



# HERMITAGE PRIMARY PARENT COUNCIL

**ORDINARY MEETING**  
**WED 17 JANUARY 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)  
Claire Walker  
Claire Fang  
Debbie Dennett  
Emma Wilson  
Helen Taylor

Mrs Jackson  
Mrs McMurdo

**Apologies:** Elspeth Clarkson, Carol Ormiston, Gillian Simpson, Ross McArthur, Lorna Beattie, Mel Hanvey

**Meeting opened by Chair, Carl Dixon**

## 2. PREVIOUS AGM MINUTES AGREED

## 3. MATTERS ARISING FROM LAST MEETING

- Pilot school for Google Classroom to be mentioned in Head Teacher's report.
- Business Development Meetings dates were agreed: Wed 7<sup>th</sup> Feb 7 – 9pm and Wed 7<sup>th</sup> March 7 – 9pm. There will be two main areas to be discussed, namely PLP planning and plans to create numeracy and literacy guides for parents.
- Parents' Lottery – Mrs Jackson had attempted to contact Mrs Freeman and left messages. If no response then Mrs Jackson will write to her. The Parent Council (PC) have previously been trying to contact her also. Last update from Mrs Freeman was in October 2016.
- Annexe – Still for sale by the council. The issue was discussed and it was decided that the Parent Council would write to the council to push the issue of the Annexe being used as a Pre-5 unit, and to ask the council what their plans are for the Annexe. RB and CD to write the letter.

## 4. HEAD TEACHER'S REPORT

- It has been another busy few months for the school. A newsletter will be going out at the beginning of learning block 3.



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- The Christmas Concerts went well. Despite charging for tickets, the concert ran at a loss due to the expenses incurred (TV screens hired, costumes, pianists etc). Some expenses were offset by raffle and programme sales and overall a small profit was made and the children were consulted on what the money should be used for. They chose between upgrades to the toilet areas and a show by Hopscotch and decided that Hopscotch was the winner!
- Two traffic wardens are still patrolling outside school regularly. Unfortunately one of the wardens reported that a parent ran over his foot as he approached their car.
- Enrolment week is going well with numbers as expected.
- Staff are planning the Health Week activities.
- Pupils have been participating in a survey for the Parent Council regarding their ideas for future events;  
***\*the results of which will be given to the Parent Council.\****  
Some PC members also met with pupils for feedback on PC events.
- P6s have begun using Google Classroom.
- The second numeracy and literacy holistic assessment event of the year is planned to take place during Health Week.
- Money has been set aside to increase the accelerated reading library. Mrs McMurdo will purchase more books.

### 5. CHAIR'S REPORT (CARL DIXON)

- Thank you to everyone who helped at the Christmas Fayre and made it a great success!
- Results of the Survey of PC chairs released and discussed. The PC chairs meeting with the council will be on 22<sup>nd</sup> Feb 2018 and is open to all.
- There is a conference for Parent Councils in May 2018 in Inverary.
- ***\*CD to email out results of pupils' survey to PC members once received.\****

### VICE CHAIR'S REPORT (TAMARA BROWN-MILBERG)

#### COMMUNICATIONS

- MONTHLY ROUND UPS are now going out once a month on the Xpressions App, Facebook and to the Mailing List. Last one was January 2018.
- XPRESSIONS APP – We now have a small square on the Weekly What's On. Thank you to the office staff.
- CLOSED FACEBOOK GROUP - This has now been created and is a useful source of info for PC members.
- WEBSITE – Fully up-to- date with the exception of the June 2017 minutes. They will be uploaded shortly. Lottery has been taken down until such time as it can be revamped.
- CAKE SALES - In November, P5s raised £233.90. P4s are hosting the next Cake Sale on Friday, Jan 26<sup>th</sup>. P3s are hosting their Cake Sale on Friday, February 23<sup>rd</sup>.



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- MAILING LIST - looking very healthy. 114 on the mailing list. 68 have volunteered at an event in the last year.
- FACEBOOK - We now have 302 Likes and 296 followers. Events for all PC meetings and Cake Sales have been created.
- XMAS FAIR THANK YOUS! A big thank you to James Richards for once again appearing as our very Special Visitor.
- APRONS - School aprons finally sent their sample. Prices discussed and to be decided on at next meeting. **\*D. Dennett to send details re: possible embroidery.\***

### PARENT REP'S REPORT (RHONA BLACK)

- Update: Since the last PC meeting class reps have helped the school by sewing and sorting out various costumes for the Christmas Shows. They also wrapped boxes and sorted the tombola prizes and helped on stalls at the Christmas Fayre.
- A meeting with Mrs Jackson to be arranged within the next 2 weeks to make arrangements for class reps to help with health week.

### FUNDRAISING CO-ORDINATOR'S REPORT (ANGELA FLEMING)

- Thank you to everyone for their help with the Christmas Fayre which was a successful event!
- Thank you to PJ from PJs Kitchen for judging the P4-P7 Bake Off. PJ was very impressed by the high standard and the winners enjoyed a treat at PJs Kitchen! Thank you also to Wendy from Grasshopper Toys for judging the P1-P3 Art Competition and presenting the prizes at the Fayre!
- Canvas Bags – 27 sold at the event. We need to advertise them better. Parents can also buy the bags by contacting the HPPC through Facebook.
- Bag Pack at Co op – this has been scheduled for Sat 21<sup>st</sup> April 10am onwards. P4 – P7 children (with a parent or guardian) will have 30 min shifts at about 3-4 checkouts.
- Buckets – **\*MH to source\***.
- Community Funding – applications for Co-op open later. **\*MH to get details for Waitrose Community Funding\***.
- Easter Event on Fri 23<sup>rd</sup> March– pupils keen for an Easter Egg Hunt. Other options to be explored.
- Next fundraising meeting: Mon 22 Jan 7.30 at Commodore.

### FINANCIAL REPORT & RESIGNATION OF TREASURER

- Financial Report and resignation from Elspeth Clarkson read out by May Hadi: 'Thank you to the Parent Council for your support and understanding as I have now stepped down as both Treasurer and Parent Council member of HPPC.'
- Balance from previous statement:- £6263.53
- Christmas Fair raised £1491.95



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- Other amounts raised (inc cake sales/donations etc) total just under £700.
- Current Balance: £8199.92
- Annual cheque to be given to the school in the coming days.

### 6. APPOINTMENT OF NEW TREASURER

- Lara McVeigh nominated by TBM, seconded by AF.
- Welcome to Lara!

### 7. CHARITY STATUS

- Pros and cons discussed again. Main issue is burden of associated paperwork and responsibilities as a charity.
- School is a registered charity already and as such can apply for grants available to charities, including lottery funding. Mrs Jackson would like help from parents with filling in the funding application forms, which can be lengthy.

### 8. OTHER FUNDRAISING IDEAS

- Bike Sale idea discussed – already done by Rhu Primary – decision made not to do it but instead find other original avenues for fundraising.
- Dressing up sale – discussed and thought to be a good idea to have one in the Autumn Term at least 2 weeks before Halloween Disco, perhaps alongside a Cake Sale indoors. Mrs Jackson kindly offered to lend the school's clothing rails.
- Mobile phone recycling –to be done during Eco Week.

### 9. ANY OTHER BUSINESS

- **GROUNDS DAY**

First grounds day was a success and it would be great to have another one in the Spring – calendar consulted – Sat 28<sup>th</sup> April 0930 – 1230 decided on.

- **SPRING FAIR**

Discussed the attendance of the bomb disposal unit and timing of the same.

### 10. DATE OF NEXT MEETINGS / CLOSE

- Next general parent council meeting – Wed 25<sup>th</sup> April 7.15pm

### CLOSE OF MEETING