

HERMITAGE PRIMARY PARENT COUNCIL

ORDINARY MEETING
WED 01 NOVEMBER 2017 (7.15PM)
STAFF ROOM, HERMITAGE PRIMARY SCHOOL

1. WELCOME/APOLOGIES

Present:

Carl Dixon (CD)
Tamara Brown-Milberg (TBM)
Angela Fleming (AF)
Elspeth Clarkson (EC)
Rhona Black (RB)
May Hadi (MH)
Gillian Simpson (GS)
Ross McArthur
Claire Walker
Debbie Dennett
Louise Toubert
Emma Wilson
Mel Hanvey
Kathryn Smith

Mrs Jackson
Mr Mulvenna

Apologies: Claire Fang, Helen Taylor, Carol Ormiston, Gillian Syme

Meeting opened by Chair, Carl Dixon

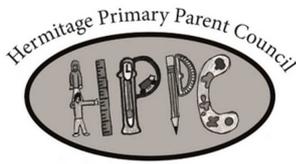
2. PREVIOUS AGM MINUTES AGREED

3. MATTERS ARISING FROM LAST MEETING

Mrs Jackson and Claire Walker had both been in touch with the council regarding the annexe. The latest information was that the annexe building is being considered for sale, with the possibility of a new Pre-5 unit being formed on the site.

4. HEAD TEACHER'S REPORT

- Good progress is being made with Philosophy funding and Level 1 accreditation. The education officer was impressed by the pupils' discussions.
- 'Better movers, better thinkers' are due to deliver a training session now and one session later in the year.
- Accelerated reading is starting to be rolled out to more year groups. All children have had their baseline reading level tested now. Mrs Jackson was grateful to the parents who have offered to help and they now have enough parents to assist. There will be



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more training for new parents who would like to help, as needed, closer to Christmas.

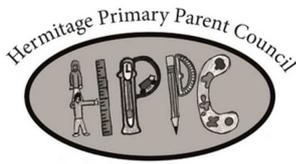
- Mathematics is in place.
- The 1st Numeracy and Literacy events started this week. The children moved around different classes enjoying Literacy on Monday and Numeracy on Tuesday. They were linked to Halloween with a spooky theme!
- Play therapy is at clinical stages. Two members of staff are undergoing training for this.
- Christmas Concert rehearsals are going well. Letters are about to go out regarding ticket sales. A soft start will be available after the evening performances. No photos or videos will be allowed at the concert due to performance rights being very strict. School will offer some photos for sale. School are hoping to put up screens half way down the hall to make it easier to see the children, but it will be costly so ticket prices will reflect this. Ticket prices will have to cover the cost of sound, lighting, screens etc. Some costume helpers will be needed and the school will enlist help from parents via the Parent Rep (RB) regarding this.
- We will become a pilot school for Google Suite/Google Classroom. This has been arranged through the Scottish Government who have done the necessary checks. **Mr Mulvenna will present details at the next meeting**
- The posters kindly produced by Debbie Dennett are due to go to the printers.
- The school's latest education authority visit was successful with a very good to excellent outcome.
- Website – Mrs Jackson had been in touch with the legal team (a parent had expressed concerns that photos and videos of children could be downloaded from the website). There has been a previous discussion about this.

5. CHAIR'S REPORT (CARL DIXON)

- It has been a busy few months. GS assisted with a fantastic handover.
- Halloween – thank you to the staff, parents and P7s (Ruiridh Traynor & Bradley Trail) who helped. Several parents had been in touch to thank the parent council for the party.
- The Community Council raised the issue of car parking around the school and the Helensburgh Advertiser had been in touch in this regard.

VICE CHAIR'S REPORT (TAMARA BROWN-MILBERG)

- Thank you to all the volunteers, staff and two very helpful P7 boys (Ruiridh Traynor & Bradley Trail) for their help with the Halloween Disco.
- Communications – Monthly Roundups are now going out on Xpressions App, Facebook and email. Newsletters will be sent out twice per year (beginning and toward the end of the year) as the monthly roundups are now more regular.



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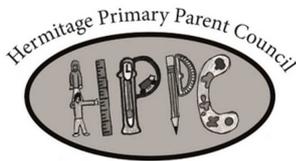
- Xpressions App – rather than sending out frequent messages on the Xpressions app, the Parent Council will have and make use of a corner on the weekly timetable which is sent out at the beginning of each week.
- Facebook – P1, P3 & P4 have Facebook pages for parents. These are not run by the Parent Council, but by parents of children in those years and they are used for socialising and communication about what week of the schools meals timetable we are on, etc. The Parent Council have recently started a closed Facebook page for members of the Parent Council, for easier communication.
- The Parent Council website is being updated regularly and minutes uploaded. Thank you to Gavin McPherson (P2 and P4 parent) for this.
- Cake Sales - 2 recent successful cake sales. P5 cake sale is being brought forward as it is currently too close to the Christmas Fayre.
- Mailing List – currently 108 parents on the mailing list, 62 of these parents have volunteered at an event. A big thank you to these parents – we can't run our events without your help.
- Apron Sample – had got lost – another one being sent out.
- Rachel Richards had dropped off a sample canvas bag, to sell at PC events.
- **Consideration to be given to tea towels next year.**

PARENT REP'S REPORT (RHONA BLACK)

- We have 9 reps so far. P3, P6 & P7 have no reps. Claire Walker volunteered to be rep for P3 & P7. Debbie Dennett volunteered for P3 & P6 and Mel Hanvey volunteered for P6.
- Mrs Jackson to have a meeting with the Parent Rep (RB) regarding the role, and help that could be assigned to different areas.
- Discussion re pros and cons of using reps for co-ordinating each event.
- Accelerated reading – Mrs McMurdo has organised parents to help with that. Mrs Jackson explained that they needed to act quickly to ensure parents were in place, but that there were now enough parents to help and more parents would be trained in the New Year.

FUNDRAISING CO-ORDINATOR'S REPORT (ANGELA FLEMING)

- The Halloween party was well attended and raised over £1000 for the school. Thank you to all who attended and helped at the event. Several local businesses also donated and helped.
- The queuing system was discussed and this would be done differently next year. Mrs Jackson explained that we can not have a fire register for legal reasons.
- Ticket price of £3.50 was discussed as some people said it was too much. All agreed the ticket price should remain as this is a fundraising event to raise money that will benefit all children. Also it has been the same price for years.



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- All suggestions and feedback received regarding the Halloween party were discussed, namely the suggestion for a 2 hour party for each group as well as rolling drop off outside school. It was decided that these would be too impractical to implement given that we would need many more volunteers to carry these out successfully.
- There had been a suggestion of online polls for feedback and suggestions. This was looked into and found to be expensive and would exclude many.
The school would look into it for future development.
- Parent Council to advertise Easy Fundraising soon. The school gets a percentage of what people spend on Amazon (1.5%) and other large online retailers. MH suggested that perhaps school could put the link to this on the school's website to bring it to the attention of parents. **Mrs Jackson said school will look into this.**
- Bag Packing at Co-op to be arranged for February 2018. Class Reps to be involved.

Possibility of a bike sale and 'dressing up/fancy dress/clothes sale' to be discussed at the next meeting.

TREASURER'S REPORT (ELSPETH CLARKSON)

- £57.90 was found whilst clearing out the Parent Council Cupboard. Everyone agreed this would be spent on items needed for the Christmas Fayre.
- Bank of Scotland will take 6 weeks to switch over signatures from previous signatories.
- The bubble gum machine was sold for £90.
- Balance of the Hermitage Primary Association bank account has increased to £6263.53 following the money raised by the P6 cake sale, sale of the bubble gum machine and the Halloween party.
- Easter Café is usually a lower fundraiser – possible alternatives will be discussed in the new year.
- Treasurer's and Fundraising co-ordinator's core values discussed; namely that the children have fun, value for money for parents, keeping detailed accounts and expenses and takings accounted for, inventory being taken regularly and next year there will be information to look back on.

6. CHRISTMAS FAYRE

- Meetings will be held soon to organise. It will be on 1st Dec 3-5pm. Lomond School's fair starts at 6pm on the same day.
- Email to be sent out to ask for help.
- Traditional theme has been set. RB looking into getting a choir.



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- There will be games, up to 14 outside stalls (7 confirmed so far), bake off for P4-P7 (PJ judging), P1 colouring competition, P2&3 Christmas Cards (Grasshopper Toys judging) and Debbie Dennett to kindly produce some posters.
- Fundraising co-ordinator (AF) is approaching companies re raffle donations.
- What's App group to be set up purely for Christmas Fayre by TBM.

7. ANY OTHER BUSINESS

- **GROUNDS DAY**

Preparations are well under way. Mr Mulvenna to check regarding availability of compost. Mrs Jackson will remind children about the grounds day at Friday's assembly. It is hoped that Grounds Day could be held twice per year to maintain the grounds.

- **PARENTS LOTTERY**

In June, Pamela Freeman insisted she was happy to continue administering the Lottery. Sue Twist has been assisting her. At this time, Pamela was also asked to produce a report on the fund for each Parent Council meeting. The Parent Council is currently waiting for a report on the fund to date before deciding how to proceed with the Lottery. Mrs Jackson suggested publishing the results of the lottery in the round up. The money raised by the Parent Lottery is ring fenced for health week.

To be discussed further.

- **CHARITY STATUS**

AF prepared a report which was handed out. Pros and cons briefly discussed.

To be discussed again at January meeting.

- **3rd SECTOR GRANTS/SUPPORTING COMMUNITIES GRANTS**

GS explained that the name and process for this scheme has changed. It is now Supporting Communities Grants. Matched funding has been removed and new rules introduced. The maximum grant will be £2500. Applications open in April and GS happy to advise.

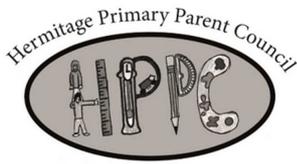
- **ANNEXE**

As discussed earlier.

To be discussed again at January meeting.

- **BUSINESS DEVELOPMENT MEETINGS**

Dates for these to be set at the January PC Meeting. Need to be held in Feb and April or May, before order for new planners goes in.



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8. DATES OF NEXT MEETINGS/CLOSE

Parent Council – 17 January 2018

Business Development Meeting – Feb & April/May – date TBC

CLOSE OF MEETING