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| St Hilary’s Primary School Minutes of Parent Council  Wednesday 21 October 2015  Present: Patricia Stewart (HT) , Gerry Blair (PT), Carly Sarwar, Linda Mulvey, Marie Haldane, Christina Lennon, Julie Cannon, Joanne Lindsay, Sharon O’Connor, John Paul Connors, David Finan  Apologies: Susan McManus, Tracey Howarth, Joyce Rankin and Carol Ann Bradley. | | |
| CS. | CS welcomed everyone to the meeting. She thanked John Paul Connor who has taken up the post of treasurer. The position of secretary will remain vacant at present. Mrs Jackie Richford (class teacher) will represent the school at budget meetings. All people present and those names under apologies are now officially committee members. DF confirmed that there are currently two signatories, Linda Mulvey and David Finan and only one signatory is currently required to sign a cheque. CS suggested that three signatories could be in place and cheques signed by a minimum of two signatories. All agreed with this proposal. Forms will be sent to the bank for changing over signatories. The three signatories will be Linda Mulvey, John Paul Connors and Joanne Lindsay. DF will be able to sign cheques until change over. | Action |
| DF | DF confirmed that the current balance of the account is £3688.54 with a cheque for £27.00 for table clothes still to be cashed. DF confirmed the books had been audited and asked for the accounts to be passed. GB advised that the accounts were not available prior to or at the AGM, It was agreed that the accounts would be left at the school office for anyone wishing to view them and agreement of accounts being part of the agenda for the next meeting. CS requested the normal practice for money being passed to the school. DF stated that money is given to the school in a lump sum when sufficient funds are available. |  |
| CS | CS suggested that a group should be set up to decide on amount of money to be given to the school . CS suggested that some money should stay in the account. |  |
| PS | PS referred to the list of expenditure which was made available to parents at the AGM. This stated that the over £3000 out of school fund money has been used for the benefit of the school. PS advised that some of the money has generated from concerts and the school has not received a donation for over a year from the parent council. |  |
| GB | GB stated that many parents assume that the school have already been given money after reading about the current total in a recent newsletter. GB asked is there was any reasons for money not being passed over to the school. |  |
| CS | CS suggested that £3000 should be given to the school and this was agreed by the parent council. A cheque for this amount was duly signed and passed to headteacher. |  |
| PS | PS read an email from Mrs Bradley (Primary 1 parent)., regarding the reduction of subsidies for educational visits. Mrs Bradley stated that these visits were an important part of the pupils’ education and would pay the amount in full, if required. PS stated that 1/3 of each visit is subsidised which accounts to the school paying £1500 on educational visits alone. The parent council agreed that education visits should be subsidised for the current session and reviewed in session 2016/2017. PS also advised that the school is exceeding in extra curricular areas and this has been welcomed by Head of Education, Wilma Bain. |  |
| CS | CS advised that not everyone is receiving e-mails. CS suggested that a letter is issued expressing the importance of using email and not sending letters. |  |
| PS | The school office will investigate a report of current emails through Scottish Education Electronic Management Information System (SEEMIS). A letter with tear –off slip requesting receipt of current emails will be issued to all parents. PS confirmed that parents have already been issued a letter which asks for parents who still wish to receive a hard copy. The list is at the school office. PS also stated that the school website has copies of the newsletters for parents to access. PS that there is a parent’s page on the school website which the parent council can use. Information required to be posted on school website should be sent to office staff who will upload information. |  |
| LM | LM suggested that the school could consider using SLC for the printing of school Christmas cards. The cost would be 200 packs at £2.25 per pack and these could be sold at £4.50 per pack. School calendars are also an option too. |  |
| PS | PS stated that the school have already used a company for printing Christmas cards which also gives the school commission. PS will contact Caireen Harvey, photographer with a view to using class photographs for a calendar printed by SLC. |  |
| LM  PS | LM asked if it would be possible for the school to sing at Kilbryde Hospice.  PS advised that the pupils were singing at the Town Centre and Hairmyres Hospital on Thursday 3rd December 2015. As the Hospice is located near to the hospital, PS would check if the choir could sing at the Kilbryde Hospice on the same day. |  |
| LM | LM stated that SLC will have tender for school photographs and it will be on procurement. LM asked if the school currently receive money back from school photos. LM also asked if the P7 pupils could have a P7 class photo taken. |  |
| PS | PS advised that the school was aware of the tender school photographs and confirmed that the school receive commission on photographs. PS will contact Caireen to come back and take P7 class photograph and individual photographs. |  |
| PS | PS confirmed that the Wednesday 11th November 2015 will be the date for unwanted clothes to be brought into school. An uplift of the clothing will be organised for Friday 13 November 2015., |  |
| CS | CS seeked approval for registering for funding applications. This was agreed by all. CS thanked everyone for attending the meeting.  . |  |
| PS | The next meeting will be on Monday 16 November 2015 and the time for the let should be 7.00pm – 8.30pm. |  |