



Lanark Primary School & ELC Parent Council
Agenda
LPS Staff Room 6.30pm - 8pm
Monday 27th August 2018

(Items in Blue are to follow up at the next meeting)

1. **Apologies:** Leanne Purdie, Leanne Hughes, Ann Lang, Shirley Cathcart
The PC welcomed new members Alison Campbell, Gillian Thomson, Kirstin Leitch, Lynne Lockhart and returning members Lorraine Newbigging, Lynn Wingate, Claire Rogers, Helen Logan, Jan Towers, Karen Dobbins, Kerry Freel, Michelle Barr, Victoria Jack, Farah Crook, Susan McMaster, Marguerite Elkin
2. The minutes of last meeting (AGM) were approved.
3. There were no new matters arising that are not included in these minutes.

4. Financial Report

- a. Balance Cashbook – We currently have a balance of £2051.91 but allocated from this is £750 for Scottish Opera and the Tig-Tag license costing £400. The Treasurer confirmed that the Quiz Night took £469.32 and the Summer Raffle £581.32.
- b. Donation by PC to School and ELC (proposed by Claire Rogers and seconded by Michelle Barr) to donate £100 to ELC and £4 per pupil for use to help fund class trips / activities. With our current balance we could not commit to also pay outright for the School Panto trip but will look at this shortly and [make a decision in October](#).

5. Head Teacher's report

Farah welcomed everyone to the PC. The current school role is 281 pupils and the ELC is 50. Miss Speedie is permanent to P5. Mr Shanks is new to P5/4. Mrs Adamson is permanent to P1 this year.

Miss Oswald and the P4s love their new P4 classroom. Farah expressed her delight with the teamwork of the LPS staff in preparing the classroom for the new term at short notice. The echo in the room is to be fixed with acoustic boards and the final section of flooring is to be finished. Six representatives from Highland

Council came to visit LPS as they were looking for ideas to renovate their schools. The feedback was that they loved the design of our school. And were impressed. The school is fighting against Period Poverty through funding from Scottish Government. A letter will be sent home to P6 and P7 girls informing them how to access sanitary wear at school.

6. Operational Improvement Planning

Farah confirmed that the most effective way to collect feedback was to perform a parent survey via text. Our Priorities (that have already been agreed upon) have now been translated into a Parent / Carer Friendly Improvement Plan. The PC reviewed this and provided Farah with feedback on some of the language and format. Parent / Carer workshops will be organised, with pupil involvement to encourage parents to attend. The PC and School are looking at new types of medium and opportunities to encourage attendance.

Farah discussed the Lanark Learning Community Plan. This is a regular meeting that occurs with the local primary schools and Lanark Grammar school to discuss areas common to all the schools. The main focus this year is on Listening and Talking. The uniform skills of listening and talking are to be agreed and a consistent approach throughout the wider learning community be adopted. Lanark Learning Community Plan is a specific plan that has been agreed by the participating bodies.

7. Parental Engagement

After auditing what is needed and what is good practice, the PC will start focusing on parental engagement. [The PC office members will meet to brainstorm and get questions ready for Parents Evenings in October.](#) It was proposed that the PC email members to ask for feedback on the last 4 questions to gauge what parents are looking for as feedback from the school. There were worries that this feedback needs to be standard across the school and ELC and is achievable for every child to be given feedback without taking teaching time away from the teaching staff. Helen commented that the new homework diaries were very useful and Farah confirmed that they encourage the children to use these as they would use something similar at Lanark Grammar School.

8. **Fundraising.** We will use our free Lets for the Scots Night, The Family Quiz and the Summer Disco.

- a. Possible [subcommittee / meetings](#) will be discussed at the next meeting in September.
- b. Gift-sale change of date from 7th Dec 18 to 30th November instead. The PC informed the newer members how great this event is for pupils and helpers alike. It was agreed that the P7s continue to run the 50p stall. The date for making the edible crafts to sell at this event will remain the same on 18th November. [Venue to still be confirmed](#) but possibly at Claire's house.
- c. Organising bag packing events. The PC agreed that this would be good to continue with in this school year. [Victoria will write to B&M](#) and see if possible to do again near Halloween. We plan to apply in January for Tesco pack next year. [Buckets need to be purchased](#) before these events.
- d. [Victoria will develop the flier for the Lucky Numbers](#). It needs a logo on it. Farah confirmed that with the help of the school and the house captains, she would draw this monthly in assembly.
- e. Susan will speak to P6 & P7 children to ask for ideas for their Summer Disco. Suggestions from PC members included a BBQ or hot dogs (but may need a food license); Summer camp with sleeping bags until midnight (inside or outside) or a movie night. We agreed the need to sell tickets to gauge numbers before this event.
- f. [Claire will contact the Print Room](#) to start getting organised for Christmas Cards project. The PC agreed to help support the teachers do this in class. Claire will ask Liz if she could help with a template for the ELC children. [This needs to be finalised in more detail at the September meeting](#).

9. AOCB

- a. Those members that have not replied to the email will be removed from the closed Facebook page and email list on 5th September.
- b. We can consider using Parent Pay for future PC events. Shirley can liaise with the School Office for more information in due course.

10. Dates of next meetings:

- a. 17th September
- b. 29th October