

## HERMITAGE PRIMARY PARENT COUNCIL

### GENERAL PC MEETING, WED 16 JAN 7.15pm STAFF ROOM, HERMITAGE PRIMARY SCHOOL MINUTES

#### **Present:**

Rhona Black (RB)	Mrs Davis (ED)
Tamara Brown-Milberg (TBM)	Mrs McMurdo
Lara McVeigh (LM)	
Angela Fleming (AF)	
May Hadi (MH)	
Claire Walker (CW)	
Jillian Clapham	
Paula McIntosh	
Debbie Dennett (DD)	
Ross McArthur	
Emma Wilson (EW)	
Anne-Marie Graepel	
Liz Grant	
Karen Peterson	
Donna Hicks	
Lorna Beattie	

Apologies: Pamela Pettit, Angie Trail, Helen Taylor

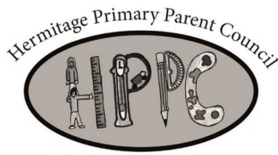
#### **1. MEETING OPENED BY CHAIR, RHONA BLACK**

- Welcome everybody and thank you for attending.

#### **2. MINUTES FROM LAST PC MEETING APPROVED**

#### **3. CHAIR REPORT by Rhona Black (RB)**

- Very busy last term including the following PC events:  
A stall at Parents Evening, Halloween Disco, Bag Pack, Grounds Day, helping sell books at book week, Christmas Fair & cake sales.
- Committee recommends a few changes to PC event dates over the next term including moving the AGM to June 2019 so that a new committee is appointed prior to the start of the next academic year, to 'hit the ground running'. We'll vote on this change at the meeting in March. Some discussion about missing out on new P1 parents however it was felt that on balance it would be more helpful to have committee members in place. Other PC members and Year Reps could be appointed at the August meeting. The welcome coffee afternoon is a good opportunity to engage with P1 parents.
- ED suggested constitution might be changed to limit office bearer appointments to 2-3 years to prevent stagnation. To be discussed further/voted on in subsequent meetings.



## HERMITAGE PRIMARY PARENT COUNCIL

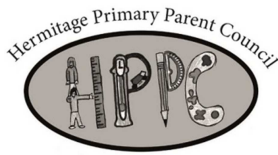
- School newsletter published today on website which provided a great summary of this term including information about the PC. Thank you to ED.
- Health Check/traffic light update – the following areas show improvements:
  - Aware of the role of the HT on PC.
  - Chair meets HT before each meeting.
  - PC members send apologies if unable to attend meetings.
  - PC are welcoming and friendly.
  - Minutes are sent out promptly after meetings.
  - We use online banking and 3 people have access.
  - We have discussions with the HT about school budget and how to spend PC donations.
  - Donations from PC are recorded as such in accounts and school reports back about how donations are being spent.
  - All resources paid for by PC to be labelled as such.
- Improvements still to be made: PC would like to put something on PC website to explain how PC money is being spent.
- EW gave feedback about transparency and RB ended by thanking ED for working in partnership with HPPC.

### **TREASURER REPORT by Lara McVeigh (LM)**

- LM handed out a report of HPPC finances as of 16 Jan 2019 and went through the figures.
- PC donated £3,000 to school last term which ED will report on in her forthcoming HT report.
- Xmas Fair was very successful largely due to some changes, and year stalls being run by teachers.
- Thank you to everyone for using the expenses form LM created which has made accounting easier.

### **FUNDRAISING CO-ORDINATOR REPORT by Angela Fleming (AF)**

- Xmas Fair really successful and thanked all contributors. Event went well with lots of volunteers.
- Thoughts are moving to Easter Egg Hunt, café and plant stall, date changed to Sat 23<sup>rd</sup> March, as feedback has been that Fridays are difficult.
- Suggestion received from class reps and others for movie night with donations for food bank. AF unable to take on this extra workload of organising/running it in addition to already heavy workload involved in running all the other events, but happy if someone else would like to volunteer to take forward.
- ED explained that the yearly Harvest festival is very successful, and they donated 3 car load fulls to the food bank this year, but it is something



## HERMITAGE PRIMARY PARENT COUNCIL

*\*ED can take to the pupil council for their thoughts on taking this on.\**

- RB praised and thanked AF for her fundraising effort. HPPC really does appreciate everything AF does, and EW also mentioned that AF's personalised emails for every volunteer before and after events are excellent and encouraging.

### **PARENT YEAR REP CO-ORDINATOR REPORT by Claire Walker (CW)**

- Parents have appreciated the opportunity to help the school at various times in the last term.

### **VICE CHAIR REPORT by Tamara Brown-Milberg (TBM)**

- Monthly round-up will go out soon.
- PC website is up to date.
- Facebook page continues to do well.
- P5's cake sale raised £172.45 and the next one is P4's.
- EW suggested to put a message out to parents to request that cakes arrive pre-cut into portions as difficult to cut them in the short time whilst setting up. Also suggested using microphone to announce indoor cake sales.
- RB – PC has decided to invest in a cake sale banner for outside.
- Calendar changes explained and new dates handed out.

### **4. HEAD TEACHER REPORT by Elspeth Davis (ED)**

Thank you to all PC volunteers and for working together with the school.

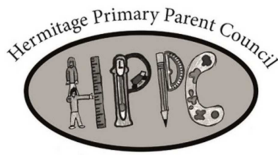
#### ROLL & STAFFING

- Currently 382 pupils on the roll.
- Enrolment for P1 taking place this week. Projecting 2 classes for 2019/2020.
- Mrs Butler is now ASN for 2 days per week with Vicki Harvey-Cartmell working in office on temp basis.

#### SCHOOL DEVELOPMENT WORK

ACCELERATED READING – much work undertaken on this in LB2:

- Parent info sessions & info on website.
- Volunteers organising and cataloguing in library – thank you to these volunteers.
- Spend on new books (HPPC donation & book fair raised money to purchase further books).
- Children's book awards.
- New library to be opened by author Megan Murray.
- AR will be re-launched in LB3.
- Volunteer rota required & senior librarians.



## HERMITAGE PRIMARY PARENT COUNCIL

### EARLY LITERACY:

- New methodologies/practice through play based learning.
- Staff development & engagement with LA & Northern Alliance.
- Storysack library open to P1s (HPPC funding).
- Resource order (HPPC funding) alongside play-based learning.
- Infant reading buddies beginning 28/1 LB3.
- Volunteers requested for supporting infants.

### CURRICULUM PROGRESSION PATHWAYS:

- Work on levels L1 & 2 complete in Reading, Listening & Talking. Almost complete in Writing.
- Staff will adopt pathways in LB3 in Literacy.
- Pilot at L1/2 in Maths.
- Creativity/connecting learning (book week).
- Forest schools/outdoor/daily mile.

### RESTORATIVE PRACTICES:

- Some of the senior pupils to be trained in this.
- Area identified for this within playground.

### CULTURE:

- Thank you to office and teaching staff for contribution to continued improvement.
- Communications by bulletins, calendar, Xpressions messages (M5s) & Twitter (now 101 followers)
- Additional events - service and community concert and voluntary roles within school all engaging with community.

### SELF – EVALUATION:

- Moving into this period in calendar to 'formally' gather evidence for planning:

Parent Homework Group (class reps) by end of Feb.

Parent Forum Survey (all areas) w/b 18/3

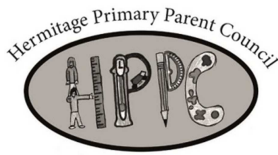
PC (4 QIs) using focus Qs on 13.3.19

Parent focus groups on identified aspects w/b 6.5.19

Pupil lessons and feedback w/b 23.4.19

Staff – SM 18.2.19 & INSET 24.5.19

These will inform School Improvement Plan 2019/20 & Strategic 3 Yr Plan.



## HERMITAGE PRIMARY PARENT COUNCIL

### BUDGETS & SPENDING

- ED provided a detailed breakdown of school's spending of £3,000 donated by PC. PC donations paid for Christmas craft & nativity resources, Santa gifts, books, storybags etc.
- School will request further funds at the March meeting for health week, PE resources and further literacy resources.

RB thanked ED for her detailed budget report.

CW asked about upcoming Sports Day – There will be changes and more traditional games and parents will be more involved.

### **5. MATTERS ARISING FROM LAST MEETING**

- 100 Club/Lottery temporarily suspended. Still volunteer issues.  
*\*DD to help TBM with that.\**

### **6. HPPC DONATIONS & FUNDING PRIORITIES**

- This will be a standing item at every meeting going forward.

### **7. SCHOOL SAFETY (LOLLIPOP) PATROLS**

- Meeting to be held coming Monday 9am Music & Drama Room.
- RB summarised the issue. Advertiser asked for a comment from PC and it made front page of the Advertiser. Final decision to be made by council in Feb.
- P McIntosh had been in correspondence with council and requested info under Freedom of Information Act. Also contacted Traffic Scotland for further stats. Risk assessment must have been carried out in past.
- Discussion about how to take this on as a PC including petition, pupil council to research, collective approach with other schools. Parents encouraged to contact councillors individually using document prepared with help of Paula. Info will go out on facebook, website etc.
- Currently TBM & RB leading on this but happy if anyone else from the PC would like to take this on. Due to other PC commitments RB would not be able to co-ordinate with other schools but if anyone else would like to come forward and take this on it would be appreciated. No volunteers, so TBM & RB to continue.



## HERMITAGE PRIMARY PARENT COUNCIL

### 8. ANY OTHER BUSINESS

- Anne Cook (member of the community) looking for parents interested in volunteering at a lunch club. Liz Grant kindly offered to arrange to place info in the Advertiser.

### 9. DATE OF NEXT MEETING

Next General PC Meeting: Wed 13 March 7.15pm Staff Room

### CLOSE OF MEETING