

## **Crosshouse Parent Council (“PC”)**

**Meeting Date – Wed 19<sup>th</sup> June 2019**

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

Councillors- N/A

Co-opt- Sheila Nicholson

Parents- Carol Gillies, Alison Brown,

Guest- N/A

Apologies - Archie Buchanan, Claire Ashwood, Michael Owens, Geri Grey, Andrew Brodie, Lara Tolland, Fiona Dryburgh

### **AGM and Parent Council Meeting**

#### **✓ Welcome and Apologies**

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

#### **✓ Annual General Meeting**

Claire took the parent forum through the AGM presentation which outlined the objectives of the PC and the members of the PC. Isabelle then took the parent forum through the headteacher report which covered all the improvement plan updates from 2018/19 and all the fantastic awards that Crosshouse pupils have been achieved this year.

Isabelle summarised the key focus areas for the school:

- Reading is showing higher than national average and SLC average
- Writing also showing above national average and SLC average. School has had a focus on writing this year.
- Listening & Talking showing below national average and SLC average. Mrs Murray believes that the school are doing the evaluation correctly and that this will improve over the next year
- Numeracy is showing higher than national average and SLC average

Discussed the next steps in literacy and numeracy.

Isabelle then shared a video covering all the children’s achievements this year which everyone agreed was wonderful to see.

Claire then went on to discuss the achievements of the PC in 2018/19.

## **Office bearing positions**

### **Resignations**

Claire Steel- Chair

Tracey Graham – Secretary

### **Nominations**

Secretary- Lynne Nicholson (Carolanne nominated, Lisa second)

Chair- Carol Gillies (Carolanne nominated, Lisa second)

Sheila Nicolson – Co-opted member (Carolanne nominated, Lisa second)

## ✓ **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 confirm who will audit the books which need to be completed by September.

## ✓ **Head Teacher Report**

Isabelle took the PC through the classes for 2019/20. Two teachers leave following securing permanent posts elsewhere. Isabelle thanked Miss Carbery and Miss Stevenson for their support.

Children's reports will be issued on Friday 21<sup>st</sup> June

There is a deputy head vacancy so Miss Ashwood and Mr Owens will remain in position until this has been role profiled and goes to interview. PC will be invited to attend the interview.

## ✓ **Parent Council Planning- focus for the year ahead**

The team discussed potential focus areas for 2019/20. Ideas were discussed around ensuring that the parent forum are aware that the fundraising committee & PC are separate and that we want the parent forum to get more involved.

Tracey highlighted that the school website had not been updated in years and could be doing with being refreshed to update what the PC do now.

Coffee mornings were discussed too. Tears and tissues day for p1 parents was offered as a suggestion too.

## ✓ **AOB**

Tracey highlighted to the PC that next year's Lets are only from 6.30-8.30pm as SLC would only allow for a 2-hour let. Any additional hours will need to be paid for. New let form means that all lets for 2019/20 need to be re-submitted.

Keilly highlighted that the Fundraising committee have their AGM on Tuesday 10<sup>th</sup> September and requested that the PC meeting starts at 7.30pm that night. Meeting time amended to support.

Keilly and Isabelle highlighted that there were 2 additional lets for the fundraising committee for 30<sup>th</sup> Aug Family Fun evening- 6-9pm and 12<sup>th</sup> Dec Movie Night- 6-9pm. These have to be raised by the new secretary.

**Date of next meeting: Tuesday 10<sup>th</sup> September 2019 7.30pm**

#### **OPEN ACTIONS**

Action Ref:	Action	Owner	Status/ Due Date
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
Jun 01	Carolanne to arrange an auditor for September (ask Mrs Mason)	CB	01/09/19
Jun 02	RE-submit Lets for PC dates for 2019/20 based on new form and add on the following new lets  12 <sup>th</sup> Dec Movie Night- 6-9pm 30 <sup>th</sup> Aug Family Fun evening- 6-9pm	LN	19/06/19
Jun 03	Carolanne to arrange for Claire to be removed from the bank account and Carol and Lynne added to the account	CB	10/09/19
Jun 04	Lynne/Tracey to meet up and do a handover	TG/LN	01/08/19

#### **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

Action Ref:	Action	Owner	Status/ Due Date
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
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).	SN	Completed

Action Ref:	Action	Owner	Status/ Due Date
	Look into doing this for Halloween. Look to do this for parents evening		
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 <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
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
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
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