



Lanark Primary School & ELC Parent Council  
Draft Minutes for School Business Meeting  
LPS Staff Room 6.15pm - 8pm  
Monday 27<sup>th</sup> January 2020

Those in attendance were Farah Crook, Marguerite Elkin, Susan McMaster, Shirley Cathcart, Jan Towers, Claire Rogers, Lynn Wingate, Kerry Freel, Lorraine Newbigging, Victoria Jack

1. Apologies

From Lynne Lockhart, Helen Logan, Gillian Thomson, Claire Fleming, Michelle Barr

2. Approval of minutes from 28.10.19 and 25.11.19. These were approved after had Lynn asked that her apologies from the previous meeting be added. Victoria apologised for this omission.

3. Financial Report

There is currently £5970 in the bank with £1978 still to pay out this year. The PC took £3629.85 on the day of the gift sale. There is still the bus to pay for Sky Academy (£4 x 38). Farah will inform PC if money required for the hardship fund to help with the Lockerby Manor trip.

4. Head Teacher's report

Elaine Cassels is currently covering New Lanark Staff shortage. Part time assistants are covering an extra hour in the meantime. Miss Doulan will be returning to LPS in March (and will be Mrs Lumsden). Farah briefly mentioned that enrolment had taken place.

Colin Dunlop will start delivering forest school session in February and there will be 2 blocks of funding. Children will be selected who would benefit from smaller group work. Karen Dobbins and Patricia West will also run forest school sessions. Farah thanked PC, Karen and Patricia for these sessions at the meeting.

Once the official inspection report is released, Farah will work with PC on any outcomes needed.

Volunteer training has now been cancelled.

Shirley and Farah will organize the Totaliser. This is to be laminated with aim to erect in June.

#### 5. Improvement planning

Farah is planning a Health Workshop date on 5<sup>th</sup> May to showcase various stands on an evening at school. Farah will release more details of this in due course. Sexual Health and Parenthood resources are also due out soon.

Once the inspection draft has been checked and publicized the PC will await instruction on any further collaborative work needed. Shirley has seen a copy of the Summary.

#### 6. MUGA

Farah highlighted that the Muga is currently not fit for purpose, as agreed by Gordon Turnbull after his inspection. Drainage has been refitted twice now and the surface is prone to flooding and icing over. LPS are trying to apply for funding for a new surface and have asked the PC to voice their concerns by means of a letter. Claire advised the best person to send this to would be Tony , Chief executive. Concerns include safety of surface; limiting outside activity by children and therefore their health and wellbeing and also limits the number of exits available from the playground at 3pm. Victoria will draft this and send to office members for approval.

#### 7. Fundraising

- Scots night
  - i. Raffle prizes / Hampers. Helen has made hampers and Michelle will kindly supply Borders biscuits.
  - ii. Check stocks of refreshments need tea / juice/ milk
  - iii. Jan will check for raffle tickets and money collection buckets and will bring a float. £1 per strip for raffle tickets.
  - iv. Jen will kindly play bagpipes and Victoria will buy thank you gifts.

v. Donations have been handed in to the school and we will continue to appeal for these. Nothing from Tunnocks again despite email being sent by Victoria.

- Family Bingo night

20<sup>th</sup> March at St Nicholas Church hall 6pm – 11pm hall booked. Start 7pm. Bring your own food and snacks. Shirley has booked the venue. Victoria asked about nuts as snacks and wording for the poster. This was discussed and felt that nut free appropriate. Shirley will buy dabbers and Susan suggested we could sell these on the night to raise more funds. £3 entry fee and children free. This was discussed and we didn't want the entry fee to put parents off but at the same time we are trying to raise school funds. We will play hit the bottle (adult and child games), tuck shop (and Shirley will ask Wilson if he would kindly donate sweets for this). Farah suggested a bottle stall and she will ask on the app for all types of bottles and bottle bags.

It was agreed that posters to be sent home on 13<sup>th</sup> Feb and it would be useful to note numbers before the event.

- Supermarket bagpacking

B and M raised £586 whilst Tesco raised £300. Lots of discussion around this took place and it was agreed that we would not do a Tesco bag pack as it can sometimes exclude the children when they are wanting to help and for the time makes little funds. Victoria will ask B and M for a further bag pack date of 24<sup>th</sup> October.

## 8. AOCB

Susan Asked if the PC would be happy to support buying Javelins for sports with a safety bag to store these. Funding a universal waterproof hooded set of jackets was also proposed by Lynn Wingate and seconded by Claire Roger. Farah asked for a donation of £300 for playground equipment, which was proposed by Shirley Cathcart, and Jan Towers seconded.

Lynn Suggested using a Google drive for sharing documents but no – one present knew how to set this up in detail or use. Victoria said she will have a look at this for future.

9. Dates for Diary:

- Scots night 5<sup>th</sup> Feb
- Meeting 2<sup>nd</sup> March
- Bingo Night 20<sup>th</sup> March
- AGM 11<sup>th</sup> May
- See your child at work day (PC stand) 22<sup>nd</sup> May