**Abernyte Primary School Parents’ Council Meeting**

**18:00 on 25th September 2023**

**Abernyte Primary School**

**Attendance**

**Present**: G Clarke (Chair), M Sierocinski King (Secretary), S Donoghue (Treasurer), J Clark (Head Teacher), D Strickland, C Thomson, C Stein, L Shanks, N Kirby, E Stark, E Strickland

**Apologies**: C Murray, T Foster

**Minutes**

**Opening Items**

1. **Introductions, apologies, and minutes from previous meeting**

G Clarke (Chair) asked everyone introduce themselves, with a warm welcome extended to C Thomson who was attending for the first time as a P1 Parent. The minutes of the previous meeting were approved, subject to any amendments reaching the Chair or Secretary via email.

**Action**: Parents to feedback any amendments for the minutes of the May 2023 meeting via email to the Secretary and Chair.

1. **Action Tracker update**

M Sierocinski King (Secretary) proposed that all Complete actions from the Action Tracker could be acknowledged and therefore deleted. APSPC was updated on the outstanding and ongoing actions, and the Action Tracker was updated accordingly.

**Decision**: All Completed actions from the Action Tracker are to be deleted.

**Action**: Secretary to delete completed actions from the Action Tracker.

**Regular Updates**

1. **Finance**

S Donoghue (Treasurer) gave an update on the financial position of the Parent Council and confirmed that the balance currently stood at £2,351. The bullet points below detail her report in full.

* There is currently £2,361.50 in the account
* £10,000 was transferred to Tony to use to complete the play structure
* £70 was given to the school at the end of term for the P7s leavers treat
* The plant sale raised £65 which will be made available to the gardening club when they need it (thanks to Lynda and all those involved with the Gardening Club)
* The uniform swap raised £81.75 (another big thanks to Lynda for organising this)
* Generally P&K council give us around £400 in budget (but this depends on number of pupils etc.). Annual outgoings include maintaining the website (-£200), P7s leavers treat (-£70), pay for the bus on school trips (-£200), and give the teachers money for extra expenses (-£200). Brings us to a deficit of -£270 per year. Aim to raise £300 in fundraising. We do raise money in other ways e.g. uniform swap (~+£60 average), Christmas craft fayre (+£160) = +£220.

She explained that PKC gave us £400 last year, and that the Parent Council currently has an annual spend of about £670. Discussions were had about School Trips to the Willowgate for the end of the year, and a trip to the Dundee Rep at Christmas.

**Decision**: £100 Tesco voucher for the school.

**Action**: J Clarke (Head Teacher) is to give £14 to the Treasurer to be added to the Parent Council accounts from funds raised via the fruit honesty box.

**Action**: Funding for School Trips to return to the next Parent Council meeting.

1. **Head Teacher Update**

J Clarke (Head Teacher) gave the Head Teacher’s update. She confirmed that Mrs Cuthbertson is now on maternity leave, and Erin Macuish was covering this role in part, as well as fulfilling a PSA, while Mrs Martin was also covering some of Mrs Cuthbertson’s role.

The Head Teacher informed the Parent Council that Sally Stuart is the HMI Inspector who will be undertaking the HMI Inspection during the first week of term after the October holidays and requested that parents attend the Parent session as part of the consultation session on the Tuesday of the inspection. The Head Teacher gave some insight into the marking criteria for the inspection, and explained that there are 4 different Quality Indicators as part of the inspection, with each area graded.

The Head Teacher spoke about the utilization of Seesaw, and the parental preference for less collective updates and more individual updates, as demonstrated from Parental Feedback at the end of the 2022-2023 academic year. She updated the Parent Council on the challenges on the progress of a PKC-wide replacement for Seesaw. The meeting discussed electronic communication.

The Head Teacher spoke about the Eco Audit done by the pupils, and one outcome from that Audit was to establish a School travel Plan. The One Planet Picnic was discussed along with the Orchard development. G Clark (Chair) explained that as a result of the installation of the Cross Tay Link Road, PKC had put aside funding to mitigate against the increased traffic flow through the village. The meeting suggested a range of mitigation options.

**Decision**: All important information is to come to via email.

**Decision**: Only the Head Teacher may send reminders parents via Seesaw for adhoc out of routine matters.

**Action**: The Parent Council shall collate data on how pupils get to School.

**Action**: The School are to create a School Travel Plan, for Parents to review. The plan shall include road safety for bus users, road safety for those who travel by car, and road safety for those who travel by foot.

1. **Playground Update**

G Clarke (Chair) gave an update on the progress of the installation of the new Playground. He confirmed that early development is underway, with a hope for complete installation by Christmas. The Chair updated the Parent Council on the suggested changes, and confirmed that T Foster is delivering the project at a reduced labour cost.

**Decision**: The Parent Council agreed to fund the maintenance for the playground.

**Decision**: Children are to name the boat.

**Decision**: The boat is to be painted outwith the installation costs.

**Adhoc Items**

1. **Parent Council Engagement and Governance**

M Sierocinski King (Secretary) presented the results of the research action requested from the previous Parent Council meeting. The Secretary detailed the results of the findings, including a variety of support aids to Committee members, a possible free-app called Class List, and other developmental tools. The Secretary also spoke about governance models of Parent Councils, Constitutions, and further engagement opportunities between the Parent Council, the Pupil Council, and the wider community.

The Parent Council discussed the presentation contents, and felt the level of engagement amongst parents was high. The Secretary and J Clark (Head Teacher) distributed paper copies of the Secretary’s findings.

**Decision**: Parent Council is to receive the minutes of pupil council and vice versa.

**Action**: The Head Teacher and the Secretary shall share the respective minutes from each of the respective Council Meetings to each other.

**Action**: The Head Teacher shall speak to the Pupil Council about having a Pupil representative to attend future Parent Council meetings.

**Action**: The Secretary and G Clarke (Chair) shall investigate Class List further.

**Action**: The Secretary shall revisit the matter of the Constitution.

1. **Fundraising**

S Donoghue (Treasurer) spoke on the matter of Fundraising, and highlighted that as the Playground project was under development, that fundraising for future projects needed to be undertaken. The Parent Council discussed some options.

**Action**: A Community Café is to be held before Christmas and the Parents Council is to organise fundraising alongside this.

**Decision**: There is appetite to organise a Quiz with a social.

**Action**: The Secretary shall arrange for this to be held in February March time.

1. **Blythwood Shoebox Appeal**

S Donoghue (Treasurer) spoke to the Parent Council about the Shoebox Appeal and shared details about how parents could get involved.

**Decision**: The Parent Council agreed in principle to support the Appeal

1. **Cross Tay Link Road**

G Clarke (Chair) updated the Parent Council on this matter, and spoke about the community meeting he attended. The majority of this discussion was incorporated into the agenda item of the Head Teacher’s update.

**Action**: Chair to progress a site visit with the Council to discuss school concerns and potential mitigations.

1. **Any Other Business**

There was no additional business.

1. **Date of Next Meeting**

The Date of the next meeting is: Monday 20th November