

<b>MINUTES OF MEETING</b>	
<b>MEETING</b>	KSPC Meeting
<b>DATE OF MEETING</b>	Tuesday 17 <sup>th</sup> January, 19:00-21:30
<b>LOCATION</b>	Midmill School
<b>MINUTES BY</b>	Catherine Brown
<b>ATTENDEES</b>	Alastair Fleming (Chairperson), Catherine Brown (Vice Chairperson), Lynda Barnard (Treasurer) Pam Farquhar (Head Teacher), Ruth Stannard (Depute Head Teacher), Anna-Marie Pithie, Tara Cran, Xania Aracas, Kirsty Deans, Lyndsay Cassie, Katrina Denholm, Deborah Moir, Kelly Macintosh, Karen Simpson
<b>DISTRIBUTION</b>	Kinellar School website; <a href="http://kinellar.aberdeenshire.sch.uk/parent-council/">http://kinellar.aberdeenshire.sch.uk/parent-council/</a>

<b>Item</b>	<b>Comment</b>	<b>Action</b>
1.	<p><b><u>Welcome and Apologies</u></b></p> <p>Alastair Fleming thanked attendees for coming and welcomed everyone to the meeting.</p> <p>Agenda was handed out to all attendees. The following apologies were received prior to the meeting, Marshia Peel, Uma Thankappan, Arlene Fortune, Lynne Greig, Zoe Stuart, Karen Goodwin and Anna Patience</p>	<p>N/A</p> <p>N/A</p>
2.	<p><b><u>Outstanding Actions from Previous Minutes</u></b></p> <p>Agreed that a Homework survey will go out to parents shortly to gauge feedback from parents on homework. SMT will also see if other schools in Aberdeenshire have put out surveys to parents regarding homework.</p> <p>A parent asked the SMT if the 20mph sign could be moved in Blackburn. PF to follow up with the Aberdeenshire Council Roads Dept.</p> <p>Arrange for Ragbag to be emptied before 28<sup>th</sup> January 2017.</p>	<p>KF</p> <p>PF</p> <p>CB</p>

3.	<p><b><u>Treasurer Update</u></b></p> <p>LB ran through the accounts.</p> <p><b>Closing Balance at 12-Jan-17 was £14,265.45</b></p> <p>LB advised that KSPC are due an invoice for school uniform. AF to follow up with Lisa at Above All Designs.</p> <p>AF/CB to add correction to the next school newsletter to advise that the funds raised from Elf Shelf and Christmas disco was actually over £600 for each event and in total raised £1,347 and not £600 as stated in the last school newsletter.</p> <p><b><u>Fundraising Project</u></b></p> <p>The parent forum and SMT discussed a dedicated fundraising activity for the new school but a decision was made that we would wait and see what would be included in the scope for the new school.</p> <p>iPad covers were mentioned by SMT as a possible option for spending current funds. School has approx. 20 iPads in use. PF to advise of any other initiatives that would benefit the school.</p> <p>CB advised the parent forum that we had sent in an application to the Blackburn and District Rotary for some of the funds raised from the Blackburn gala. Awaiting a decision on whether we are successful or not. Application was for a number of Cyber Safety workshops to be run.</p> <p>Prior to the meeting AF had received a list of resources that the Nursery would like. PF to review the list and feedback at the next meeting or via email.</p> <p><b><u>Scholastics Book Fair</u></b></p> <p>Scholastics Book Fair will be delivered on 21<sup>st</sup> February and run during that week. AF to put date/timings together and communicate to parent forum for volunteers. Fair will take place in the community room at Midmill School. There will also be a website for parents to view a full selection of books online.</p>	<p>AF</p> <p>AF/CB</p> <p>INFO</p> <p>PF</p> <p>INFO</p> <p>PF</p> <p>AF</p>
4.	<p><b><u>Update from 'Above All Designs'</u></b></p> <p>AF and CB met with Above All Designs to discuss Christmas cards and School uniform on Monday 16<sup>th</sup> January. AF and CB agreed that we would arrange to have a meeting each term with the school to ensure regular communication and feedback. AF provided the parent forum with an update on Christmas cards and School Uniforms.</p> <p><b><u>Christmas Cards</u></b></p> <p>It was recognised by KSPC and Above All Designs that we cannot let the submission date for the cards slip as late as it did last year. The delays with the envelopes were due to an unexpected shortage with multiple suppliers. Both parties have agreed to work together to avoid repeating</p>	<p>INFO</p> <p>INFO</p>

	<p>the problems encountered last year. After some discussion it was unanimously agreed that we would continue the Christmas cards for 2017 but that Above All Designs would retain full control over the submission dates and the printing of card templates to be distributed to the school.</p> <p>Christmas card cheat sheet to be written up with input from Above All Designs.</p> <p><b><u>School Uniform</u></b></p> <p>Above All Designs website to be up and running early February (10<sup>th</sup> Feb approx). This will allow parents to directly purchase uniform from the site. Further information will be issued to parents via the regular School newsletter, KSPC Facebook page and School website etc. once website link is known.</p> <p>Above All Designs provided sample gym t-shirts printed with the house names in their relevant colours so the parent forum could see them. Parent forum agreed that they looked excellent and we would want parents to have the opportunity to purchase them from the site along with the other uniform items. It is intended that the house t-shirts would be worn to PE/gym and on Sports Day.</p>	<p>AF/CB</p> <p>INFO</p>
<p>5.</p>	<p><b><u>School Update</u></b></p> <p>PF provided attendees with an update on the school. She advised that all was going incredibly well and that the school was in the best place it has been. She also commented on how nice it was to see the library up and running and thanked everyone who had been involved.</p> <p>INCAS testing is complete. Parents would need to arrange a meeting with SMT to go over results if there are any specific concerns.</p> <p>PF also advised that the annual reports were being prepared at present and the format going forward will be changing but the school will advise in due course.</p> <p>Kinellar School &amp; Nursery build is on schedule. Demolition of the school starts next month and the tender has gone out.</p> <p>PF commented that it would be nice to have footage of the new school being built. CB to follow up.</p>	<p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>CB</p>
<p>6.</p>	<p><b><u>Questionnaire Feedback &amp; Discussion</u></b></p> <p>39 people responded to the KSPC Communication online survey.</p> <p><b>1. How well do you feel the KSCP communicate with the parent forum?</b></p>	<p>INFO</p>

	<p>Answer: 20 responded Very Well 17 responded Average 2 responded Poor</p> <p><b>2. What is your preferred way for the KSPC to communicate?</b></p> <p>Answer: 26 responded School Newsletter 22 responded Social Media (Facebook) 7 responded School Website 4 responded Social Media (Twitter) 3 responded Letter/Newsletter home via child.</p> <p>2 people also left comments that they would prefer direct email.</p> <p><b>3. We also received some general feedback in the comments and we will take on board the suggestions raised. Thanks to everyone who feels we are doing a great job we hope to continue to.</b></p> <p>We have already changed the days of the KSPC meeting and we will be present at the P1 induction days. We also have a KSPC pop up banner being made and this will promote the KSPC at school events.</p> <p>As we setup the survey for anonymous entries we are unable to respond to comments directly. Please email <a href="mailto:kinellarschoolparentcouncil@yahoo.com">kinellarschoolparentcouncil@yahoo.com</a> with any responses you would like a reply to and we will get back in touch.</p>	
7.	<p><b><u>AOB</u></b></p> <p><b>REMINDER:</b> No photo or video sharing should take place on Facebook/Twitter or YouTube of any Kinellar School pupil without parental permission.</p> <p><b>VOLUNTEER:</b> We are looking for helpers for the Scholastics Book Fair. If you can help at any point during 21<sup>st</sup> Feb – 24<sup>th</sup> Feb, please email the KSPC email address, <a href="mailto:kinellarschoolparentcouncil@yahoo.com">kinellarschoolparentcouncil@yahoo.com</a></p> <p><b>ROAD SAFETY:</b> A number of parents raised concerns about road safety in the morning and afternoon in Blackburn when pupils were crossing roads to meet buses. PF agreed to follow up and remind the pupils to be safe at all times crossing the road.</p> <p><b>SUMMER DISCO:</b> Parent forum agreed that the Christmas Disco was a huge success and that it would be fun for the pupils to have another one in the Summer. PF to advise AF of a suitable date. Likely to be end of May/beg of June. AMP agreed to capture all the lessons learned from the previous disco and write up a Disco cheat sheet.</p>	<p>INFO</p> <p>ALL</p> <p>PF</p> <p>PF</p> <p>AMP</p>

	<p><b>QUESTION 1:</b> Has the finishing time of a school day changed? SMT advised that it hadn't but teachers were making sure that pupils were ready to get on buses and beginning to pack up around 3pm. Logistically the school is working out timings as well as they can for 400 pupils getting on buses. This means that they don't have 400 pupils all leaving the building at the same time.</p> <p><b>OBSERVATION:</b> Parent had observed that pupils were not wearing their seatbelts on one of the buses and a younger child needing help. SMT will follow up with PSA's/Escorts and Bus companies to ensure they are carrying out belt checks. PF also advised that name badges were being made for the escorts on buses and they would be arriving soon. Escorts on buses are permanent and this is not due to change.</p> <p><b>QUESTION 2:</b> Why is the P7 end of year show not going ahead? SMT advised that the decision was made as there isn't the capacity to allow this to go ahead this year after putting on a show at Christmas time. Shows take a lot of additional time and resources and PF assured the parent forum that the P7's would get a good send off. P7 parents will be invited to the end of year assembly and the P7's also have a busy schedule around the time the show would normally take place with transition trips to Kemnay Academy and participating in the Blackburn gala. They will also be going on their P7 trip to Lendrick Muir in March.</p>	<p>N/A</p> <p>PF</p> <p>N/A</p>
8.	<p>Next KSPC Meeting will take place on <b>Thursday 30<sup>th</sup> March</b>, 7pm at Midmill School.</p> <p>Please come along and hear how you can be part of what shapes Kinellar School, your views, suggestions and feedback are all very welcome.</p>	ALL