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| St Hilary’s Primary School Minutes of Parent Council  Monday 16th November 2015  Present: Patricia Stewart (HT) , Gerry Blair (PT), Carly Sarwar, Susan McManus, Linda Mulvey, , Joanne Lindsay, Sharon O’Connor, John Paul Connor, Joyce Ramsay.  Apologies: Marie Haldane, Julie Cannon, Alison Gibson, Christina Lennon | | |
| CS. | CS welcomed everyone to the meeting and apologies were given for the above people. | Action |
| PS | The meeting started with St Hilary’s school prayer which was read by PS. |  |
| GB | GB asked if minutes had been seen. GB advised that the minutes are on the school website and are displayed on the SHAPES notice board as you enter the school. A copy of minutes was distributed to members present. The minutes were agreed and passed. |  |
| PS | PS stated that the feedback from the questionnaires distributed at the Bloom’s afternoon on the teaching of skills in reading was very positive. Neighbouring head teachers and Head of education for St Andrew’s and St Bride’s Learning Community, Wilma Bain attended. A request from one parent was for task cards in reading to be made available for parents. PS advised that this will be placed on the school website as a parental aid. PS also stated that parents have enjoyed seeing pupils’ classroom environment at parent’s night and found this to be valuable and beneficial. PS confirmed that the total of £685.00 has been collected for books purchased at the book fair. The school will receive £351.03 in commission which will be spent on books for curricular areas. |  |
| PS | Wider Achievements - National Sports Award will be applied in 2016., January onwards. It is envisaged that school will apply for silver, followed by gold at a later stage in the year. PS advised that this could possibly be included in the School Improvement Plan (SIP). PS advised that the parent council are asked to gather ideas about future initiatives in school from January –March. PS confirmed that a summary of development priorities is shared with the parent council before SIP is completed. The Chairperson of parent council receives the same time as South Lanarkshire Council to view SIP.  PS confirmed that NIKE in conjunction with our active schools coordinator have provided training sessions for some classes. Primary 4/5 pupils have attended St Andrew’s and St Bride’s High School and have been working with older pupils, learning different skills in netball, football and athletics. PS thanked parents who have been supporting school outings and after school clubs as cover remains an issue. PS stated that the school doesn’t have a depute for supporting clubs. |  |
| PS | PS advised that school have been working with Water Aid and had an informative visit. The pupils decided to collect pennies and form the shape of a water tap. The school raised £78.51 for water aid which was doubled by the government, giving a total of £157.02. St Hilary’s Primary has been awarded Star of the Week by Water Aid and are on Twitter with this recognition. An email from Water Aid thanking the school has been received. Primary 6 are currently working on Pope Francis award and their topic on migrants/refugees has linked in extremely well. A display of this work can be seen in St Leonard’s Church.  University students are currently in most classes and are supporting pupils’ learning. |  |
| PS | PS announced that the Head teacher post for the school will be advertised in TES atowards the end of November. PS confirmed that her date of leaving St Hilary’s Primary will be 5 February 2016. The process and panel for selection of new HT takes a few weeks. PS confirmed that applications have about 7-10 days to submit application. The leeting process will be carried out by the panel and a few other people. The interview panel will consist of Chair of panel, the head of education, a head teacher, church representative and two parent members from the parent council. The head of education will be one of a possible four people as Wilma Bain will have started a new post.  People involved in the leeting process will receive training. PS confirmed that she will do the walk round for the candidates who have been leeted for the job.  PS asked for volunteers who would express interest in participating in the process.  Mrs McManus, Mr Connors, Mrs Sarwar (Leeting/Interview)  Mrs Mulvey , Mrs O’Connor , Mrs Ramsay (Walk Around)  Mrs Lindsay (Leeting/Walk Around).  Representative from Primary 7 pupils will have opportunity to be part of walk around.  PS advised that the successful candidate must give 4 weeks notice. It is envisaged that the successful candidate will be appointed on or before the last school day in December. PS confirmed that the she will be working until 5th February 2016, ensuring smooth transition for the new head teacher. If a HT is not initially appointed, an acting HT will be in place for the interim period. |  |
| PS | PS confirmed that her leaving mass will be on Wednesday 3 February 2016 and all are welcome. |  |
| PS | PS stated that the commission for photographs was £260.00 PS advised that it costs 89 pence per child for each picture to be taken. The quality of pictures has also improved with new photographer. |  |
| LM | LM asked if price of photos could be negotiated. |  |
| SO’C | SO’C asked if content of packs could be negotiated. |  |
| CS | CS asked what percentage of income is received by the school for photographs. |  |
| JC | JC stated that communion pictures were 25% more expensive this year. JC requested that parents be allowed to take a picture. |  |
| PS | PS advised that the percentage return depends of the level of expenditure for photographs. PS confirmed that the photographer will be contacted and a meeting can be arranged for a small group of parents and headteacher to discuss with the photographer. |  |
| LM | LM and HT will arrange to speak to the photographer. |  |
| JC | JC confirmed that the C/F figure at start of school year was £3688.54. The income from the Halloween Disco was £300 before expenses which currently leaves a bank balance of £823.25. |  |
| JL | JL advises that she is awaiting approval from the Bank of Scotland as a signatory.  . |  |
| PS | PS confirmed that Christmas activities are well underway. A hamper raffle will be organised by the school and each class will make a hamper. The school office will prepare tickets for the Christmas show. Caireen Harvey Photographers has donated a Photography Voucher which will be won through a “Lucky Seat” programme at the Christmas Show. |  |
| PS | PS advised that SHAPES are unable to have a glow account. PS stated that a note will be placed on website,, asking parents to inform the school if they no longer wish to receive emails from SHAPES. PS advised that all written communication to parents is available to read on the school website. |  |
| CS | CS enquired about how the website is utilised. |  |
| PS | PS advised that Mrs Herd uploads photographs and office can put on newsletters. PS also stated that the website provider has the contract with majority of SLC schools. |  |
| CS | CS suggested that the some dress down days should take place as they seem to be popular and it costs only £1 per child. |  |
| JL | Jl stated that from a teacher’s perspective, too many dress down days can affect pupils’ learning and quality of work. |  |
| CS | CS also suggested that a Christmas Fair and selling stalls to outsider parties could be an option . |  |
| LM | LM suggested a family night. |  |
| JC | JC read out previous fundraising events which have taken place. |  |
| GB | GB advised that the parent council need to discuss and agree a calendar of fundraising events for the coming year. |  |
| PS | PS advised that one let per term is free if solely for meeting purposes. |  |
| CS | A further meeting to discuss future fundraising events will take place on Tuesday 2 December. CS thanked everyone for their attendance. |  |