



Lanark Primary School & ELC Parent Council
Minutes from School Business Meeting
LPS Staff Room 6.15pm - 8pm
Monday 2nd September 2019

1. Apologies

Lianne Purdie, Kirstin Leitch, Kimberly Philip, Alison Campbell

Attendees:

Shirley Cathcart, Jan Towers, Lorraine Newbigging, Gillian Thomson, Farah Crook, Kerry Freel, Claire Fleming, Karen Dobbins, Lynne Lockart, Helen Logan, Marguerite Elkin, Claire Rogers, Victoria Jack, Michelle Barr

2. Minutes from AGM

Victoria had forgotten to send these out with the agenda and apologised.

3. Financial Report

There is currently £4632 in the bank. Projects that the PC have commitments for totally approximately £3000 were intimated by Jan to the PC. These included a £4 donation for every pupil to fund a school trip £100 to the ELC, a donation to help fund the pantomime, a third of the Scottish Opera costs, Tig Tag science resource, the £100 maintenance fee (cost to be confirmed) to continue with the school App, ties and mugs for prize winners and school leavers, Connect £118 membership (liability and insurance), topping up the hardship fund and then a donation for the school for either Sports club equipment or Farah had suggested a top up of money towards activities to do during Golden Time.

The Back to School Disco was a great success making a profit of £683. We decided that we would like to hold this event next year instead of the shorts and shades disco that was previously held at the end of the school year. More P7s attended this event than last year. Paying on the door was a good option that allowed more children to attend. The office commented to Farah that selling tickets interrupted their office duties. We agreed to have a restricted time of the day for selling tickets and PC

members could possibly take money at reception instead of the Office staff.

a. Tesco £2000 forest schools

The PC thanked Karen for helping to be awarded £2000 from Tesco for the school forest schools project. This has to be spent by July 2020 and Karen will kindly write the evaluation report. Karen is going to apply for further funds to Co-op and Responsible Energy Fund. The programme will be for 10 children at a time in a block to help with resilience building, encouraging friendships, improving communication in those pupils who would benefit most from this type of outdoor learning activity. The school will formally assess the impact this has on the pupils and will share the generic results. Discussions were held about whether the PC runs the project by putting it out to tender and taking on the contracts but concerns were raised by Victoria, Shirley, Helen and Claire around liability and contracts. **Michelle will speak to other PCs** in the area that have done similar things to gain their insight on this process and **Victoria will contact Connect** re liability and legalities of contracts. Farah advised that there may be a way through school using procurement but this would limit those who could bid and may delay the project starting.

b. Projects to fund 2019/20 (see section 2)

4. Head Teacher's report

Farah welcomed everyone to the new school year. The current school roll is 280 with the ELC roll being 43. She noted the new changes to the classroom make up and last minute changes due to placing requests. There are 5 new staff members in the school and ELC.

5. Parental engagement and Big Maths will now be on the maintenance agenda and the 3 newer areas will be focused on. Farah has advised that Parental engagement will become part of the Improvement Planning item on the agenda going forwards.

6. Operational Improvement Planning

Farah showed the PC a draft summarized version of the new improvement plan and explained the 3 areas in more detail. The areas are Literacy, Health and Wellbeing and Developing the Young Workforce. Lynne Lockart suggested that a list of the actual services available for parents to access to help support their children would also be useful.

7. Curriculum Rationale

Farah highlighted this document to the PC that has been sent to parents via the app and twitter links.

8. Fundraising

a. Farah confirmed that future dates / lets booked

b. Lucky numbers

Victoria will get leaflet updated to be sent home. The date for the deadline was discussed but never agreed. (It has subsequently been agreed with the PC Office Bearers – 4th October)

c. Gift sale

The spreadsheet needs updating with current stock after Miss Elkin kindly got more free stock. A stocktake is planned on Friday 13th September at 3pm.

d. Scots night

This is a free let and organising this will be at future meetings.

9. AOCB

a. A family night of fundraising needs to be organized instead of a Quiz night. Suggestions were made including a Ceilidh, ladies night, bettle drive, bingo night, (Lorraine has the machine) or cinema night. The PC felt that a family orientated activity would be best. Shirley will post a FB survey to get feedback from parents.

b. T-towels were proposed last year to be organized for children to buy and give as presents for Christmas. Michelle suggested classfundraising.co.uk and all my own work was also suggested. The office bearers will look at this and will need help from members to help the children in P1 and the ELC. This project needed costings and more information before a final decision could be made.

- c. A date needs to be organized for the Christmas Craft making Sunday session before the Christmas Sale.

10. Dates of next meeting

7th Octoberber 2019