

**Loanhead Primary School Parent Council Meeting Minutes**

When: 28/10/2020 7-8:30

Attendees: Laura Burnett, Lynn Waight, Kerry Crichton, Diane Donnelly, Lorna Kennedy, Raúl Pardinaz-Solis, Karen Hinton, Lisa Paris, Poppy Lansdowne Kyles, Lynsey Watson, Jacqui Scanlan, Gemma Gwynne Stevenson, Lynn Wyllie

Apologies: Denise Claxton, Sara Pettigrew, Emma Morgan, Mojean Cameron, Sally Lang, Michelle Brown, Gillian Thomson

|  |  |  |
| --- | --- | --- |
| **1** | **Review of previous minutes**School parking / travel:LK provided update from Midlothian Council Road Safety Officer. Raised table crossing to be installed on Edgefield Road (at barrier at bottom of school drive). Timescale tbc as delays due to covid. Tbc if the crossing will have flashing beacons. Review of double yellows/ double parking issues at school; further comms expected with emphasis on pupil safety.ACTION: LK to investigate how parents should contact council about concerns over parking/roads/near misses and to provide update to parent councilAnti-social behaviourDD: text sent to parents reminding of no smoking in school grounds. Play equipmentDC provided details of draft application to TESCO for funds. DD confirmed that this has now closed having been very popular.DD confirmed that St Margarets are investigating a grant for the campus for gardening equipment. Libby McAdam is contact. | LK |
| **2** | **Nomination of Treasurer**Gemma Gwynne Stevenson, first nomination from Diane Donnely, and seconded by Jacqui Scanlan. |  |
| **3** | **Treasury update**Balance update to be provided once banking details passed over to GGS.Handover of previous accounts from JS to GGS, with historical receipts to be stored in the parent council cupboard at school.Signatories: GGS, KC & DC have been updated with bank.Debit card for parent council has been turned down by bank in the past. Previously items have been ordered by treasurer/others and reimbursed with cheque. Online banking should be possible to set up, GGS to investigate once details passed over. Money can be paid directly into the PC bank account.  |  |
| **3.1** | **Requirement to audit the annual accounts**Query from KC if accounts require to be audited. JS doesn’t believe so, due to small financial size LB doesn’t believe so as not registered charity. DD has school fund accounts audited free of charge by chartered accountant and could arrange for the same for the parent council if necessary.ACTION: GGS to confirm with Libby McAdam (St Margarets Parent Council) of need to have accounts audited.  | GGS |
| **3.2** | **Request for funds**DD: £37 for sack trolley to move sanitiser units into and out of the playground.Midlothian Council state sanitiser should be in the vestibule and not moved. DD locating at entrance to playground for safety of pupils and carers. LB queried why parent council should be funding PPE for lifting operations as that should be council funded. Parent Council agreed to pay due to low cost, benefit to parents and pupils.ACTION: cheque to be written to reimburse DDLK: request for reimbursement of £9.75 for batteries for stop watches for children doing timed maths activityJS: request for £20 to cover arts and craft materials for WW2 / Armistice Day display being organised by P7.ACTION: petty cash at £22.75 to be split between these two requests | GGS / JCLK / JS |
| **4.** | **Fundraising ideas** |  |
| **4.1** | **Halloween**Fancy dress competition and pumpkin carving competition being hosted on the parent council facebook page. DD will judge winnersACTION: KC to provide details to DD to text to all parentsACTION: KC to provide photos of entrants to DD for judging.Clarification from DD that pupils cannot come to school in fancy dress due to increased infection risk (pupils will often dress costumes over normal school clothes and need to store accessories etc).LP request if pupils can bring sweets in for their peers and it was confirmed that this should not be done, even if individually wrapped. This has been happening for birthday treats in lower classes when parents at pick up can monitor.KH suggested way to request donations from parents in lieu of money usually spent at Halloween fair. This was decided against due to money currently in bank and potential to avoid requesting “money for nothing” when many may have been financially affected by the pandemic. | KCKC |
| **4.2** | **Christmas**KC suggested hosting a virtual shopping fair to replace the usual Christmas fair at school. A facebook group will be created, with stallholders paying £10 for a “stall” which will be an album on the page. Parents will be able to browse the albums and order goods/services directly from local vendors. Hope to achieve 30 stall holders. Also host an online raffle, requesting that stallholders also provide a raffle prize. Potential issues re passing on of raffle prizes was not felt to be restrictive as shouldn’t be a need to be passed between parent council between donator and recipient and if necessary could be quarantined in school. RP-S raised that some may not be familiar with the shopping fair approach. “how-to” details can be provided on the page.Agreement to go ahead with this approach.ACTION: All to provide details to KC of potential stallholders (parents from school to get priority)ACTION: KC provide info letter to DD, who will email out to parentsACTION: KC to confirm with St Margaret’s parent council if they would like to be involved and appropriate split of funds raised. | ALLKCKC |
| **5** | **Fundraising purpose; what do we want to fundraise for?**KC: in lieu of supporting children to attend the panto, we could pay for a virtual panto using <https://pantoonline.co.uk/schools-groups> . Who are providing a virtual performance of Jack and the Beanstock on 7/8 December. This was agreed and to be booked before 30th December at rate of £150 for the whole school.ACTION: KC to provide details to DD who will book, to be reimbursed by parent councilSchool has yet to decide on what christmas will look like in school this year, e.g. big tree is not beiing ordered for Hall. DD to raise with Skanska possibility of a tree in the playground. KC raised query regarding parents needing to self-fund dyslexia diagnosis and if this was something parent council could support. DD confirmed that there is no cost for this, unless families chose to go for private diagnosis. | KC / DD |
| **6** | **Communication with the parent community** |  |
| **6.1** | **Class Reps**Class reps to provide a focal point for each class into the parent council. Suggestions for each class were made: P1-PKL; P2-LW; P3-GGS; P4-LP; P5-LK; P6-LW; P7-JS.DD will publicise with next newsletter (next week)ACTION: provide confirmation if willing to be class rep to DD and provide email address for comm’s | ALL |
| **6.2** | **Update of website**LB: how do we update Parent Council page and ensure minutes etc are updated? DD confirmed that we should provide to KH who will uploadACTION: LB to provide updated details to KH | LB |
| **6.3** | **1-pager to community with contacts, purpose etc.**As P1 inductions no longer happening, information letter to be provided to all parents with details of purpose of PC, how to contact, get involved etc.ACTION: LK to provide LB with previous letterACTION: LB to provide letter to DD to include with the newsletter next week. | LKLB |
| **7** | **Headteacher update – provided separately** |  |
| **8** | **Other****LP queried if school have received Chromebook that she won**ACTION: DD to confirm to LP who will chase provider if necessaryKC raised the issue regarding the new raised kerbs at the building site on the safe route. Developers have confirmed that a raised table will be in place and parents confirmed that a temporary ramp has been installed for wheelchairs, scooters, buggies, bikes.Query if school fundraising christmas cards will take place this year. DD says is unconfirmed and will be announced in school newsletter | DD/LP |
|  | **Next meeting to be held 25th November 2020 at 7pm on Zoom. Log-in details to follow.** |  |