

Tayport Primary
Playgroup and Ferryport Nursery
Parent Council
Minutes of Committee Meeting
Held on Wednesday 11th May, 2016
At 6.30pm in the school

Present: Sherree Rennie (Chair), Jill Tennant (Vice Chair) Linda Welsh (Treasurer), Vanessa Rengger(Secretary) (from 7pm to 8pm and 8.30pm to 8.45pm), Jane Holmes (HT), Jennifer Peterson (DHT), Cllr. Maggie Taylor, Chris Torrance, Nikki Sage, Louise Price, Kirsten Rae.

Apologies: Cllr. Bill Connor, Anna Moss, Jacqui Sugden, Laura McDonald.

1.	<p>Approval of Minutes of Last Meeting 14.1.16. There was one amendment to the minutes of the last meeting: Miss Wallace was ‘acting’ head teacher at her previous school and not ‘acting’ DHT. Approval of the minutes was proposed by Nikki Sage and seconded by Jill Tennant.</p>	
2.	<p>Chairperson’s Report (SR) SR welcomed everyone to the meeting and thanked them for coming. Explained that she had some health issues in the last 12 months and had been receiving treatment for skin cancer which had meant that meetings had had to be postponed, for which she apologised. Meetings would now start at 6.30pm with the aim of finishing by 8pm. SR had met with JH and the following issues were discussed.</p> <p>Staffing. Office- Absent member of staff was planning to return on a phased basis, but following another hospital appointment, it was decided that she was not yet ready to come back. Mrs. Wright (parent) has been employed to help with clerical work</p> <p>Teaching Staff Mrs Froehlich is back full time now and a supply teacher (Mrs Robertson) is employed 2 days per week. HT and DHT covered the shortfall in NCCT from October to June. Mrs Hunter’s position is now vacant, so her duties have been divided up as follows:</p> <ul style="list-style-type: none"> • Recorder- teachers are now teaching • PE- Teachers • French- 2 teachers training for foreign languages; Mrs Simpson is training and Mrs Brankin is updating her German skills <p>Miss Wallace (DHT) is hopeful that she will be at Tayport next year. SR and JH raised disappointment of P7 parents that there had been some time without French teaching. JH said that now that Mrs Simpson had started up French again she was trying to ensure the children did more French to make up for what had been missed. JH said there are some schools in our cluster which have no foreign language teaching. Jill Tennant mentioned that Newport Primary children had been allowed to choose which language they wanted to study at Madras in S1 this year, and wondered why. JH agreed to follow this up with the Newport HT.</p>	

<p>Lunches Parents have questioned whether there are too many options making it take a long time for children to choose their food. JH says school has no power to alter what is provided and she hasn't had reports of children being rushed. P7's go outside first and then come in to dining hall later. Younger pupils are advised about the hot meal options by their teacher and the hot meal people go in first. LW feels that the quality of the meals has gone down since free meals have been provided for P1-3, a lot of P7's say there is no hot option left when they come in. JH suggested that if that is the case the Parent council should write to Fife Catering about quality and quantity. JH will speak to the catering staff to check the position, but she hasn't been made aware there is an issue, although occasionally food that has been ordered doesn't arrive. Fruit and Veg supply is low on Mondays. JH eats a meal herself at the end of the lunch hour. Catering staff do advise if a specific child doesn't want to eat anything. CT and NS wondered if a parent should come in to check on the lunches, if Fife Catering is happy for us to do this.</p> <p>Pupil Support Miss Wallace is in post as our temporary additional Depute Headteacher and her remit includes leading the development of Support for Learning across the school from P1-P7. JH has interviewed again, now three times, but has been unable to appoint. The vacancy has been put forward for next session. CT asked how long vacancies are advertised and how? JH replied that they are advertised for 14 days nationally on Myjobscotland and in the Times Higher Ed. In accordance with Fife Council Policy. CT complained that the post has not been filled adequately for the last three years and if there is a shortage of suitably qualified staff then more staff need to be trained.</p> <p>Parent Volunteers SR is concerned that she has encouraged parents to volunteer, they have spoken to the office and no one has got back to them. JP suggested that they email her directly, if SR puts her email address on Facebook. JP has to conduct an initial interview, then order the PVG forms from Fife Council. JT has not yet had her PVG back, although only an update is required. JT to give JP a copy of her existing PVG in an attempt to speed this up.</p> <p>Boom Box SR asked if this had been ordered yet. JH believes it was ordered in January, but will ask Mrs Stott to chase. The old boom box is still working.</p> <p>Laptops and I-Pads 5 laptops have arrived, but the school is still waiting for 10 I-Pads. The total spend will be £3,500.</p> <p>Netball Coaching SR asked for details on pricing which she thinks is expensive. JH replied that fees are £2.50 per week, £12.00 for the block. Coaching takes place in the lunch hour from 12.30 -1.20 for P4 and P5 and after school for P6 and P7. The group was split in two due to high numbers to ensure children got more time from the coach. The activity has been organised by Active Schools (coordinator is Kaitlyn Mackie) who have also funded all the</p>	<p>Parent Council write to Fife Catering</p> <p>SR</p> <p>JP/SR</p> <p>JH</p> <p>SR</p>
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	<p>equipment; posts and netballs. A netball match took place between Newport and Tayport.</p> <p>The Taybridgehead schools are trying to organise a tournament probably to be held at Tayport, but there would be a cost for transporting other schools to Tayport. JH advised SR to contact Kaitlyn Mackie's line manager as she is currently off sick.</p> <p>School Trips</p> <p>SR reported that there has been lots of positive feedback from parents on the small trips that have been undertaken.</p> <p>Forest School has gone very well. 90% of P5's went to Saturday Club. The parents will be invited along to the last Forest School of this term.</p> <p>JH said the school had received funding from Awards for All for this year as a feasibility study. The final 5 sessions were held on Mondays and Tuesdays after school under the auspices of the Out of school club to ensure that all children could experience Forest School as some children had other commitments on Saturdays.</p> <p>P4 trip</p> <p>Kirsten Rae asked whether the trip had been approved because of concern among parents that they have not been given enough time to save up. JH said she will speak with parents if there is a funding issue. SR suggested that Facebook could be used to get information out to parents quickly about dates and costs of trips.</p> <p>CT asked if it would be a good idea to give parents an idea of how much money they might be asked for during a school year based on what activities cost last year. Parent Council to review this.</p> <p>Communication between school and parents.</p> <p>Following an occasion when Miss Kelly had used the dojo messaging system to communicate with parents, JH advised that all school home communication now has to go through herself, JP or Miss Wallace.</p> <p>Homework</p> <p>SR believes there is some confusion still about homework. A lot of parents do not understand that the same sheet is coming home each week, with a different activity highlighted for completion. Termly activities should be stuck in the homework jotter, so that feedback can be given to parents via the homework jotter.</p>	Committee
3.	<p>Treasurer's Report (LW)</p> <p>The bank account balance is £7650. Fundraising has brought in £2700 approximately from the School Fete and the Open Afternoon.</p> <p>Expenditure this year so far has been £13, 497 which includes £12,835 on the trim trail and the plaque, £500 towards the Panto, funding of Christmas discos and refreshments, P4's Trade Fair event and Mrs Simpson's dance group scarves.</p> <p>LW to check the amount left from grants for the playground.</p> <p>It was agreed that the Parent Council would contribute a maximum of £2,500 to the cost of I-Pads.</p> <p>JH has been in touch with Rotary about generating some funding for the school from their sponsored cycle event in June in Tentsmuir. SR reminded the meeting that the date for this clashes with Race for Life in Dundee and Father's Day, so might not be a good idea.</p>	

	<p>Positive Behaviour Management The school is making good progress and is being very well supported by Education Officers.</p>	
6.	<p>Nursery News (JP) Tempest photographers have been to the nursery. Transition visits to P1 continue. They have all met their buddies. Hilary Brown brought in eggs in an incubator, so the children can watch the chickens hatch. Sponsored event will be held on 30.5.16 Parent chats are due soon. Foreshore walks are planned. Nursery info evening will be Tuesday 14th June at 6.30pm. Open evening in school for new P1's will be Tuesday 21st June at 6.30pm. Transition to school will be Friday 17th June in the morning. Nursery will visit the Deer centre on Monday 27th June.</p>	
7.	<p>Playgroup News (LM) No representative, but the Playgroup had sent in a report of their news. Equate inspection in April – inspectors very happy with setting and can see much improvement from last year. Numbers for next year are looking steady at present. Trip to Fun Factory 6th May was greatly enjoyed by children. Parent chats happening week beginning 23rd May. Laura is continuing with her BA in Childhood Practice and only has 3 more units to go. Hannah has begun her SVQ3 in Early Education. Last fundraiser (Body Shop Party) was a bit disappointing with only 2 parents attending, but the raffle was successful as customers in Cobbies contributed. Children are hoping to take part in Sports Day. Christmas Coffee Morning booked for first Saturday in December.</p>	
8.	<p>Fundraising School Fete will be Wednesday 8th June.</p>	
9.	<p>Liaison between Parent Council/School/Regional Management (CT) CT wondered whether there is any possibility of a group being set up to liaise with the HT and the Council. CT wonders whether parents are aware what falls under the Parent Council remit. Nikki Sage commented that everyone channels their complaints to the class teacher or JH. SR explained that when there is an issue the Chairperson of the Parent Council holds a one to one meeting with the School/Education Authority and reports back to the parent council committee. JH and SR meet one week before a Parent Council Meeting and any concerns are raised. Obviously it is not ideal if there is a long gap between meetings like this year when the last meeting was in mid-January.</p>	

	<p>JH commented that the parent council in this school is unusual in that it is both a parent council and a fundraising committee, and the parent council aspect doesn't have enough weight.</p> <p>Kirsten Rae wondered whether we need to have meetings tailored to each end of the school as the concerns of lower school parents are different from those of upper school parents.</p> <p>It was agreed that we would all bring ideas about how to involve a wider group within the school to the next meeting on 15th June.</p>	Everyone
10	<p>AOCB</p> <p>Calendar for June</p> <p>Friday 3rd June- Sports Day</p> <p>Wednesday 8th June-School Fete</p> <p>Tuesday 14th June- P7 Review- Presentation to Parents</p> <p>Wednesday 15th June P7 transition day to Madras</p> <p>Tuesday 28th June- Trip to Muddy Boots</p> <p>Thursday 30th June- Disco P7</p> <p>Friday 1st July- Leavers' Assembly</p>	

Meeting closed at 8.45pm

Next meeting will be Wednesday 15th June at 6.30pm