**New Machar School Parent Council**

Minutes of Meeting

Thursday 3rd December @ 6:30pm

**Attendees:**

Lawrence Thirkell (Chair), Paul Rooke (Head Teacher), Stephanie Stephen (Depute Head), Fiona McDonald (Depute Head), Laura Martin, Suzanne Rydlewicz, Steven Close, Sara Kandasamy, Euan Bain, Kerry Murray, Lorraine Miller, Sara Murray

1. Welcome and Parent Council Update – Lawrence Thirkell
	* The iPads and Books/Soft Toys for party gifts have all been funded since the last meeting.
2. School Update – Paul Rooke/Stephanie Stephen/Fiona McDonald
	* Staffing
		1. Mrs Stephen is taking up the opportunity of a secondment as an acting head at Rayne Primary School after Christmas. The hope is that we will be able to put out an advert for an acting depute-head to replace her. Currently Mrs Stephen is handing over to Miss McDonald.
		2. Mrs Stewart is on maternity leave at the moment and is being covered for, in the short term, by Mrs MacIver, 2 days a week but an advert is out to cover it on a more permanent basis.
		3. In January Mary Lotte will be starting three days a week to teach French throughout the school as its second language under the 1+2 scheme.
	* Christmas
		1. The panto was going to be the whole school but that proved a bit tricky to sort out at shortish notice so the main roles will be filled by P6/7 and P7 while the chorus will be formed from P4/5, P5 and P6. The remaining classes are all learning songs from the show to perform at the Christmas service. Parents of pupils in these classes will be allowed to get 2 tickets each. There will be two showings which can accommodate ~250 in the audience.
		2. P1s and Nursery are performing a nativity show each.
		3. It is no longer possible to accommodate parents at the Christmas service but it was discussed whether, in recognition of the work that they perform through the year, Parent Council should be invited. It was decided that it may be too sensitive this year but, in future years, this would be very much appreciated.
	* Transport
		1. Children getting onto the minibus are going on the road between the bus and the fence in front of the school. This is not ideal and the council are looking into options to deal with it.
		2. People are still parking on the corners leading into the Axis centre car park.
		3. People are speeding on school road.
	* Other Stuff
		1. Painting may be carried out by a nightshift over the next two weeks.
		2. The nursery sinks are being updated this weekend.
		3. Action Annie will be here soon. There will be three dummies in the GP room all day needing to be resuscitated. Each class will get a go and parents may be able to come in to watch. Original FM may also attend.
3. Learning Leaflets
	* It was felt by all present that these had hit the mark perfectly and supplied parents with just the information that they were wanting so needed no changes.
4. School Website
	* There were a number of suggestions on what changes could be made to the website:
		1. Ensure that the dates are for the current session
		2. Ensure that the link to the lunch menu is up to date.
		3. Perhaps include a What’s On
		4. Perhaps include photos of classes’ work
		5. Include all letters that go out, even ones that only go out to a single class.
		6. Include information on extra-curricular activities.
		7. Include photos of events.
		8. Include a blog – Although this will be considered, it was highlighted that the school now has a twitter feed - MacharNew
		9. Add an area for pupils to manage
5. Christmas Gift Wrapping
	* The members of Parent Council agreed to take away books and paper and get them all wrapped for the parties.
6. Christmas Party Shopping
	* We agreed to buy Juice, Crisps and big party cakes from Costco.
	* We need another 100 crackers.
	* We need another 3 or 4 packs of Haribos
	* Hazel will get it all sorted when she is out at Westhill this weekend.
7. Christmas Hamper
	* It was explained that the Parent Council try to put together a children’s and an adults hamper each year and then sell raffle tickets to raise funds. Ideally, everyone on Parent Council is encouraged to pick a number which will then correspond with what they need to buy.
8. AOB
* Disco Timing – We agreed that we will try and ensure that the disco can be on a Thursday and ensure that we choose a week that doesn’t clash with fireworks night. It was also agreed that children are not allowed to visit the book fayre during the disco.
* Nursery and P1 nativity – Volunteers are required to do teas and coffees. Sara M and Suzanne agreed to do Thursday morning. Kerry M and Suzanne agreed to do Thursday afternoon. Hazel will put out a Facebook call to get more volunteers.
* Santa volunteers – Euan, Nik and Lawrence have agreed to be Santa for the various parties.
* National Framework – There was a fair bit of discussion about the National Framework and how it will affect Parent Council. The main difference is the push to get Parent Council more involved in setting and evaluating the School Improvement Plan. To that end, we will add a new item to the standard agenda – School Improvement to ensure that we discuss this at every meeting. The interactive learning diaries that the nursery are trialling link in with this and may, eventually, be rolled out throughout the whole school.
* Reading – Upper stage (P4 onwards) reading books are being collected in to be reorganised to match up with active literacy. This has cause a bit of difficulty in P3/4 where the P3s have not been getting reading books sent home. There was a request that the books are still sent home so that this group of P3s do not fall behind the P3s in the other classes.