

**Tayport Primary School  
Playgroup and Ferryport Nursery  
Parent Council  
Minutes of Meeting  
Held on Thursday 19<sup>th</sup> February, 2015 at 7.15pm**

**Present:** Sherree Rennie (Chair), Jill Tennant (Vice Chair), Linda Welsh (Treasurer), Vanessa Rengger (Secretary), Jane Holmes (HT), Jennifer Peterson (DHT), Cllr. Margaret Taylor, Cllr. Bill Connor, Dawn Samuel-Davidson, Jacqui Sugden, Chris Torrance, Lesley Wallace (Teacher P2/P3), Suzanne Boyd-Thorpe, Louise Price (Playgroup) and Susan Mains.

**Apologies:** Kirsten Rae and Christy Allan.

<b>1</b>	<p><b>Minutes of Last Meeting 8.10.14</b> Approval of the minutes was proposed by Jill Tennant and seconded by Jacqui Sugden. Dawn Samuel-Davidson would please like a copy of the Standards and Quality Report 2013-2014 and the Improvement Plan 2014-2017.</p>	JH																												
<b>2</b>	<p><b>Chairperson's Report (SR)</b> SR thanked everyone for the good level of attendance at the meeting. In order to make the Parent Council more effective, SR plans to recruit a parent representative for every class to obtain feedback from pupils and teachers before each Parent Council meeting, so that we pick up on any issues or requirements. SR asked whether anyone else on the Committee was receiving emails from Fife Council about information relevant to Parent Councils as these appear to have stopped. No one is.</p>	SR  Sherlock Rennie to investigate.																												
<b>3</b>	<p><b>Treasurer's Report (LW)</b> The bank balance as at end January 2015 is £19,158.53 Recent receipts are made up as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Receipts</b></th> <th style="text-align: right;"><b>Amount £</b></th> </tr> </thead> <tbody> <tr> <td>Bank of Scotland Community Fund</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Donation from Euan Fearn's funeral</td> <td style="text-align: right;">700</td> </tr> <tr> <td>Christmas Open Day Fayre</td> <td style="text-align: right;">1,084</td> </tr> <tr> <td>Cash for Kids Award</td> <td style="text-align: right;">4,500</td> </tr> <tr> <td>Awards for All (Big Lottery)</td> <td style="text-align: right;">8,543</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>19,158</b></td> </tr> </tbody> </table> <p>Our expected spend on the agility trail will be £12,300 including an 8% project management fee to Fife Council. Major donations this year include:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Donations</b></th> <th style="text-align: right;"><b>Amount £</b></th> </tr> </thead> <tbody> <tr> <td>Panto and children's Xmas parties</td> <td style="text-align: right;">700</td> </tr> <tr> <td>Eco-Committee – 6 wheelie bins</td> <td style="text-align: right;">320</td> </tr> <tr> <td>Balance beam for Nursery</td> <td style="text-align: right;">75</td> </tr> <tr> <td>Playground Planters</td> <td style="text-align: right;">1080</td> </tr> <tr> <td>Visualisers for the smartboards</td> <td style="text-align: right;">1476</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>3651</b></td> </tr> </tbody> </table>	<b>Receipts</b>	<b>Amount £</b>	Bank of Scotland Community Fund	500	Donation from Euan Fearn's funeral	700	Christmas Open Day Fayre	1,084	Cash for Kids Award	4,500	Awards for All (Big Lottery)	8,543	<b>Total</b>	<b>19,158</b>	<b>Donations</b>	<b>Amount £</b>	Panto and children's Xmas parties	700	Eco-Committee – 6 wheelie bins	320	Balance beam for Nursery	75	Playground Planters	1080	Visualisers for the smartboards	1476	<b>Total</b>	<b>3651</b>	
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	The 30% of funds allocated to school items has been exhausted with the last donation for the visualisers.	
<b>4</b>	<p><b>Secretary's Report (VR)</b></p> <p>The latest edition of 'Backchat' the Scottish Parent Council newsletter was circulated recently.</p> <p>Alison Christie has fixed the problems on our Parent Council website and we are very grateful to Bryan Scott for taking over the role of updating the website.</p>	
<b>5</b>	<p><b>School News(JH)</b></p> <p>Refurbishment of school nearly complete. Corridors have now been recarpeted/new lino at the bottom of the south stair. The corridor to Rooms 10 and 11 and the Headteacher's room will be redecorated in the Easter holidays.</p> <p><b>Recent events have included:</b></p> <p>A very successful Ceilidh afternoon.</p> <p>Big Book Brain Quiz in Glenrothes (P6).</p> <p>Fife Music Festival – a number of our children took part with the Junior Ferryport Fiddlers. Thank you to MoragAnne Elder for organising this.</p> <p><b>Future events:</b></p> <p>Rotary Quiz for P7's will take place at the beginning of March.</p> <p>Book week ( including the book fair) will be the week of 5-11 March.</p> <p>P4 are selling Red Noses and children will be making masks for Red Nose Day.</p> <p>A newsletter will be issued next week.</p> <p><b>Maths Learning Round</b></p> <p>JH has been working with a group of teachers from Largoward, Guardbridge and Madras looking at the work being done in S1 and S2 classes at Madras. JH has been assured that Tayport pupils' performance is at the expected level In Maths when they arrive in S1.</p> <p><b>Improvement Plan</b></p> <p>Nora Conlin (our Education Officer) has visited the school frequently and much work is being done on developing the curriculum using the local environment.</p> <p>Moira Cumming, who led the HMI inspection, will be returning next week to check on progress.</p> <p><b>Parental Engagement</b></p> <p>The recent homework questionnaire received a 60% response and most people were happy with the homework being set.</p> <p>The Parentwise survey only received a 40% response, so paper copies will be distributed at Parent I/V's next week to seek more feedback.</p> <p><b>Engagement Process about altering the school week</b></p> <p>Fife Council have put the process on hold for the time being. There has been no official communication to parents yet.</p>	
<b>6</b>	<p><b>Nursery News (JP)</b></p> <p><b>Burns week</b> saw the children performing their recitations for parents.</p> <p><b>P1 class visits</b> have started and are going well.</p> <p><b>Guide Dogs-</b> there will be a sponsored run to raise money for this charity soon and the children are looking forward to meeting the new puppy as soon as he is old enough to visit the nursery.</p>	

	<p><b>Pancake Day and Chinese New Year</b> celebrations have taken place.</p> <p><b>Comic Relief</b> –Red Noses are being sold and children will be making masks for Red Nose Day.</p> <p><b>Zoo Lab</b> – will visit on Monday 23<sup>rd</sup> February.</p> <p><b>Annual Parental Questionnaire</b> will be distributed this week.</p>	
7.	<p><b>Playgroup News (LM)</b></p> <p>Louise Price ( in Laura’s absence) reported that the recent Care Commission inspection had awarded 5’s across the board. Congratulations to the playgroup.</p> <p>Sandra Turnbull has completed her SVQ3.</p>	
8.	<p><b>Playground New (VR)</b></p> <p><b>Agility Trail</b></p> <p>VR reported that, following receipt of funding from Awards for All and Cash for Kids, Fife Council have now been instructed to start the tendering process for the agility trail, which will be built behind the main school building. The total cost should be around £12,300 including an 8% project management fee to Fife Council for drawings and running the tendering process. This part of the playground project will be completed first. Funds will be kept in reserve in case any unexpected costs arise during installation which should happen in the Summer holidays.</p> <p><b>BT Community Project</b></p> <p>Meanwhile, in the lower half of the playground, BT will use a Community Project to provide us with a stage, log seats and a blackboard. BT pays £25 per BT volunteer which funds the project and items are often donated by companies free of charge. The Parent Council may need to help with the purchase of the blackboard. Hopefully this project will go ahead sometime in the Spring.</p> <p><b>Planters</b> will be replanted with vegetables/flowers after the Easter holidays. JP/JH to ask classes for their preferences, so Jill can order seeds from Jim Kinnear at a discount.</p> <p><b>Wheelie bins</b> requested by the school Eco- Committee have not been ordered yet due to an administrative misunderstanding about who will empty them.</p> <p><b>Additional Items for the Playground and funding sources.</b></p> <p>Playground Games were purchased 12 months ago at a cost of £560 and many of these now need replacing. LW believes the Charity Shop might make a one-off donation for specified playground games.</p> <p>SR mentioned that Scott and Fyffe may now be willing to donate again. Suggestion that we ask for £1000 to fund a new CD player for the playground ( cost £400 - £500) and some specific playground games.</p> <p><b>Community Garden</b></p> <p>If planning permission for the Community Garden near the former curling pond is successful, then the school will have a plot with a shed and a water butt provided. The school would need to find funding for wood to build the raised beds.</p>	<p>VR to keep tabs on progress.</p> <p>JT</p> <p>JH to resolve.</p> <p>JP to assist School Council with suggestions and writing to request donations.</p> <p>VR to contact Peter Duncan at Fife Council re possible funding.</p>

<p><b>9.</b></p>	<p><b>Fundraising</b> SR is organising sponsored aerobics (Funky Fluorescent Fitness) on Friday 27<sup>th</sup> March. Each 45 minute session will include 2 classes and Sherree would ideally like 2-3 parent helpers per session.</p> <p><b>ASDA Community Fund (from the plastic bag levy)</b> Parent Councils are eligible to apply for funding for activities which will benefit the community. Flora and Fauna by themselves are specifically excluded, but we could perhaps consider a Gardening Club which would involve an intergenerational aspect. Mrs Wallace has some experience of applying for funding for this type of project in a previous life, so her input to the Eco-Committee would be welcome. Deadlines for application are June, September and December.</p> <p><b>Enterprise Funding</b> Dawn Samuel-Davidson wonders whether any funding could be found from local businesses or funds which would encourage children to raise money for the school as a business venture. JH said we have some experience of this recently with Miss Baird's Christmas fair, but that we could look at this again.</p>	<p>VR to draw up sponsorship form.</p> <p>Mrs Wallace to speak to Eco-Committee.</p> <p>JH to consider.</p>
<p><b>10</b></p>	<p><b>AOCB</b> <b>Cross Country event</b> SR will be taking a team comprising P4- P7's to the annual event on 4<sup>th</sup> March. Location is Falkand Woods. This year the races will be mixed, but for each primary separately, which Sherree feels will be fairer.</p> <p><b>Application for Parent Council subsidy for P2/P3 trip to National Museum of Scotland for workshop about Death in Ancient Egypt.</b> Mrs. Wallace is taking her class to the above event and wondered if the Parent Council would be willing to make a contribution. We did subsidise last years' trip ( with a different teacher) to the tune of £190. Without subsidy the cost would be £13 per head which is quite expensive for some families. After discussion we agreed to contribute £125 as the children last year felt the trip was very interesting. However the Parent Council funds are currently committed 70%/30% to the playground/school, and we have no policy on funding individual trips for specific classes. The Parent Council needs to draw up a policy in this regard as we would be unable currently to support all class trips.</p> <p><b>Bike Safe</b> Bill Connor advised that two youths from Tayport, Billy Dycher and Ruaridh Morrow, will be attending courses to learn how to teach pupils to ride their bikes safely. Once qualified they would be approaching the school to offer their assistance.</p> <p><b>Harnessing Community Skills</b> Dawn Samuel-Davidson wondered if there were people in the community who might have skills they could pass on to pupils. JH advised that if people visited regularly it might be necessary for them to obtain PVG, but one-off talks may be exempt.</p>	<p>Parent council committee to define policy on school trips.</p>

	<p>It was decided to include a notice on the Community Website to see if there are any volunteers with interesting skills who would be keen to help.</p> <p><b>Foodbank</b></p> <p>Tayport Community Council have ascertained that 70% of the Taybridgehead Food Bank's deliveries are to residents of Tayport and have therefore established a satellite depot in the old Registrar's Office in the Burgh Chambers on Wednesdays from 2-4pm. Chris Torrance will distribute new leaflets with items needed via the school once these are available.</p>	VR
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**Next meeting will be Thursday 30<sup>th</sup> April at 7pm.**