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|  | MINUTES OF MEETING |
| **MEETING** | Kinellar Parent Teacher Council Meeting (Term 3) |
| **DATE OF MEETING** | 23rd March 2016 |
| **LOCATION** | Kinellar Primary School |
| **MINUTES BY** | Catherine Brown |
| **ATTENDEES** | Alastair Fleming (Chairperson & P1 Rep), Catherine Brown (Vice Chairperson), Lynda Barnard (Treasurer, P5, P3, Yellow Nursery), Pamela Farquhar (Head Teacher), Ruth Stannard (Deputy Head), Lyndsay Cassie (P4), Lynne Greig (P4), Laura Simpson (P4 & P7), Anna-Marie Pithie (P1), Uma Thankappan (P2 & P4), Marshia Peel (Nursery & P3), Victoria Flett (Nursery & P1), Kirsty Deans (P2 & P4), Deborah Moir (P1), Tara Cran (P6), Arelene Fortune (P4 & Blue Nursery), Xania Aracas (P5). |
| **DISTRIBUTION** | PTC Noticeboard. |

| **Item** | **Comment** | **Action** |
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| 1. | Alastair Fleming thanked attendees for coming and welcomed everyone to the meeting.  No apologies were received prior to the meeting. Unfortunately, Anne Simpson from the Garioch Partnership who was to be presenting Agenda Item 3 was unable to attend due to illness. See Item 3 of meeting minutes. | N/A |
| 2. | The agenda was handed out and minutes of the previous meeting were reviewed. No actions needed to be carried over.  Tara Cran is now the Class Representative for P6.  CB was advised that the Rag Bag container needed to be emptied as it is full. CB to arrange a collection. | CB |
| 3. | **Garioch Partnership**  Alastair Fleming gave the attendees a summary of the Community Action Plan kick-off meeting which was held in the Community Hall on 3rd March 2015. Attendees all agreed it was worthwhile being part of and that we would take turns to represent the KPTC at their meetings.  <http://gariochpartnership.org.uk/>  CB to arrange for Anne Simpson to present at the next KPTC meeting on 1st June 2016 to give an update on what has happened with the action plan since the kick-off meeting. | CB |
| 4. | **Treasurers Update**  Lynda Barnard advised attendees that the KPTC funds current stood at £9,500.   * Easi ears had been purchased and paid for. * School uniforms had been paid for. * Christmas cards had been paid for. * Charanga Music has still to be paid to school, approx. £230. RS to confirm exact amount to LB. * £100 per class (14 classes) to be paid to school to go towards class trips. * £100 to be paid for P7 Leavers party (see Item 8).   It was agreed that the KPTC would spend some of the current funds as follows;   * Activity day(s) at the school incorporating one or more activities such as climbing wall, zorbing and archery. Laura Simpson and Pamela Farquhar volunteered to make enquiries * School Disco – date to be confirmed, PF to check school calendar. * Sidewalk chalk for the children to be creative in the playground over the summer month. CB to purchase and drop off at the school. * Contribute to First Aid courses for P5 to P7   Other ideas included outdoor learning tent & contribution to sailing skills courses on Loch Skene for P4.  **Steering group for Just Giving Funds**  Steering group to be finalised but it will be made up of some KSPC representatives who put their names forward when AF sent out an email to gauge interest (includes Arlene, Marshia, Uma, Lynne, Lynda, Victoria & Tara). They will be joined by a couple of teachers and pupil representatives from each year group and due to meet after Easter Holidays.  **Scholastic Book Fair**  Scholastics Book Fair raised £2,500 over the 3 days which was very successful and generates £1,500 in ‘credit’ for the school to use with Scholastic. AF commented on the fact that it coincided with parents evening so we should be mindful to coordinate that in future years as it seemed to help.  Scholastics had been in touch to find out if the KPTC wanted to run a half price book fair later in the year but attendees decided that we wouldn’t go ahead with it as the calendar was already quite full of events and didn’t want to replace other events with something that had already been done in 2016. | LB/RS  LB/RS  LB/Miss Finch  LS/PF  PF  CB |
| 5. | **KSPC Constitution**  AF, LB and CB met recently to update the constitution as it was a number of years out of date. AF stepped through the amendments and all attendees were in agreement that it could be made final. AF to send the final version to PF so it can up uploaded to the School website to replace the out of date version. | AF/PF |
| 6. | **Head Teacher School Update**  PF advised that the school was in a very good place with everything. She was hopeful that a port-a-cabin would be in place for the Nursery after the Easter holidays within the school site. She did however advise that there might be difficulties getting it on site and once it is on site everything needed to be in line with the care commission inspection.  The Council are pushing ahead with the new school plans. Learning estates consultation was well attended and the FAQ’s are currently being compiled. PF also advised that transport forms to get an idea of who will use buses will be sent home to parent/carers shortly.  Community café scheduled for Friday 1st April run by P6F & P2H. | N/A |
| 7. | **Class Art Projects**  Road Safety Banner – ready for collection Friday 25th March and the winning design will be shown at the end of term assembly on 1st April.  KPTC Logo – A few parents liked the Sunflower logo so it was suggested that class P4A could look into designing a sunflower logo as part of their textiles project and it could be used instead of the current image. | LG  RS |
| 8. | **A.O.B**   1. Parent Rota for playground – Doodle poll to be setup again. PF to speak with Miss Finch to organise. 2. School car park still being used by parents for drop-off and pick up! 3. Horse Riding, looking for volunteers to help out with the rota. Must be PVG checked. 4. P7 Leavers party – discussion on possible theme. KSPC will contribute £100 towards the party. | PF |
| 9. | Next meeting scheduled for Wednesday 1st June 2016 at 7pm | ALL |