**Minutes of the Parent Partnership Meeting**

Wednesday 16th November 5pm

In attendance:  Pauline Marr (Head Teacher), Leigh Henderson (Depute), Marna Mesbahi (PPG Chair ) Su Duthie (PPG Treasurer), Jess Day, Mhairi Cumming

**Agenda**

* **Organisation of future meetings**
* **How to promote the PPG and encourage new members**
* **What we can commit to in terms of fund raising**

**Organisation of Meetings:**

* Marna suggested a timeline and calendar of events at the start of the year which can be communicated to parents. Pauline agreed, the school creates a Working Time Agreement which outlines key dates at the start of each session, PP dates could be incorporated into that.
* Chair and DHT/HT to meet monthly(or more regularly depending on events)
* Mhairi suggested a rolling schedule of meetings eg

before school, after, evening (alternating days)

**Communication of Meetings**

* It was felt that dates for the PP were lost within the mail drop so a paper copy, sent out in advance would be best. A note asking for items for the agenda will also be included. **Leigh will arrange a slip to go out two weeks/ a week in advance**
* Updates on Seesaw. **Leigh to do**
* Dates posted on Parent Partnership facebook page. **Marna**
* Jess suggested having the calendar and minutes displayed on the school website. There is a tab but we all agreed that the current website is not accessible on phones**. Leigh will ask the Digital Learning Team to support us with the development of a new website**
* PPG to create a leaflet which outline their role and how money has been spent. Discuss further at next meeting.

 **Fundraising**

* Christmas Raffle-

**Pauline will add a note in the mail drop this week to advertise**

Tickets to go out 1st week in Dec

 back on the 12th Dec

**Jess will ask Neil McLean to donate a chocolate hamper**

**Marna to ask garage to donate MOT**

**Mhairi will donate teddy**

**Sue will look in Costco for the ‘big prize’**

**Marna will ask Inspired by Tweed for a donation**

**Leigh will send class lists to Marna**

* We discussed the prospect of a Spring Fair on 5th May

**AOB**

* We need a balance of electronic communication and paper copy. Mhairi suggested surveys could be send out on paper as they are more likely to be completed (reminder)
* There was concern around smoking at the back gate and dogs in the playground. **A reminder will be included in the mail drop**

**Next meeting: Marna, Pauline and Leigh to meet next week**

**Full PPG meet open to new members: Friday 2nd Dec @ 9am at Strathesk PS**