



Tayport Primary School, Playgroup and Ferryport Nursery Parent Council

Minutes of Meeting

21/11/2012 @ 7pm

Apologies: John Hughes (HT), Kevin Wilson, Allison Wilson

In attendance: Sherree Rennie (Chairperson), Linda Welsh (Treasurer), Alison Christie (Secretary), Kirsten Rae (Vice Chair), Irene Donaldson (Acting-HT), Jennifer Peterson (DHT), Jennifer Gowans, Jenni McCallum (Playgroup leader), Fi Tough, Angela Scott, Susan Main, Samantha Dykes, Andrew Dykes, Chris Torrance, Cllr Maggie Taylor, Bruce Davidson, Sandra Turnbull, Louise Price, Jill Tennant, Vanessa Rengger, Paul Atkinson, Joy Atkinson, Bruce Robertson, Ken Keighren (Fife Council)

1	<p>Matters Arising from Last Meeting</p> <ul style="list-style-type: none"> • Minutes of the last meeting were approved by AC • Smart boards - business manager is to confirm the order status(ID) • Sherree asked if safety certificate had been done on the lift. Jennifer P confirmed it had been done. • Sherree asked if risk assessment had been done on dining rm floor. This is outstanding. Irene explained there is a delay after lunch to allow the floor to dry. 	
2	<p>Ken Keighren visit</p> <ul style="list-style-type: none"> • Building works - Concerns were expressed about Health and Safety. Contractor is adamant they have followed the rules however PC members felt this was not the case and have evidence to support our concerns. If anyone has concerns over h&s it would be helpful if specific day/time could be given to the school. • Replacement Head teacher - Post has now been advertised internally closing date 23rd November. PC representatives will be involved in the 2nd stage interviews. PC will be asked to propose a couple of questions for the candidate to answer. If no internal candidate is found suitable only then will it be advertised nationally. Realistically a replacement HT will not be in place before the middle of January beginning of February. • John Hughes - John will likely have a phased return to work taking him up to him leaving at Christmas. Iren will still be here if John has a phased return. • Playground mud - Contractor has a vehicle that brushes the surface. Ken was in agreement with other PC members that perhaps during the building project the school dress code could be relaxed. Irene D and Jennifer P to reflect on this and perhaps put out a bag drop on the matter. • Noise - Initially it was thought there would be no noise during school time however this was not part of the contractor's agreement. If there is something especially noisy the contractor will inform the school so that they can take appropriate action. • Top Playground - Ken to clarify the situation with the top 	

playground as he thought it was being returned to the school after the lift work was completed. Contractors want this space for deliveries.

- **Replacement Windows** - Ken to clarify when the double glazing windows will be installed. Maggie Taylor confirmed planning approval has been given for the windows at the back of the school to be replaced.
- Ken has taken PC members concerns onboard and will speak with the contractors as soon as possible.
- Building work on target for completion May 2013.
- Ken happy to organize another meeting to discuss the building site with Contractors prior to Christmas break.

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Chairperson's Report (SR)

- Jennifer P and Irene D to check that the church hall is insured to take the class numbers for the M & M show. The school may have to use the actual church.
- Sherree to ask Ken if the school can get extra janitorial help at lunchtimes to quicken up the return of the dining rm to class use.
- Mrs Dearle – rugby match outing (Feb/Mar 2013). She doesn't know if we will get the free tickets yet. After discussion PC agreed to contribute £100 if this outing goes ahead. It was also felt £10 per child/adult should also be sought to cover costs.
- Sherree asked Jennifer P to ask the eco group to become more involved in the garden project.

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Treasurer's Report (LW)

Current Balance	£5697.28
Lottery	£20
Smart boards	£3000
Xmas party contributions	£385
P6-P7 Panto in St Andrews contribution (buses) (£5 contribution from parents)	£400
Garden project – drainage problem costs	£70
Balance after above payments	£1822.28 approx (tbc by Treasurer)

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Secretary's report (AC)

- **Xmas cards** – helpers urgently required to process the orders that have come in. Sherree took names of some volunteers. Orders that have been paid for will be processed first. School to send out bag drop requesting payment.
- **Awards 4 all** – ongoing.

<p>6</p> <p>7</p>	<p>School News (ID)</p> <ul style="list-style-type: none"> • Building work - Intense period of building to come as they try to get the building watertight before Xmas. There will be a crane delivery on Wednesday 28th (children will be kept in during break times). School to advice parents if Rose St is to be closed for crane delivery. Crane being delivered on Thursday 29th. • Christmas Fayre - Monday 17th December from 2pm-3pm. Adults must collect their children from class before attending fayre. • Children in Need day - Very positive day, raised £282. Well done everyone! • Class activities - Children have been looking at rights and responsibilities in play to apply outside in the playground. • Smart board training - Staff have been busy undertaking training. • Inset day - Focused on literacy in the madras cluster. Demonstration of Visualisers which is a great classroom tool, cost around £180. • IT inventory – Irene D and staff has begun an inventory of IT equipment in the school to see what we have and what can be improved. This will be in conjunction with Fife Councils IT Dept. • Tuck shop – Irene D keen for representatives to visit a school who have good practice in running a healthy tuck shop. Sherree has some volunteers and the school staff would be happy to train up P7 to run a healthy tuck shop with adult supervision. <p>Nursery (JP)</p> <ul style="list-style-type: none"> • Twilight Course - Early year’s officer attending. • Focus on literacy - Workshop for Literacy planners being implemented. • Outdoor play area - Looking at grants to help with costs. Sherree looking to do a sponsored event, will see Mrs Baldie about dates. Sherree thought the focus on fundraising for the nursery should be on the climbing frame and then smart board. Estimated costs £1500-£1800. 	
<p>8</p>	<p>Playgroup News (JMcC)</p> <ul style="list-style-type: none"> • Staff changes – Jenni is sad to report two members of staff will be leaving. Two practitioner’s posts will be advertised. • New activity - Shake up wake up has been introduced, well received by the children. • Xmas party - 20th December for all the playgroup children including those who haven't started nursery yet. • Visits - Nursery teacher visits have been going well. • Twilight course - Jenni and one other have been attending this training course. • Garden Project – Next meeting on Fri 23rd 9.30am at Harbour Café, all welcome. 	

10	<p>Any Other Business –</p> <ul style="list-style-type: none"> • Madras Update - Maggie Taylor told PC about recent North East Fife councilors meeting to discuss the New Madras. A vote took place; <p>12 voted for Kilrymont (as it would be within budget, shortest possible timescale, no known planning issues) 3 voted for other site (Pipeland)</p> <ul style="list-style-type: none"> • Garden project concerns - Sherree voiced her concern over the amount of money being put into the Burgh Chamber garden and the uncertainty of what is happening to the Burgh Chambers site. Cllr Maggie Taylor is working to keep this in the community. • Nestle Cereal tokens – Vanessa wanted to know what had been done with last years tokens. AC to action a bag drop requesting tokens to be handed into school office so they can be exchanged for books. • Tesco vouchers – Kirsten brought to our attention the spare voucher boxes that available for schools. AC to action letter to Tesco, BD to email contact. • Playground surface – Bruce R asked if the playground surface would be redone after building work is finished, perhaps with astro turf. Sherree pointed out this is an issue we have discussed before but further discussion is needed particularly regarding possible grants for improving the playground. • V & A - Susan M talked briefly about getting the school involved in the V& A project. Susan to discuss in more detail at next meeting. 	
11	<p>Date of Next Meeting – Proposed Wednesday 16th January 2013 7pm.</p>	