

Crosshouse Parent Council ("PC")

Meeting Date – Wed 29th May 2019

Present - Isabelle Murray, Claire Steele, Tracey Graham, Jen Reed, Lynne Nicholson, Gayle Hall, Lisa Leslie, Carolanne Barkley, Claire Ashwood

Councillors- Archie Buchanan

Co-opt- Sheila Nicholson

Parents- Carol Gillies

Guest- N/A

Apologies - Fiona Mackie, Michael Owens, Fiona Dryburgh, Geri Grey, Keilly MacDonald, Andrew Brodie, Jacqui Galloway, Lara Tolland, Gillian McGarry

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 took the PC through the Parent/Carer questionnaire results and some of the comments. Overall the school are very happy with the results.

As a result of the feedback from the questionnaire, Parents evening will be moved to the 1st week in October and then March.

Mrs Sandilands has secured a Head Teacher post. Congratulations to Mrs Sandilands from the PC.

New P1 intake will be 59 which is more than is leaving from P7.

Every class is full for next year. There will be P1/2 and P6/7 composite classes with 2 teachers. There is a guide to composite classes on the school website.

http://www.crosshouse-pri.s-lanark.sch.uk/index_283_2025941934.pdf

The school hopes to get the information out to parents about classes for 2019/20 before the summer but this is subject to change.

The school are attending the South Lanarkshire Sporting School of the Year on Tuesday 4th June.

SNSAs - Scottish National Standardised Assessments have been carried out in P1, P4 & P7.

Very positive feedback from staff and children. Feedback will be given to parents via the end of year report.

Leavers assembly is scheduled for 27th June 9.30am. Parent Council members are invited to attend. Please let Isabelle know in advance if you plan to attend as a PC member (and not a parent).

P7 summer party is on the same night as AGM. All agreed that we would bring the AGM forward to 6.30pm so the teachers can attend both. PC welcome to attend the leavers party afterwards.

Parents Council dates for next year

Tues 10th September

Wed 23rd October

Wed 27th November

Wed 15th January 2020

Tues 4th Feb

Tues 10th March

Tues 12th May

Tues 9th June (AGM)

Photographer – agreed to go with John Wilson for a 2nd year. PC to come in and help get the kids organised.

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

Claire took the PC through the 2019 survey results. Everyone agreed that the results were very positive. Claire thanked everyone for improved results.

✓ **AOB**

Thanks to Lisa and Keilly for supporting the P1 induction.

Date of next meeting: 19th June 2019 (AGM 6.30pm, followed by PC meeting).

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)	LL	01/06/19
Jan 05	Look into the uniform swap shop 29/5: To be set up for next term as no time to organise now	LN/SN	10/09/19
Apr 01	Carolanne to get a statement ahead of the AGM and provide an overview of the finances for the AGM presentation pack	CB	01/06/19
Apr 05	Contact the council about the bin situation at the pitch 29/5: GH has been chasing this at the council and has been told that a bin is not needed in this area. Archie has agreed to take on and liaise directly with the council	GH/AB	19/06/19
May 01	Change AGM time to 6.30pm	TG	03/06/19
May 02	Send letter to parents to change AGM time	IM	03/06/19
May 03	Submit Lets for PC dates for 2019/20	TG	19/06/19

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

Action Ref:	Action	Owner	Status/ Due Date
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
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 th 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 th 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 th 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

Action Ref:	Action	Owner	Status/ Due Date
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
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 06	Isabelle to provide feedback following session with staff around Parents Evening schedule	IM	29/05/19
Apr 07	Cancel Let for 9 th June	TG	25/04/19
Apr 08	Add in additional HMI questions to the PC survey to be issued	CS/TG	01/05/19
Apr 09	Isabelle to provide the names to Claire for the awards this year.	IM	10/05/19
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