



Lanark Primary School & ELC Parent Council  
Minutes from School Business Meeting  
LPS Staff Room 6.30pm - 8pm  
Monday 29<sup>th</sup> October 2018

(Anything typed in Blue is to be discussed at the next meeting)

1. **Apologies** from Lorraine Newbigging, Farah Crook and Claire Rogers.

**Attendees:** Marguerite Elkin, Lynne Lockhart, Helen Logan, Shirley Cathcart, Kirstin Leitch, Lynn Wingate, Jan Towers, Alison Campbell, Victoria Jack

2. **Minutes of last meeting** were approved- 17.9.18
3. **Matters arising** – privacy notices done and other items in the minutes
4. **Financial Report** from Shirley.

There is currently £2058 in the bank but some of this is allocated for future payments of Scottish opera (due Jan 2019), Lucky numbers draws, Class funding and licenses. This does not include the recent money from bag packing. The lucky numbers has made a profit of £224 so it was agreed that it was worth extending the deadline. **August, Sept and Oct will be drawn in assembly.** We discussed the feasibility of the PC paying for the school app, which would cost £400. We were not sure if there was a set up fee and Farah will update at the next meeting.

- a. Feasibility to help fund pantomime trip was discussed. The PC will fund £1.50 per pupil in LPS and £100 one off amount for the ELC (proposed by Shirley and seconded by Lynn)

5. **Depute Teacher's report from Miss Elkin.**

We currently have a full complement of staff. The school role is 280 pupils in the school with 30 morning places and 20 afternoon places filled in the ELC. There were 96.5% attendance at the parent consultations and 111 people took the PC survey. There was a meeting at Robert Owen to meet as a learning community last week and we were shown today the folder named "A tool for teaching, listening and stalking strategies". To help build resilience and confidence there is a lot so current outdoor learning

happening including CAVLAP, Equitots and SLC Greenspace. 10 children from P4&5 are attending forest friends at Braidwood pond. Forest Kindergarden starts next week. Unfortunately an unsafe, uprooted tree is currently preventing play in the woods. The school has phoned SLC multiple times to push for this to be treated with some urgency. Unfortunately due to SLC policy of who can perform work at a SLC property, the school had to turn down the kind offer of a parent to sort this. We are all looking forward to the outdoor learning day organised by Mrs. Gracie, Karen Dobbins and the Outdoor Learning pupil team. Big Maths started officially last week. This helps to standardize the teaching methods and terminology used with teachers discussing the pupils throughout the school. The teachers have had training and have provided positive feedback. Mig Maths Parents evening on 14<sup>th</sup> November 6-7pm.

## **6. Operational Improvement Planning**

### **7. Parental Engagement**

- a. Responses to Parents Evening Survey were discussed. It was agreed that the stand was a useful resource to get feedback from parents. [Need to discuss what we would like to see questioned at the next meeting.](#)

### **8. Fundraising**

- a. Feedback from B&M packing session included comments that it was good for the parents and children. In future we would ask for parent helpers in the letters home to parents, aim for Halloween weekend again next year and also could do a longer day of 10-3pm to help raise more funds. About £460 raised but final confirmation needed.
- b. Tesco bag pack on 24<sup>th</sup> November. Need to bring liability certificate and forms with us. Shirley will price up a pop up stand that is very generic so it can be used in the future at PC events. There may be a possibility that we could collect money at the front.
- c. Christmas gift sale. We need to take a stock take. Usually have 7-8 items per child. Lynn volunteered to go under the stage. Victoria

will ask PC to help with packing and wrapping and also send out a leaflet informing of the making session on 18<sup>th</sup> November at Claire's house from 2pm. Children welcome to come. Depending on quantity made we may consider a food stall at the gift sale.

- d. Orders for the Christmas Cards are due to be submitted. [We can review the costs and orders at the next meeting.](#)

9. **Forrest School initiative** was discussed in brief but [Karen Dobbins will kindly discuss in more detail at the next meeting.](#) This is a 5 week funded session and she will look to apply to Tesco blue coins through using the PC name.

10. We discussed the possibility of House Captains / Pupil representation at PC meetings for the first 15 minutes and possibly short presentation at the AGM. [This needs to be discussed with the Farah and the teachers.](#)

#### **11.AOCB**

- a. Meetings to start at 6.15 from now on to allow 15mins extra time
- b. A suggestion box at reception to help with parent engagement or possibly set a question of the month. [Needs to be discussed further with Headteacher / Office staff.](#)
- c. We briefly discussed that succession planning is needed. Next May a new Chairperson will be needed to mentor for a year before Lynn and Claire leave.
- d. Victoria will send a more exciting leaflet than simply an email or letter to ask for help for the bag packing and gift sale. This could go in the FB page and website.

12. Dates of next meetings:

- a. 18<sup>th</sup> November – Christmas Preparations at Claire's house
- b. 30<sup>th</sup> November – Christmas gift sale
- c. 10<sup>th</sup> December – next PC meeting at 6.15 (not 6.30)