



HERMITAGE PRIMARY PARENT COUNCIL

ORDINARY MEETING
WED 25 APRIL 2018 (7.15PM)
STAFF ROOM, HERMITAGE PRIMARY SCHOOL

1. WELCOME/APOLOGIES

Present:

Carl Dixon (CD)
Tamara Brown-Milberg (TBM)
Angela Fleming (AF)
Rhona Black (RB)
May Hadi (MH)
Lara McVeigh (LM)
Ross McArthur
Gillian Simpson (GS)
Emma Wilson
Carol Ormiston
Claire Walker
Debbie Dennett
Melanie Harvey

Mrs Jackson
Mrs McMurdo

Apologies: Claire Fang, Sharyn McInally

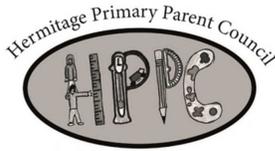
Meeting opened by Chair, Carl Dixon

2. PREVIOUS MINUTES AGREED

3. HEAD TEACHER APPOINTMENT UPDATE & PARENT REP UPDATE – RHONA BLACK

Head Teacher Appointment

- Date of Head Teacher interviews changed to 9th May 2018. Shortlisting to take place on 27th April 2018. Unfortunately Donna Hicks had to withdraw. According to votes TBM would be next to be on the interview panel; however TBM due to be in Canada on interview date. Therefore new rep is CD.
- RB met with Wendy Brownlie and discussed the process and areas for HPPC questions, which was helpful. 2 questions will come out of those areas and likely to be a 3rd question which RB & CD will decide on based on the discussion HPPC had at the March meeting.
- Interview is a 2 day process and A&B Council is treating the interview like that of a secondary school due to the size of HPS.
- 8th May – Pupil tour and sub parents group (Mrs Jackson to choose 3 parents) and staff group of 4 members to meet with the candidates. This will provide a greater balance of views to go forward to the interview panel on 9th May.
- 9th May – 5 people on the interview panel: head teacher from Oban (Gillian Carney), Wendy Brownlie and one other education dept officer, RB & CD.



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- HPS is one of the largest schools in Argyll & Bute. If a new head teacher isn't appointed then there will be an acting head put in place. Entire appointment process will be confidential from before to after the appointment.
- GS asked whether HPPC need to have another discussion about areas for HPPC interview questions to come from. RB answered that she has spoken at length with Wendy Brownlie and was advised not to discuss questions with HPPC moving forward. Questions can not be set in stone until the morning of the interview (to guard against possibility of candidates finding out the questions before the interview). GS mentioned her concern that as CD wasn't at the March meeting when the issues were discussed he might not be aware. RB reassured GS that she had taken notes of the issues discussed and CD had been made fully informed.

Parent Rep Report

- Class reps are doing well and supported the school during Health Week.
- They also helped plant-a-can at the Easter Fair.
- Also reps are helping with accelerated reading and storysacks.
- Class reps had a meeting at PJs, attended by Shona Hamilton, MH and RB.
- RB asked Mrs Jackson if the school needed help with anything.
- Mrs Jackson said she will require 2 parents to help sell fairtrade products with the CORE committee at school events such as Open afternoon, Sep parent info evening and two of the HPPC events.
- Moving forward RB recommended that we keep the class reps and establish further links with the school.

(RB left)

4. MATTERS ARISING FROM LAST MEETING

- Annexe: CD & RB have been progressing this issue.
- Aprons: no update
- Waitrose Community Funding: discussion of what could the money be raised for (needs to be specified on the Waitrose form). Storysacks have already been updated. Mrs Jackson suggested stage curtains.
- Lottery Update from TBM:

All documents for the HPPC 100 Club (Lottery) were handed over in early February 2018.

When going through the documents it came to our attention that the HPPC 100 Club had not been operating as it should have been for the past two years. Unfortunately, it appears that no draws were made since February 2016 and as such there were no Lottery winners. We would like to reassure everyone that all the money that was paid into the HPPC 100 Club is accounted for; however, there have clearly been governance issues that have allowed this situation to develop and we will be putting in new procedures to ensure this situation cannot arise again.



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In order to resolve the issue, a decision was made to offer any person who had contributed to the HPPC 100 Club during this period a full refund. They were also offered the opportunity - if they wished - to make that refund a donation to the school via the Parent Council. We also requested that anyone still paying into the fund to cancel their direct debits. A letter was sent to all members which included a self-addressed envelope and a slip asking their intentions. All letters were asked to be returned by March 28th.

22 members were affected by this circumstance of whom 12 were current members.

- Out of 22, we have had responses back from 16 people and 1 is untraceable.*
- 5 people have asked for a full refund. Cheques have been written for them.*
- 5 people are still paying into the account, 3 have asked for their ongoing funds to be donated, 1 has requested a refund (needs to be chased up), and 1 has not responded either way.*

It was confirmed that a cheque for £1000 was given to the school in February 2017 for Health Week.

There will be funds to support this year's Health Week or the money can be used for other PC initiatives. A final total should be available at the Parent Council Meeting in June.

MOVING FORWARD

Still to be decided.

Once again we would like to apologise for the poor operation of the Lottery during the past two years. The HPPC 100 Club has, in the past, been an excellent source of funds for the Parent Council and the school and has supported many great events in particular Health Week. We have really appreciate everyone's generosity and continued support of the Hermitage Primary Parent Council. Any further questions can be directed to the Vice-Chair at parents@hermitageprimarypc.co.uk

Discussion of what should happen moving forward and members of the HPPC thanked TBM for sorting it out the problem. It was agreed that we should try to re-instate a properly run lottery in the next academic year. Discussion of new Data Protection Laws re personal information. Mrs Jackson suggested there might be some information at Parent Zone and GS will show TBM a presentation she has from work, which might help too.

(Claire Walker left)

5. HEAD TEACHER'S REPORT

- Thank you to parents for helping update the Storysacks, using money from PEF.
- HPS has been given a Silver award for Rights Respecting Schools. This was led by Mrs Grafton who hopes to try for a Gold award next year.



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- HPS keen to get parents involved with the CORE group, helping children sell Fairtrade items at school events.
- Well done to the 20 strong badminton squad who competed in National finals in Perth and did well. Also well done to the Cross Country runners.
- Some HPPC money will be spent on updating the reading resources for the younger years, as the current books are quite old and outdated. The school are bringing in reps and resources for staff to look at storyworld for infants to go along with the Literacy World books that the older children have.

(Melanie Hanvey arrived)

- Staff restorative training ongoing. GS asked if this training could be given to parents. School to look into that.
- BMT training (better movers thinkers). Staff have been trained and the next step is that the trainer will work with staff and children next.
- Parent guides for 1st & 2nd level are now on the HPS website for reading, writing and maths.
- PLPs: deputies will have them ordered in the next few weeks.
- There will be interviews in the coming week for 3 teaching posts (2 temporary, one of which is part time and one of which is full time, and 1 permanent full time). There has been a good response. Teachers will undergo an observation lesson as well as an interview.

6. PARENT COUNCIL REPORT

CHAIR'S REPORT (CARL DIXON)

- CD has been engaged with Robyn at A&B Council to do with new parental involvement strategy.
- The regional PC conference for A&B Parent Councils will be in Inveraray on 2nd June. CD to email out the details and will report back after the conference.

VICE CHAIR'S REPORT (TAMARA BROWN-MILBERG)

• COMMUNICATIONS

There was no monthly round up in February due to the holidays. Monthly Rounds up were sent out in March and April. They were sent via email, Xpressions and are available on our website. The next update will be ready for May 1st.

• CAKE SALES

On January 26th - P4s raised **£283.70** at their Cake Sale.

On February 23rd - P3s narrowly edged out the P4s to take the lead with an astounding **£285.44**.

There are two more Cake Sales left. P2s will be hosting their cake sale on **Wednesday, May 23rd** (immediately after Sports Day) and P1s are hosting theirs on **Friday, June 15th**.



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- **FACEBOOK**

We now have 320 Likes and 317 followers.

All events for the year have now been created.

****Need to put a disclaimer about not promoting individual children's fundraising events. GS suggested we could have a pinned post at the top of facebook page like other pages.****

FUNDRAISING CO-ORDINATOR'S REPORT (ANGELA FLEMING)

Cake sales:

- Cake Sales are continuing to do well month on month. P2 cake sale is after sports day on Wednesday 23rd May followed by P1 on Friday 15th June

Easter Egg Hunt:

- The Easter egg Hunt was a great success and raised over £500. Thank you to everyone who volunteered to help prepare the event, and on the day. Thank you to Rhona Black and the parent reps who supplied the plant-a-can and our very own Easter Bunny Carl Dixon. And thank you to Val from The Toy Shop who donated 1st 2nd and 3rd prizes for all year groups. 25 remaining eggs were sold after school and in fact sold out before 3pm.

Mobile phone recycle:

- No mobile phones were collected so no money was raised. Due to circumstances the initiative was not publicised or properly driven however we may revisit this idea in the future.

Bag pack:

- The bag packing afternoon at the Co-op was extremely successful and we raised an amazing £522.38. A massive thank you to all the parents and children who volunteered their valuable time on a Saturday. Thank you also to Mrs Mcmurdo and Miss Thompson who also came along and helped on their day off. I am looking to do another bag pack toward the end of the year.

Spring Fair

- There have been 2 fundraising meetings held regarding the spring fair on Wednesday 18th April and Friday 20th April. These meetings were extremely productive and organising of the event is now in full swing. There will be a BBQ, emergency service vehicles, inflatables, raffle, lego run and more. The spring fair is on Friday 18th May 5PM - 7:30PM. Volunteers required for preparation before the event and on the day.



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FINANCIAL REPORT

- January to March 2018 HPPC Financial Report presented showing detailed information of all money into and out of HPPC Bank account. £7000 cheque given to school early in 2018. HPPC on track to raise more than last year.

7. GROUNDS DAY

- Mr Mulvenna and Miss Todd will be present at Grounds Day on 28th April.

8. SPRING FAIR

- Preparations are in hand. Fundraising meetings at PJs and Commodore planned to finalise details.

9. ANY OTHER BUSINESS

- Discussion regarding setting provisional dates for HPPC events for 2018/2019. HPPC to decide provisional dates for events for 2018/2019 in June and Mrs Jackson will handover to the new head teacher as appropriate in order that the dates can be finalised early on in the term.
- Wed 9th May – New Parent Information Afternoon. 2 representatives from HPPC to attend and give a short talk at 2.15pm.
- LM asked if we could invite new P1 families to the Spring Fair which Mrs Jackson agreed with.

10. DATE OF NEXT MEETING

- Next general parent council meeting – Wed 13th June 7.15pm

CLOSE OF MEETING