeting Date – Wed 24<sup>th</sup> April 2019

Present - Isabelle Murray, Claire Steele, Tracey Graham, Jen Reed, Keilly MacDonald, Lynne Nicholson, Andrew Brodie, Jacqui Galloway, Lara Tolland, Gayle Hall, Gillian McGarry, Lisa Leslie, Carolanne Barkley,

Councillors- N/A

Co-opt- Sheila Nicholson

Parents- N/A

Guest- N/A

Apologies - Archie Buchanan, Fiona Mackie, Michael Owens, Claire Ashwood, Fiona Dryburgh, Geri Grey

### Parent Council Meeting

✓ **Welcome and Apologies**

Claire welcomed everyone to the PC meeting and apologies were noted.

✓ **Review of Outstanding Actions & Previous Minutes**

Previous minutes agreed by all parties.  
Updates were provided on all actions.

✓ **Financial Review**

Carolanne confirmed that we currently have £10.06 in the bank.

Carolanne to get a statement ahead of the AGM and provide an overview of the finances for the AGM

✓ **Head Teacher Report**

Isabelle told the PC all about the Dalguise trip. The kids are having a fabulous time. Isabelle then informed the PC about some of the achievements within the school. Crosshouse were crowned Duncanrig Maths champions and K’nex and Young Engineer challenge. We have also been shortlisted for Sports School of the year.

Parent Pay will be coming in soon. This is an online system where parents can pay for lunches, school trips etc.

School will be closed for the European Elections on Thursday 23<sup>rd</sup> May. This will impact the P1 induction so this will be condensed into one day. P7's will still be going to Duncanrig Secondary School that day.

Mrs Alexander starts her maternity leave on Friday. Mrs Allison and Mrs Greene will cover. Mrs Guy is still off at the moment and will be for the foreseeable future.

Claire to arrange for a card to be sent to Mrs Guy

Received mixed reports on the Parents Evening. 70% + of parents liked the change of times, some parents thought it was too early in the year. Discussion then took place on whether the dates should be changed next year. The PC agreed that the new dates work well for formal communication to the parents and recommend that these are maintained for next year. Isabelle to take to the staff to discuss and feedback at next months meeting.

The Crosshouse Curriculum will be a focus for next year.

✓ **Clean Up Crosshouse**

Tracey confirmed that the let costs for Sunday 9<sup>th</sup> June is £201.68.

Claire advised that we need to add on the costs of the skip, materials, plants etc.

Following the PC meeting, it has been agreed that this event will be cancelled.

✓ **Cost of a School Day**

Agreed to look at something before Halloween so will be added to next terms agenda.

✓ **Feedback from Pupil Council**

Claire advised that the next meeting is on 17<sup>th</sup> May.

✓ **Parent Council Improvement Plan- Succession Planning & PC Survey**

Claire advised that we have the internet safety training coming up.

Claire has also organised resuscitation training on 3<sup>rd</sup> June. Please inform Claire if you know anyone that is trained and can support this day.

Claire advised that the PC survey will be issued in May. Questions to be added from HMI are

1. I feel encouraged to be involved in the work of the PC
2. I am kept informed about the work of the PC

Claire advised that Tracey will be stepping down as secretary and Claire will be stepping down as Chair at the end of this term. Lisa also advised that she will continue with the PC but will be stepping down as vice chair.

Claire asked the PC members to think about whether they would like to consider any of the office bearer posts and that they are welcome to contact any member to discuss what is involved.

✓ **AOB**

Isabelle to provide the names to Claire for the awards this year.

Gayle highlighted that there have been complaints to the PC that there is not a bin in the pitch and rubbish has been left around.

Gayle agreed to contact the council about this issue.

**Date of next meeting: 29<sup>th</sup> May 2019**

**OPEN ACTIONS**

Action Ref:	Action	Owner	Status/ Due Date
Jan 01	Put information about how to apply for grants & free school meals etc onto the FB page (to be actioned near the new year)	CS/LL	01/06/19
Jan 05	Look into the uniform swap shop  24/4 Not heard anything back from Geri or Mrs McDougall. Need to chase as this will be needed for next month	LN/SN	24/04/19
Feb 01	Isabelle to let Claire know when the next workshop dates are  24/4 Outstanding – dates to be given to Claire	IM	28/02/19
Feb 06	Claire to confirm how much funds are needed from the fundraising committee for the end of term awards	CS	25/05/19
Feb 09	PC survey to be issued again in May	CS/TG	01/05/19
Apr 01	Carolanne to get a statement ahead of the AGM and provide an overview of the finances for the AGM	CB	01/06/19
Apr 02	Claire to arrange for a card to be sent to Mrs Guy	CS	30/04/19
Apr 03	Please inform Claire if you know anyone that is trained and can support the resuscitation day.	ALL	30/04/19
Apr 04	Please contact Tracey, Claire or Lisa if you want to know more about the posts of secretary, chair or vice chair	ALL	29/05/19
Apr 05	Contact the council about the bin situation at the pitch	GH	29/05/19
Apr 06	Isabelle to provide feedback following session with staff around Parents Evening schedule	IM	29/05/19
Apr 07	Cancel Let for 9 <sup>th</sup> June	TG	25/04/19
Apr 08	Add in additional HMI questions to the PC survey to be issued	CS/TG	01/05/19

Action Ref:	Action	Owner	Status/ Due Date
Apr 09	Isabelle to provide the names to Claire for the awards this year.	IM	10/05/19

### CLOSED ACTIONS- 2018/19

Action Ref:	Action	Owner	Status/ Due Date
May 02	Work with Pupil Council on raising awareness of car parking health & safety concerns	CS	Completed
May 12	School to present what they are doing on mental wellbeing at the next PC meeting	IM	Completed
Sept 01	Closed actions to be archived	TG	Completed
Sept 03	New signatories to be completed for next month.	CS/CB/LL	Completed
Sept 04	PC board to be created at visitors area	CS/TG	Completed
Sept 05	Provide feedback to parent who highlighted the shoe box appeal	CS	Completed
Sept 02	Caroline Lawson to be provided with spreadsheet and all necessary back-up paperwork to enable her to audit the books	CS	Completed
Oct 01	Carolanne to forward all financial paperwork to Mrs Mason for her to complete the accounts audit	CB	Completed
Oct 02	Leaders of each improvement plan group to email Tracey Graham with dates for the next meetings	IM	Ongoing
Oct 03	TG to update photo on newsletter and issue to Isabelle for review	TG	Completed
Oct 04	Tracey to issue minutes to everyone after Isabelle & Claire have approved to get final approval	TG	Completed
Oct 06	Gillian to provide feedback to John Wilson photography and copy Isabelle on the email	GMc	Completed
Oct 05	Arrange for a lanyard for Sheila	CS/TG	Completed
Nov 01	PC have been asked to go away and find out a little more about the cost of a school day	All	16/01/18
Nov 02	Mrs Tolland to present at next months PC on Cost of a School day	LT	Completed
Nov 04	Isabelle to present more on SAF (Scottish Attainment Fund) at January PC meeting.	IM	Completed
Nov 05	Tracey to ensure that PC agenda and minutes is sent to Isabelle separately to ensure it can be issued to parents.	TG	Completed
Mar 02	Agreed that PC members to email Tracey to add anything to the agenda	ALL	Ongoing
Mar 03	School to review options on how to raise awareness round autism and discuss at next PC 29/8: Will be included as part of annual family learning	SS/IM	Completed

Action Ref:	Action	Owner	Status/ Due Date
Aug 10	Look into getting the Let for Clean-Up Crosshouse free of charge	GG	01/02/19
Nov 03	Look into the PC running an internet safety event for parents 29 <sup>th</sup> May @ 6.30pm parents/carers only plus quick PC meeting afterwards.	CS	Completed
Jan 02	Everyone to send on availability to support the Parents Evening	ALL	Completed
Jan 03	Put a reminder on each week to remind children to return school library books by a Wednesday.	CS	Completed
Jan 04	Make sure that the PC highlight the benefits of coming along on 28 <sup>th</sup> Jan to the curriculum event via FB page and any verbal communications	CS (FB) All	Completed
Feb 02	Let to be put in for Sunday 9 <sup>th</sup> June 2.30 for Clean-up Crosshouse event	TG	Completed
Feb 03	Tracey to let fundraising committee know the costs of the Clean-up Crosshouse let	TG	Completed
Feb 04	Jacqui to check if fundraising committee are happy to pay for the let costs	JG	Completed
Feb 05	Add Clean-up Crosshouse to the next PC agenda	TG	Completed
Feb 07	stall to be set up in the dining hall for Monday at 2.30pm for World Book Day uniform donations (Sheila has kindly agreed to man this for the PC).  Look into doing this for Halloween. Look to do this for parents evening	SN	Completed
Feb 08	Isabelle to send out a note to parents to let them know about the World Book Day stall	IM	Completed
Feb 10	Amend Constitution and issue for approval	TG	Completed