**St Hilary’s Primary School**

Minutes of SHAPES Meeting 23 March 2016

**Present:**

Maureen Reid(Head Teacher), Carly Sarwar(Chair), Cecilia Muldoon, Marie Haldane, Tracey Howarth, Julie Cannon, John Paul Connor, Christina Lennon(Church Representative), Joanne Lindsay (minute taker), Susan McManus, Joyce Ramsay

**Apologies**

Sharon O’Connor

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| Discussion Points | Action |
| Carly Sarwar welcomed everyone to the meeting. |  |
| **Treasurer’s Update**  John Paul Connor shared a statement of the account.   * The balance of shapes account is currently £909.65. * Future upcoming expenditure will include contribution to First Communion celebration (based on previous expenditure this is estimated at £60) P7 leavers’ night costs. The format of this is yet to be decided, staff will consult with the children. However, based on last year’s costs this is estimated at around £180. * Mrs Reid suggested SHAPES could buy each P7 pupil a school tie for high school to be presented at the leavers’ presentation. * No sources of income as yet planned. It was suggested that the group consider some quick fund raising opportunities.   It was discussed that going forward there should be more transparency with regards to how SHAPES money is being spent. School priorities/improvement plan will be shared and SHAPES will be consulted re the spending of funds. This will then be communicated to all parents. |  |
| **Fundraising**  Ragbag   * The last rag bag collection was less successful than the previous collection. It was suggested that the time scale was too short and that having a clothing bank situated permanently in the playground would be a more effective way to raise funds through this means. * MR is happy to have a clothes bank in the grounds of the school. NES Ltd have contacted the school offering this at 50p per kilo. Rag Bag, who have previously been used, currently offer 40p per kilo will be contacted to ask if they will match NES Ltd. * The planned collection for 23rd May for Rag Bag will still take place, to allow time for clothes bank to be put in place.   Dress down day  It was requested that there be a dress down/non uniform day as a fundraiser. MR agreed to this. This will take place on Friday 29th April. Children participating will pay £1. | CS |
| **Staff Update**  MR informed the group that   * Mrs McFadzean has had her request for a 2 year career break authorised. * Mr Dickson will remain at St Hilary’s until the end of term in June. * Mrs Lennon’s last day is 24th March and as yet it is not known what will happen with regards to staffing P6 on Mrs Lennon’s days. MR will keep parents informed. |  |
| **School Uniform**  MR will send letters home consulting with all parents at the beginning of term 4 re making the school uniform consistent. The decision as to whether trousers/skirts are black or grey will be down to the majority vote.  TH raised the point that the quality of the clothing supplied from the current company used is poor and some parents had issues with orders etc.  MR has used the company Borders Embroidery previously and brought samples of their school jumpers to show the group. The school plan to display some samples for all parents to see.  The company ‘Logos On’ have previously been used and were suggested as another possible alternative.  CS confirmed with MR that parents who prefer not use school supplier for uniform will still have the option of purchasing uniform elsewhere.  CS brought a sample of a homework bag and proposed that this be an option as part of school uniform. Some parents felt that they often have to replace the current homework folders used as they split easily. MR will cost this style of homework bag with a view to it being included as an option for parents. |  |
| **Breakfast Club**  MR informed the group that she has provisionally secured Breakfast Club provision for the school. Facilities will fund this for a pilot in term 4. Details of the breakfast club were shared:   * Breakfast club will be open from 8.15 – 8.45 am * It will be supervised by staff and Parents will be asked to help on a volunteer rota. * Children will be offered a healthy breakfast (cereal, toast, milk, orange or apple juice) * There will be other activities also on offer for children after breakfast (colouring in, games etc) * This will be charged at 60p per pupil per day. MR is looking into the possibility of reduce costs offered to children who are in receipt of a free school meal.   A letter will be sent to all parents asking them to state their interest or not in using the breakfast club and if/when they are willing/able to help. | MR |
| **Clubs**  MR informed the group of recent developments in providing more opportunities for clubs for pupils.   * All classes will have the opportunity to participate in lunchtime dance sessions, led by Mrs Richford and Miss Rossi. Classes will showcase their work in June. * P1 and P2 are being offered Multi Sports on a Monday after school in term 4 * P3 and P4 are being offered Multi Sports on a Tuesday after school in term 4. * MR will plan a calendar for different sports and clubs for the school.   JC asked if there will be anything offered to P5 pupils who have not yet had any clubs etc this year. MR will look into organising something for P5. | MR |
| **Website**  The school website is in need of update. This is a time consuming job and MR is trying to arrange time to allow staff who are responsible for updating website to do so. MR is also looking into the possibility of upgrading the existing website package. |  |
| **Communication**  MR suggested a SHAPES newsletter as a means for communicating with parents.  CS suggested considering a closed facebook account and/or Twitter account. The pros and cons of this were discussed, however, it was agreed that utilising the improved school website would be more effective.  MR suggested a notice board in the playground area as another possibility.  Emails  Emailing parents with SHAPES updates was also discussed and it was agreed that email addresses will be asked for from parents who wish to be contacted this way. Emails sent from SHAPES will be blind copied. A letter will be drafted requesting email addresses and given to MR which will be sent home for parents.  Text alerts  MR informed the group that she is awaiting information regarding the cost of text messaging service for the school and will update when there is more information. | CS |
| **Secretary**  CS raised the point that currently there is no SHAPES secretary. Susan McManus then offered to undertake the role of secretary. There were no objections to this.  MR offered to arrange the lets for SHAPES meetings. |  |
| **School Trips**  MR was asked if there are any plans for school trips. MR is hopeful that all classes will have the opportunity for a summer trip and welcomes any suggestions for venues.  JC raised the point that opportunity for trips has not always been consistent and some classes have not yet had a topic related/educational outing this year. MR will look into this. | MR |
| **Planned events**  Summer/Christmas Fayre  The point was raised that holding a Summer fayre involves a huge amount of work and that there is not sufficient time to organise one for this year. The possibility of organising a Christmas Fayre this year was discussed and agreed upon. It was proposed that this would be held in the school sometime late November or early December.  Sports Day/Healthy Eating Week  This will take place week beginning 13th June with Sport’s Day taking place on Wednesday 15th (weather forecast will dictate which day for Sport’s Day nearer the time) MR suggested Asda be contacted as they often donate free fruit and water. Joyce Rankin offered to contact them. | JR |
| **AOB**  Photographing/Video  CS has been approached by a parent querying the point in the recent newsletter stating parents are not permitted to take photographs or videos during school shows etc. MR informed the group that this will continue to be the case as this is a child protection matter, however the school will arrange there to be controlled photographs taken at special events etc which will be shared, for those permitted on the school website.  Pupil committees  A pupil asked JC if there are plans to follow up on elected pupil committees as it is felt that since election there has been no other actions. MR stated she is aware of this and plans to promote pupil voice within the school.  Summer show  MR informed the group that there would be no summer show this year as it is too late in the year to arrange this. There will be a production next year.  Golden time  MR has plans to introduce Golden time on a Friday. This will take place across the whole school with a more focussed approach, offering a spread of activities as an incentive for children.  Photographer First Holy Communion  CS will contact Cheryl (photographer) and MR will try again to contact St Vincent’s Church re arrangements for photographer on the day. | CS/MR |
| **Date of next meeting**  The next SHAPES meeting will be held in St Hilary’s PS on Wednesday 4th May at 7pm |  |