

# DRAFT

## **Draft Minutes of the Hope Community School Parent Council meeting held at 7pm on Wednesday 11 November 2015 in the Hope Community School.**

### **Present:**

Steve Sankey (Chair) Eve Hourston-Wells (Vice-Chair), Ingrid Norquay (Treasurer), Cecily Cromby (Secretary), Kevin Denvir, Lesley Macleod, Tricia Nicholson, Ellen Pesci, Jane Phillips, Stephanie Stanger (Head teacher), Fiona Thomson, Sarah Wood

### **1. Welcome and Apologies**

Steve welcomed everyone to the meeting.

Apologies received from Heather Dockery, Andrew Drever, Paula Peace, Judith Scott, Nicola Taylor, Kate Towsey, and Kerry Tucker.

### **2. Minute of the meeting held on 26 August 2015**

The minutes of the meeting held on 26 August 2015 were unanimously agreed. Proposer: Ingrid Norquay. Seconder: Jane Phillips.

### **3. Minute of AGM 23 September 2015 ('domestic' matters arising only)**

#### **Item 6: AOCB - Signatories for PC cheques**

Ingrid Norquay advised that a number of members were now able to sign cheques, although a few members still needed to take forms to the bank.

#### **Item 6: AOCB - Communication**

Steve Sankey queried whether anything had happened regarding the creation of a private Parent Council Facebook page. Trish Nicholson reminded members that at the AGM Paula Peace had advised that there was a tab on the website which parents could use to contact the Parent Council and advised that no further discussion had taken place since then.

#### **Item 6: AOCB - School Playground**

Stephanie Stanger advised that she had sent two emails to Gary Burton and was still waiting for a response. Given the age of the trim track (c15-20 years old), OIC would not be obliged to upgrade it. Sarah Wood noted that ziplines were now generally frowned upon, although one was recently fitted in Westray. All members agreed that the playground should be improved and that the wood required treating to reduce the risk of slips. Steve Sankey advised that he will meet with Gary Burton on site to discuss the matter.

**Action: Steve Sankey**

Sarah Wood advised that she had requested and received a brochure from a company supplying playground equipment, but unfortunately a price list was not included. It was suggested that a sub-group be formed to look at improving the playground. Sarah advised that she would be happy to be on the group.

**The school playground will be placed on the agenda of the next PC meeting.**

#### **Item 6: AOCB – Pupil Council**

Stephanie Stanger advised that the Pupil Council had been re-started and noted that the pupils were taking it very seriously.

# DRAFT

## **Item 6: AOCB – Security**

Stephanie Stanger advised that she had spoken with Irvine Budge and that the fencing around the pond was on his list.

Stephanie advised that new fencing had been erected around the nursery playground which created a more secure area. She noted that the area could be accessed by older pupils when not in use by the nursery.

Stephanie advised that signs for all school gates had been ordered. These would remind people to close gates. Stephanie also advised that all gates would be replaced in the near future.

Extra secretarial support was discussed under agenda item 10: AOCB.

## **Item 6: AOCB – School Patrol Officer**

Stephanie Stanger advised that Heather Dockery was in the process of compiling a report on traffic in the village and that she had tried, unsuccessfully to date, to obtain statistics from JBT and Streamline. Stephanie noted that Heather would report to the group at the next meeting.

Members discussed that the number of children crossing the road should be based on potential rather than actual footfall as more people would walk if an officer were present. It was noted that Pentland Ferries were busier than ever and that one of the ferries coincided with the end of the school day. Suggestions for 'Slow Children Crossing' and flashing 20mph signs to be erected around the village (not just on School Road) were made.

Steve Sankey advised that he would discuss the issue with Wilf Weir and Andrew Drever.

**Action: Steve Sankey**

## **Item 6: AOCB – Library**

It was noted that Susan Wishart was happy to provide an Usbourne Book Fair to coincide with parents' evenings and national Book Week. All members agreed that this was a good idea. Sarah Wood advised that she would speak with Susan and request that she have a stall at both parents' evenings.

**Action: Sarah Wood**

## **4. Matters arising**

### **Item 4: Matters arising –Storage sheds**

Sarah Wood advised that Jason Scott had confirmed that he would construct the new storage sheds for £1200 and that the timber would be donated by Erland Wood. Members expressed their gratitude at the donation. Jason would construct the sheds this term.

### **Item 10: School transport**

Discussed under agenda item 7.

## **5. Financial Statement**

Ingrid Norquay advised that the **current balance** of the PC account was **£3,705**. Ingrid noted the funds due to come out of the account: £72 for sweets for the Halloween party; £1,200 for the new sheds; £750 loan for 250 bags which will subsequently be sold at £6 each to raise funds for the school library.

# DRAFT

Lesley Macleod requested members consider the purchase of a water tray for the nursery at a cost of £299. Members agreed to the purchase. Lesley also requested a new sound system for the nursery as the current CD player was too quiet and the main school system was not always available. Stephanie Stanger and Sarah Wood advised that the school had two sound systems. It was agreed that the size of the existing systems would be checked and an attempt made to co-ordinate their use.

It was noted that the only fundraising that would take place this term would be the raffle at the Christmas concert. During a discussion about the concert it was agreed that the Parent Council would fund the purchase of mince pies. Jane Phillips advised that due to likely numbers, two concerts should be held on 21<sup>st</sup> December, one during the day and one in the evening at which the raffle would be drawn. Jane noted that there was uncertainty over the number of people that could be accommodated in the school hall and that this needed to be checked before tickets were made available. Stephanie Stanger advised that she would speak with Donald and/or Ernie Skea to ascertain numbers.

**Action: Stephanie Stanger**

It was agreed that a letter would be sent home to parents with details about the concert and that tickets would be made available on line. Members discussed that different parents should help at each concert. Once the capacity of the hall was determined, Ingrid would investigate numbers for food.

**Action: Ingrid Norquay**

## 6. Parent Council Insurance

Steve Sankey informed members that the Parent Council was still insured and that OIC insure Parent Councils based on the school roll. The current fee, which OIC cover, was £66.77 / year. Steve gave the insurance certificate to Ingrid Norquay.

Steve also noted that a grant of £350 (less insurance cost) from OIC would be paid to the Parent Council shortly.

## 7. Pre-school arrangements (9.00 – 9.30)

### Playground supervisor

Stephanie Stanger advised that the OIC agreed ratio of staff to pupils in the playground was 1:50. She advised that this ratio was currently met as the second school bus run did not arrive at school until 9.30. It was noted that this was dependent on the current transport arrangements which could change in the future.

There had been uncertainty as to whether the school was open or closed during the period between 9.00 and 9.30. Stephanie advised that the door to the school was open ('on the snib') and that pupils were able to use the toilets and leave musical instruments inside the building. Stephanie advised that she would speak with Donald to ensure that the door was always left on the snib and would speak to pupils during assembly this week to ensure that they were aware of this.

**Action: Stephanie Stanger**

### Transport

It was noted that historically two separate buses brought pupils to school in the mornings, a Stagecoach bus for the South Parish and minibus for Grimness. There was uncertainty as to why this changed – whether it was a change initiated by OIC, Stagecoach or the driver of the minibus, Alex. All agreed that two separate buses were needed in the mornings. Trish Nicholson noted that the afternoon bus dropped

# DRAFT

pupils off at Eastside before heading to the South Parish. This means that children did not return home until 4.10 which all agreed was too late especially for younger pupils. Steve Sankey advised that he would speak with Alex Rosie and Wilf Weir.

**Action: Steve Sankey**

## 8. Implications of new constitution for staff attendance at meetings

Steve Sankey advised members that the Constitution of the Parent Council (agreed at the recent AGM) specified those who could be members of the Parent Council and who could attend meetings. Steve read the relevant sections of the Constitution to the group (sections 3, 4 and 5).

Steve noted that it was extremely helpful for staff to attend Parent Council meetings and that he did not want to prevent them from doing so. However, with the exception of Stephanie Stanger and staff who were also parents, staff members needed to be formally co-opted onto the council. Steve proposed that Lesley Macleod (on behalf of the Nursery) and Jane Phillips (on behalf of the main school) be formally co-opted. This was seconded by Kevin Denvir.

The group discussed that occasionally parents may not want to discuss some sensitive subjects with teachers present. It was decided that in such instances staff would be asked not to attend a certain section of a meeting to allow such matters to be discussed. All agreed that the views and concerns of all parents at the school must be accommodated. All school parents must be able to raise issues and concerns to the Parent Council, either in person or by asking a member to raise on their behalf.

Stephanie Stanger highlighted the importance promoting close working between staff and parents. Stephanie advised that she would speak with Kate Towsey and Suzanne McNair to advise them of the above and inform them that they would be welcome to attend meetings when interested in a particular agenda item.

**Action: Stephanie Stanger**

## 9. Parent Council membership, promotion and administration

Cecily Cromby discussed ways in which the membership and work of the Parent Council could be promoted, through the school newsletter, Facebook and the school website. It was decided that the 'Hope School Fundraising' Facebook page (<https://www.facebook.com/groups/309375605838631/>) would be re-named and cover all aspects of the work of the Parent Council, including meeting dates and minutes. Ellen Pesci advised that she would change the title of the Facebook page and make Parent Council office bearers administrators on the page.

**Action: Ellen Pesci**

Stephanie Stanger advised that the Burray Parent Council held an information stall at Parents' Evening which was successful in attracting more parents to become involved. All members agreed that an information stall should be held at the next parents' evenings, displaying information about the work of the Parent Council and ways in which parents could engage. Cecily Cromby and Ingrid Norquay advised that they would be happy to arrange and man the stall.

**Action: Cecily Cromby & Ingrid Norquay**

Cecily discussed the possibility of holding Parent Council meetings in the Community Room to enable members to make tea and coffee. It was decided to arrange this for the next meeting with members arriving at 7.00 for drinks and chat before the meeting commenced at 7.15. Cecily advised she would contact Lorna Kirkpatrick to book the room.

**Action: Cecily Cromby**

# DRAFT

Cecily discussed the way in which the minutes of meetings could be disseminated. It was decided that once the minutes were agreed by Steve Sankey, they would be emailed to all members. Members would then have a few days to comment before the **draft** minutes were put on the school website. Once on the website a link would then be put on the Facebook page. The minutes could only be formally agreed at the subsequent PC meeting.

## 10. AOCB

### **Extra secretarial support**

Eve Hourston-Wells informed members that she had been in contact with Peter Diamond to raise the issue of extra secretarial support. Stephanie Stanger advised that Karen Walker (Education Resources Manager, OIC) had advised that middle sized schools, such as the Hope Community School, were entitled to 15 hours of administrative support and 15 hours of auxiliary support per week. She noted that these hours were currently filled.

Stephanie advised that she had requested a new set of phones (6 hand held) for the school as the current phone system was old and sporadic. Stephanie noted that the defective phone system was the main reason that parents were sometimes unable to get through to the school.

The need for a new buzzer system was also discussed as staff in classrooms were not able to hear the buzzer.

Stephanie advised that she would look at how the available resources could be used, especially to allow parents to contact the school in the morning eg to advise of child sickness or non-attendance. Stephanie advised that she would continue to work on obtaining a new phone system and Steve advised that he would write to OIC on behalf of the Parent Council (to raise both transport and staff resources – see also item below).

**Action: Stephanie Stanger and Steve Sankey**

### **Specialist support teachers**

Kevin Denvir raised the issue that the school was still without a permanent specialist music and PE teacher. All agreed that this was a problem which needed to be addressed. Steve Sankey advised that he would write to OIC about specialist teaching provision.

**Action: Steve Sankey**

### **Bad weather procedures**

Stephanie Stanger advised that a letter regarding bad weather procedures had been sent home with pupils. Stephanie advised that when the barriers were closed the nursery would close but the rest of the school remain open. If school transport was not running the school would remain open and parents would be responsible for taking and collecting their children. On occasions when the school was shut, teachers would be expected to attend where possible.

### **Defibrillator**

Stephanie Stanger informed members that a defibrillator had been installed in the community room. She advised that training would not be necessary as the defibrillator would give instructions when used. The machine has a 5 year battery life.

# DRAFT

## **Community room and hall bookings**

Stephanie Stanger informed the group that the Halloween disco and regular Wednesday evening football sessions had not been booked with Lorna Kirkpatrick. This was noted and would be corrected in future.

## **Christmas concert**

Sarah Wood asked members to look for old photographs of the school and pupils for display at the Christmas concert. Jane Phillips advised that Donald had a box of photographs taken from the loft. Sarah advised she would speak with Donald.

**Action: Sarah Wood**

## **School closure reps**

Jane Phillips informed members that Anne was in the process of checking that school closure reps were still happy to carry out the role and would provide them with updated contact lists.

## **Outside rubbish bins**

Fiona Thompson raised the issue of litter in the playground which was blown out of the bins. Members discussed the possibility of obtaining 'wind proof' bins and the need to ensure that bins were emptied on a regular basis. Stephanie Stanger advised that she would speak with OIC about new bins and with Donald about the bins being emptied regularly.

**Action: Stephanie Stanger**

## **Burns supper**

Jane Phillips discussed the option of holding a Burns supper in January 2016. All members agreed that the 2015 Burns supper had been a huge success. Sarah Wood advised she would look into the possibility of holding a supper and speak with kitchen staff. Sarah advised that she would form a sub-group to organise the event if staff were happy to hold a Burns supper.

**Action: Sarah Wood**

## **11. Date of next meeting**

Wednesday **20 January 2016**, 7pm, Hope Community School.