

## FRIENDS OF CHIRNSIDE PRIMARY SCHOOL

### AGM PARENT COUNCIL MEETING MINUTES

THURSDAY 23<sup>RD</sup> OCTOBER 2014

#### AT CHIRNSIDE PRIMARY SCHOOL

**PRESENT:** Katrina Reynolds (Chair Person), Nadine Moore (Treasurer), Emma Jones (Correspondence Secretary), Claire Duff, Isle Harvey, Nick Trussler (Head Teacher), Joy Hope, Julien Lake, Mark Kinghorn, Leeann Ross, Angie Donoghue (Minutes Secretary).

**APOLOGIES:** Kirsty Chalmers, Catriona Craze, Joyce Blaikie.

#### **DISSCUSSED LAST MINUTES:**

*Class Structures & Staffing-* Katrina sent a letter to SBC on behalf of PC raising our concerns over losing Mr. Brodie. She read out there response.

SBC Response:-

Will follow in an Email

*Feasibility of Swimming Lessons:* We had a total of 62 responses for swimming lessons poll. 59 said yes they would support swimming lessons, 3 said no, due to their children already having swimming lessons. Ahlstrom have agreed to pay for 1 block of buses. Bill to go directly to Martin Tennant at Ahlstrom.

This will pay for P7 to have a block of 8 swimming lessons to make sure they have their blue badge for when they go sailing and to Kindrogen.

*Katrina* to approach other groups in local village for funding a bus as part of a 3 year swimming project. She will ask: - Greenvale, Bavs, Elizabeth Hume Trust, Common Good and the Robertson Trust. She will also look into a company who do funding match, who will match whatever you've raised. *Katrina* will write out a letter and email it to Mr. Trussler for him to pass on to the groups he's a member of.

*Inclusion of football as part of P.E.:* Mrs. Miller said that she focuses on sports which are not available in the village, but is willing to discuss it with P.C. Mark feels we need to promote football in the lower end of school as the Chirnside Football Team don't have enough players to keep going, so Mark is going to speak to Drew from Little Kickers and Mr. Trussler to speak to Marianne O'Brian about seeing if they have any ideas.

**HT REPORT:** Mr. Trussler gave us a copy of his HT Report

#### Parent Council – Head Teacher Report

#### INSET – School Development Update and Plans

- October –
  - Additional CfE In-service day focused on Respectful Relationships and Behaviour Management for all staff. This review will be completed on 13<sup>th</sup> November, before moving to consultation with pupils (pupil learning council) and parents (parent evening consultation).
- November –
  - Completion of Respectful Relationships review on 13<sup>th</sup> November with all staff.

- Evaluation of 'Focus Learning Week' (w/b 3<sup>rd</sup> November) and Personal Learning Plans. Parent evaluation on November parent evenings.

### Staffing

- Meeting with P5 and P7 parents on Tuesday 7<sup>th</sup> October

Mr. Trussler met with P5 and P7 parents to explain further the reason for staffing changes, impact of falling school roll and plan for October to December in terms of supporting the transition process. Around 20 parents in attendance.

- Primary 5 –

Class Teacher: Ms Milne

Additional Support: from Mr. Trussler (up to two periods per week) and Ms Harvey (one period per week) and additional classroom assistant support.

- Primary 7 –

Class Teacher: Ms Harvey (M-W and Friday) and Mr. Littlewood (Thurs)

Additional Support: from Mr. Littlewood (Wednesdays) and Mrs. Millar (Thursday mornings), as well as additional classroom assistant support.

- Skills swap for 60min on Thursday afternoons between Ms Milne (P7 Music) and Mr. Littlewood (P5 RME).

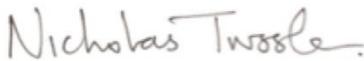
### HT Absence Arrangements

For the next two weeks, I will be absent from school as I recover from an operation, scheduled for tomorrow. From Friday 24<sup>th</sup> October to Monday 10<sup>th</sup> November, Ms. Harvey, Principal Teacher, will lead the school in my absence.

During this period, teaching arrangements for P7 will be Ms. Harvey on a Monday, Mr. Wood on a Tuesday and Mr. Littlewood teaching from Wednesday to Friday.

These arrangements allow Ms. Harvey the appropriate management time to support pupils, parents and staff during this two week period.

Kind regards,



**Mr. NA Trussler**

*Head teacher*

Mr. Trussler said we have Mr. Littlewood until the end of June 2014

### **CHAIR PERSONS REPORT:**

#### **AGM Chair's Report 2014**

Welcome and thank you for attending Chirside Parent Council AGM.

Minutes for last years AGM are available should anyone want to check them. If I don't hear anything by the end of the meeting, we will assume they are agreed.

This year has been a busy but successful year for the Chirside Parent Council, we have been able to show the school community and beyond how well we work as a team by being organised and confident at all of our events and correspondence.

Meetings have continued to be held approx every 6 weeks and although disappointingly few new people have attended, we are grateful for those that do and hope you can continue to show your support.

There have been some big issues and developments that have happened within the school over the last year that have included the involvement of committee members.

1. Firstly, last October Chirside School had a school inspection by Education Scotland and Care Inspectorate, where out going Chair Leann Ross and myself met with the inspectors. The School Community and PC were delighted with the

inspection report and the Headmaster Mr Trussler was particularly praised for his efforts. In September this year, Mr Trussler and myself attended a meeting to feedback the inspection report and actions to the Education Performance Sub committee at the SBC where the report and improvement plan were well received

2. Secondly, I, as chair, was involved in some consultation with SBC and the school regarding the building work that was undertaken over the winter months. The works were completed successfully and the addition of the new spacious classroom is a great asset to the school.

3. Thirdly, the consultation process and the introduction of the asymmetric week. Very few parents came to the PC regarding the proposal of the asymmetric week so Chirside PC didn't formulate any response to SBC. Parents and children individually responded through surveys from the school or online.

4. Next up was the reinstatement of swimming lessons which has been an campaign for the Parent Council over the year. The PC are delighted that progress has been made with some funding for transportation being donated by Ahlstrom. The P7's will receive a block of 8 classes in the New Year and possibly another block may be organised for P6's further in the school year.

5. The launch of the School Website & PC Facebook page has seen Chirside Primary School successfully join the rest the World with social media. This is an ongoing process that the PC (or at least Emma!) will hopefully endeavour to keep updating.

6. Lastly, The removal of Deputy Head post which resulted in the loss of Mr Brodie caused a huge stir last month. The PC wrote to the Service Director of Children and Young People outlining our concerns and disappointment with this decision. They appreciated our concerns but reinforced their decision saying careful consideration was given and with the predicted school role they had no choice. Their confidence in Mr Trussler as Head Teacher was cited to ensure the continuity of learning for the pupils.

Moving on, the other important role of the PC is the fact that we have been able to raise a good amount of money, as our treasurer will explain to us in a short while, and so we have been able to fulfil our brief of 'raising money for the school' by helping fund such things as the refresh of the school computer system, P5 Commonwealth Tapestry Project, P7 memory sticks and year books & transportation for school trips.

The Christmas Fair and Spring Time Coffee Morning were our biggest fund-raising events and both were extremely successful.

As always the children love the discos. We have had 3 this last year to raise funds so by now we are well rehearsed in what is needed to do for the discos so the organisational is less. A special thank you for the Ross Family who have played a big part in the running of the discos, particularly DJ Stevie.

As well as general thanks for everyone for their help at all our events, I would just like to mention our hard working office bearers. Firstly, Angie for having to write but also contribute well in meetings and then produce the minutes after every meeting!

Secondly, Emma for all her emailing, flyers and computer based support particularly with the website and facebook!!

And last but not least Nadine for organising our finances.

Again, a huge thank you to everyone. I'm sure we can match this success in the events for this year and look forward to what lies ahead.

## **TREASURERS REPORT:**

entry	DATE		Paid out	Paid in	Balance
	11.10.13	Balance			2002.30
464	12.11.13	Bus Invoice 11644	307.50		1694.80
		" " 11647			
		" " 11594			
	1.11.13	School Disco		298.60	1993.40
465	21.11.13	Gillian Benton <sup>juice +</sup> crisps Disco	36.80		1958.60
	11.12.13	Xmas FAIR		1122.76	3081.36
	16.12.13	Interest		2.71	3084.07
466	12.12.13	Gillian Benton <sup>XMAS FAIR</sup> SANTA SWEETS	70.00		3014.07
467	18.2.14	Billy Ford Kitchen BLIND <sup>INV</sup> 463	288.00		2726.07
468	18.2.14	Paymens Bus <sup>INV</sup> 11710	79.00		2647.07
	26.2.14	Valentine Disco		230.55	2877.62
469	10.3.14	Gillian Benton <sup>juice + CRISPS</sup> VALENTINE DISCO	38.16		2839.46
470	25.3.14	School Computers + <sup>XMAS PARTY</sup> jelly election	1290.00		1549.46
471	26.3.14	flat for Coffee Morning	100.00		1449.46
	1.4.14	Coffee Morning + flat		705.14	2154.60
	14.3.14	Interest		3.62	2158.22
	23.6.14	Disco		223.28	2381.50
	23.6.14	Sports Day		152.77	2534.27
472	27.6.14	Whiz Kids <sup>(operation for use of equipment)</sup>	20.00		2514.27
	27.6.14	Interest		2.48	2517.25
473	20.8.14	Gillian Benton <sup>(crisp + juice fair)</sup> summer Disco	31.58		2485.67
	3.9.14	Council Grant		310.00	2795.67
	12.9.14	Bus INV 1330-4447.33 <sup>MISCO ESS TO USESITICS</sup>	599.03		2196.64
	17.9.14	Clothing exchange		41.50	2155.14
	29.9.14	Interest		3.24	2158.38

Nadine to organise audit.

## **ELECTION OF NEW COMMITTEE:**

**Chairperson - Katrina Reynolds**

**Treasurer - Nadine Moore**

**Secretaries - Emma Jones - Correspondence. Angie Donoghue - Minutes**

### **Any Other Business:**

\*We need more members on committee so we discussed ideas. Katrina suggested having a class rep from each class. We thought maybe we could have a stall at parents evening in November.

Katrina also thought having PC T-Shirts so that parents know who we are at events. We agreed on yellow. *Katrina* to sort this.

\*Emma is in charge of our part on school website. We discussed what we want on there. Minutes, Treasurers Report, List of upcoming events and money we have raised.

\*Could all PC Members like our Facebook page, could Chirnside Chasers like page.

\*Dyslexia Policy - We need parents to read the summary on SBC Website about their Dyslexia Policy. Closing date for response 19<sup>th</sup> December 2014

### **Halloween Disco:**

Fancy Dress Disco will be held on Thursday 30<sup>th</sup> October 2014. *Emma* to do flyer. Disco is 6.30- 8pm. Parents to accompany nursery children. Prices are £2 per child or £5 per family.

*Katrina* will do bobbing for apples in dining hall, she will get apples. She will call each class at a time.

*Leeann* has already ordered juice and crisps from Gillian. *Angie* to book hall with Mandy.

Helpers so far - *Angie, Leeann, Nadine, Katrina, Emma, Claire, Mrs. Harvey.* Helpers to dress up too.

We will play games in main hall like corners. *Nadine* will get sweets for prizes.

Steven Ross to do music.

### **Christmas Fayre:**

Christmas Fayre will be held on Friday 28<sup>th</sup> November 2014. Hall will be available from 12.20 that day. *Leeann & Nadine* to decorate grotto. If they would like Mr. Barrett's help they need to ask him now, as Friday is his day off.

*Angie* to email stall holders from last year. *Claire* to either give *Angie* number or speak to *Dehlia Nimmo* about borrowing tables from community centre. If we can then we need to organize transport. *Wakey* helped us last year.

Stalls will be £10 each plus a raffle prize. *P7* would like a stall. *Angie* will approach other clubs in village to see if they would like a stall.

Joy to ask Mr. Hope would like to volunteer as our Santa this year. Mrs. Harvey will ask Mrs. Ainsley if she would like to be Santa's helper. Angie to ask Joanne and Marianne if they can help with teas and coffees again this year. Angie will ask Jo, Hetty and Cathy if they would like to do face painting again.

Dress down day for hampers is 7<sup>th</sup> November 2014. Emma to do flyer about this. She will check use same item list as last year, but could she include on flyer that all expiry dates must be at least End of December 2014.

We need helpers: 3 x kitchen, 2 x door, 3 x raffle, 3 x tombola stall, 3 x homebaking, and 1 x helper also needed for each other PC Stall.

Emma to write to local companies to ask for raffle prizes.

We Need P7 to work as queue managers for grotto.

Could we get home baking to be handed in on Friday morning of Christmas Fayre so we can get it bagged and labelled.

We will meet again on **Monday 10<sup>th</sup> November 2014 at 7pm at Primary School** so we can organize Christmas Fayre and wrap presents and hampers. Could all members bring a friend and a bottle?

Some parents have been concerned about P5 gym changing, as class all gets changed together. Mrs. Harvey to speak to Mrs. Milne about girls getting changed behind the partition in class.

Mr. Trussler has put in a request for the school's Christmas parties food. Rather than having jelly and ice-cream this year they are going to have a party buffet at £1 per head.

Christmas Parties will be on 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup> of December 2014

Mark mentioned having a Parent Council night out. TBA.

**Next Parent Council Meeting will on Thursday 15<sup>th</sup> January 2015**