



Lanark Primary School & ELC Parent Council
Minutes for School Business Meeting
LPS Staff Room 6.15pm - 8pm
Monday 25th November 2019

Anything highlighted in red still need actioning.

Present:

Farah, Susan, Jan, Shirley, Kerry, Claire, Wendy, Clare, Lynne, Helen, Victoria

1. Apologies
 - a. Gillian, Kimberley, Lorraine and Michelle, Lynn Wingate
2. Approval of minutes from 28.10.19 **need approval at next meeting**
3. Financial Report
 - a. £4538 in the bank. Jan confirmed a profit of £609 from Tea towels. Still to pay this year are school app, science resource and connect insurance, school leavers ties, Scottish opera and lottery license. Claire confirmed she only has 10 cups in her garage and therefore we need to order more this year. We need 3 per class (33 a year). Lanark print did these for the PC in the past. **Shirley will order these.**
4. Co-op Funding – Karen has changed the wording to Partnership and parent helpers and no Wild About Lanark. Shirley confirmed the application has gone through now and we are grateful to Karen for organising this. Karen will let us know the promotional info and we can electronically promote. PC members were advised we can register to vote through the Co-op and we will await further details.

Lynn also advised the PC that we should consider using the book people for any future book purchases as £1 per order goes back to the school.

5. Head Teacher's report
Farah delivered the initial feedback from the recent inspectors. The PC looked at the school HMI survey monkey results of LPS (not EL&C). 15% don't know the school takes my views into account when making changes.

Of the 60 responses, 91% feel encouraged to be involved in the work of the PC and 95% feel informed about the work of the PC. This is very positive feedback. Farah will produce a report in the next few weeks and publish this in due course. We will as a PC analyse over the next 3 years these responses to show and analyse improvement. Helen suggested another focus group after the New Year to discuss this. The PC had lots of discussions about how best to recruit new members and wondered about offering a tea and chat option. Farah confirmed that the school will use the PC to move things forward and we will continue to keep Improvement Planning as a standing item on the agenda.

6. Improvement planning – see above

7. Fundraising

a. Dates for next year were discussed

i. Scots night 5th Feb

ii. Family Bingo night 20th March (Carol Faux volunteered to Bingo Call for the PC). Need to weigh up options of cost of license for alcohol and have at the school Vs cost of independent hall hire. **Shirley will discuss with Office bearers and make decision once more info available.**

iii. Summer Raffle send out 18th May to be drawn on 22nd June at prize giving event. **Need to order tickets in April.** Clare volunteered to kindly print the envelopes for this as it worked well for the tea towels ordering. **Tea towels will go out by Friday 6th December to homes.**

Shirley expressed concern that from PC office bearers that lots of money was asked of parents to donate at this time of year but Farah confirmed that this has always been the case at this time of year and cannot be changed. Any tea towels left over will be donated to the school for Farah to give out at her discretion.

b. Gift Sale

i. Wrapping paper distribution was done tonight and anyone can collect more from the office.

- ii. Any last minute organizing – House captains will ask for school dinner orders from parents/ volunteers. The urn can be set up on the stage as last year. Te / coffe/ cups in cupboard. Wendy will donate juice. Ipod can be connected to sound system. P7 will run the 50p stall. **Need to look for bubble wrap, scissors, cellotape dispensors.**
 - iii. School dinners for helpers
 - c. Scots night
 - i. Raffle prizes – send out a plee for Scottish food / prizes. **Claire will ask Michelle for possible borders donations.** Victoria will email tunnocks again. Morrisons and Co-op were named possible donators. **Helen will kindly make the hampers. Victoria will send out by 13th Jan flier for e – communications and 1 per child hard copy who is nominated.** (Change dates on last years one)
 - ii. **Check stocks of refreshments**
 - d. Family night planning event – **this will be discussed at future meetings.**

8. AOCB

- a. Farah confirmed the GRSO group are looking to take the road safety signs issue forward as their project. The nearest “20 is plenty” sign is on Braedale road. The PC do not need to now actively be involved with taking this forward.
- b. Susan McMaster handed a letter to Shirley and PC tonight to kindly ask if the PC would consider funding 12 leotards and hair accessories for the LPS gymnastics team to perform in during their competitions. The first is on 3rd December. Shirley proposed and Claire seconded this and Victoria will draft a reply email to the Gymnastics team informing them that we would be delighted to fund this.
- c. Lynn asked that crib sheets (produced by Lynn and Claire) be referenced to when planning future PC events.

9. Dates of next meetings: 27th January 2020