

28th of October 2024

Dunipace primary parent council meeting Minutes

Leading the meeting

Vice chair - Nicola McCulloch -NM

Attendees

Vice chair- Amanda McKay- AM

Head Teacher- Stacey Collier-West -SCW

Deputy Head Teacher- Kim Barr -KB

Teacher- Angela Donnelly -AD

Bethan Shanks -BS

Dawn Anderson- DA

Zoe Quigley - ZQ

Carolyn King-CK

Richard Kanikula- RK

Hazel McFarlane-HF

Nicola Laso-Thomson- NLT

Meeting start time: 18:00

Introductions from NM, Apologies for treasurer and secretary not being able to attend the meeting. Informed all attendees due to this NLT will be taking minutes for the meeting.

(AGM Meeting and name for parent council)

NM- Everyone that attended the AGM meeting, have we agreed on the minutes? Has everyone seen them? Then we can send them out and submit them.

AD- I Haven't seen the minutes yet

NM- Will send them to you to see. (action this)

NM- for the people that attended you know but for everyone else someone came from Falkirk council to explain we needed to take minutes in the meetings and spoke about how we need to come up with a name that's joint PTA and parents council, this will ensure we are more likely for some of the funding, so we need to think of a name for our parent council, does anyone have any ideas on this?

AM- as long as it says parent council in the name it should be fine

NM- When we send the minutes out for everyone to see we can also ask for an input then from parents and see if we get any ideas.

(Slide show starts)

NM- I have prepared some slides.

NM- In the September meeting we discussed how we can gather feedback from parent and decided it would be a good idea to do it at parents night, we asked on how we can improve our parent council and you were asked to fill a questioner and this is the feedback we received.

NM- (reads the feedback from the slides shown)

AD- in regards with poppy Scotland and dementia awareness we do poppy Scotland event with the P7s and lay a wreath at the memorial, we also work alongside 3 different charities and the kids do fundraising for their trips for example P5 are doing a bake sale.

NM- thank you Angela.

DA- I was thinking second hand stuff clothes and toy, selling the second hand stuff as a fundraiser for the kids to do, I have a lot of clothes and toys that the kids could sell and raise money.

NM- yes that's a good idea we also spoke about using some of the free selling platforms to sell the donated items and raise some money, what are the guidelines with this does anyone know?

AD- previous years we have had preloved toys and books to sell and it went very well, storage is one of the biggest issues, we also do give out the preloved items for a donation as such instead of putting a price on things, but like I said the storage of the items is the biggest challenge with this.

NM- is this something we can do at the Christmas fayre? A stalls that the kids can sell some donated items.

AM – we had a table last year with clothes and Xmas jumpers for free or donations, not sure if it's the stigma but last year it wasn't popular due to the stigma attached to the items being free but maybe putting a price on things would help to take away that stigma attached and raise money that way.

NM- dawn would you be happy to be involved in this stall if this went ahead at the Christmas fayre?

DA- yes

NM- we will speak about the Christmas fayre and can speak about this further then.

DA- can the kids get involved in the fayres?

AD-not to the younger classes but yes to the 6 and 7s and potentially there will be some specific stalls the kids can help yes.

NM- there is a fundraising group that came up from the parent council interviews so maybe some of the kids can get involved that way, the kids want to get involved and they have some great ideas so good to give them the chance to do that. We need to discuss the logistics and try and get more kids involved going forward but this is a great idea dawn.

NM- Was anyone surprised about any of the suggestions?

AD- the school lottery was surprising to me

NLT- Yes the school lottery is a thing that schools do to raise money, there is more info online about it. (action this)

NM- great that's something we can look into

KB – what do they mean about after school clubs? Do they want you to run it ?

NM- Not overly sure what the expectations is with that.

KB- I know some schools do offer it but not sure that parent council get involved in these things .

NM- yes there must be a lot involved in running the clubs starting with PVGs and so on

KB- I have been in schools and parents have ran afterschool clubs but it does come from the school or active schools not parent council directly

SCW- wouldn't be parent council that do the after school clubs but parents can run clubs themselves, it is an outside organisations that run breakfast club and after school clubs and they are organisations separate to a school. Last school I was at did them, you can run clubs and active schools give you training and help you get set up. For teachers to be involved in doing afterschool club would need to be part of the contract and it's not currently part of their contract.

NM- yes thank you Stacey , it is a big commitment and if its something someone is passionate about we can look into it more but does look like a big commitment and something that comes from outside the parent council

NM- ok to move on to the next question we asked parents was How would you like to be contacted/ kept up to date by the parents council?

(Next slide is shown on how parents want to be contacted/kept informed)

NM- the majority said email so if parents wanted the call invite to their emails we could do that and also continue to use Facebook and X to communicate with parents.

SCW – I would like to get in touch with Denny primary due to parent feedback was clear that the wanted development on the playground and they have a great playground, and would like our children to speak to them and work together with the local schools so they can see their playground and with that visual get ideas on what they would like and be involved in the plans.

NM- yes from the interviews we asked what you would like to see and yes I agree that's a valid point. If this plan of speaking to Denny primary can work in the background and then we can communicate when we know more details.

NM- we agree with how we communicate using social media to be kept up to date and also the fundraising activities we are organising can be posted there, and there's also the watts app group that parents can join and have an input on their ideas. Any other ways anyone can think of that we can communicate?

(Next slide is shown on 10 reasons to join the parents council)

NM- we wanted to send out a little intro to parents with what our roles are in the PTA/Parent council and what we do overall and hopefully the benefits of this is to attract more parents and overall getting people involved overall in the planning and logistics that go with organising events and fundraisers , do you think that's a good idea, would that attract more people?

ZQ-I think you are doing great with the social media side of things and how you are communicating things to parents.

BS- this is the best the parents council has been so thank you and hopefully we can get more people to help going forward

NM – thank you for your feedback, and thanks for giving up your time to be here its been a great turn out, so thank you

NM-what does everyone think of these slides can we send them alongside the minutes?

RK – a lot of the points you have put there are dragged up are from the constitutions Nicola, so yes they are a lot of facts and like I said from the constitutions.

NM- do you think it would be ok to send this slide out to parents like this then?

RK– yes 100% let parents know what we are about the last few years its been a bit we doing this fayre and that event but this slide will explain what we are about more and gives more detail on what we do and this will help to get new people I would say

NM- yes if there is more of us it will help a lot and all the skills that different parents have will benefit the kids overall, I also thought about business can helping with the enchantment to the playground, they would maybe volunteer some time to help with this

RK- have we asked the kids what they would like the parents council to do? what they want us to do in general? Can we ask them what they would like the parent council do to for them directly ?

(Action this)

NM- yes that's a great idea we can share what we do so they understand what we are doing but also get the feedback from them directly.

RK- yes saying this is what we are looking at doing what would you like us to look into this or that and we can promise it all but then we have asked the parents and asked the kids for their ideas and input on what they want us to do as the parent council.

NM- one of the things that come up from the kids at the parent council interviews we did is that they want to do some fundraising.

SWC – I would parents to be involved in the school improvement planning yes. Nicola can you explain the part that says understanding more how the school works? part of the slide show

NM –yes, is a way to get insight in more information when you are involved in the parent council and attend the meetings , challenges, plans are spoken about and that gives you more understanding on how the school works overall.

SWC- yes I think we need something added to it to make it clearer if that's ok Nicola.

(NM and SWC change the wording together of the slide to make it clearer)

SWC- can you also add to parents as some of our kids carers are aunties, grannies, grandads and so on..

NM- Yes I can add this.

SWC- that's great yes thank you.

AM – back to getting the students involved this is what we are hoping with the parent council interviews and fundraising group

SWC - this year we have a school improvement plan that's more universal and targeted, so parents can say I want to know more about ADHD, we can then look into workshops to do with this for example, also the parents voice helps to make the plan overall. So these things add to the school improvement plan, these ideas will make the improvement plan.

NM- all happy with links of parent council and improvement plans and getting the kids more involved overall. Does anyone have anything else to add to the parent feedback we got at parents evening?

SWC – longer appointments at parents night we cant do that, we negotiated the contracts with the teachers and part of the contract has the time of parent evening, so it is in the contract we cant change that.

NM – yes that's understandable thanks for explaining.

SCW-parents can come to us at anytime if they feel they need more support or speak to us about anything. The parent council meeting times and dates will always be hard to suit everyone for attendance

NM- yes maybe a poll would work to try figure out what suits most time and day wise.

RK - if we get good minutes then parents can read them and have a better insight into the meetings even if they don't attend.

NM- we can take onboard this yes and there's things we can do as a group to do things better as a parent council, it would be great To share with parents all the good things that get mentioned in the meetings and yes we can do better at communicating this to all via the minutes and the slides. And want to respond to the parent feedback as much as we can to show we are listening to the feedback. What do you all think?

CK- thank you

DA- what was the % of how popular the QR code was at parents evenings? Maybe best to send something every 3 months to parents to their email to get feedback as after parents evening there was a lot going on and I dint actually manage to finish the form there.

NM- yes maybe even publicise the inbox more so they can send ideas and suggestions what you think Amanda

AM-yes

DA- yes to give them the opportunity to be able to send feedback it was a bit manic after parents evening.

NM- yes this is something we can add it coz its great to get more feedback and we can do it more regularly . all happy to move on ?

NM-We want to make sure it's all accurate (the slides) before it goes out, before sending it out alongside the minutes. does that sound ok?

(current and future funding discussion)

We know that Denise treasurer has applied for quite a lot for additional funding from different organisation and there is a lot more we can be doing in relation to that, the Falkirk council employee said if we submit our minutes and returns we can ask for more funding, we can get Denise to tell us what she has applied for and help her to get more funding and looking into other ideas.

Does anyone want to help Denise with this ? Nic would you be able to help Denise with this?

NLT – I can help

NM- thank you.

(dress to impress fundraiser discussion)

NM-dress to impress day, has the info been shared with parents?

AM- Leanne is going to send it tomorrow and social media post are scheduled. On Friday they can come dress as they wish and a donations of a bottle or chocolate, Denise will collect and store.

SCW-is that something the kids can do, Take the donations from the parents?

AM- yes

(Christmas fayre fundraiser discussion)

NM- ok so we are ok with dress to impress, Christmas fayre it's the 28th of November. We are looking for volunteers to help, we planning around 10 stalls a few from outside the school, we are trying to keep that to the minimal as from experience Amanda said it works best to have our own stall over other people stalls. Confirmed stalls we have love at first bite that does cupcakes, we also will have around 7 of our tables to man, Amanda will do the hook the box stall.

AM- yes, for the pocket money stall we have some things left from last year. For the snack table stall we thought we could do sweet cones this year, Christmas theme, last year we had crisp, sweets and juice.

NM- Yes the cones sounds good, what about the raffle bottle and chocolate stall? Is there someone who could do the tickets, and stick the numbers to bottles and that sort of things.

AM- the top prize for the raffle are gift cards and we use the outside stall fees to pay for those prizes and rely on donated things for the smaller prizes, the small detail to add is that we need to have the date on the ticket and have the lottery licence number on it as well.

NM- finer details to iron out on these things, we can iron out the details but for now can someone take responsibility for the raffle stall?

BS – I can do that

NM- ok we will sort the guidelines and logistics of that and thank you Bethan. Amanda do we give it to the kids to sell the tickets?

AM – yes we give it to Leanne she then gives them out.

NM -is that something you can maybe do Bethan?

BS- Yes

NM- Ok Tombola stall, can anyone help with this?

NLT- I can help the days leading up for any prep that needs done.

HF- I can help in the lead up with Nicola.

NM-great thank you, Xmas jumper wise donna said she can help with that stall, that can be some of the free things we spoke about or do you want to put a small fee on the jumpers. Maybe £1 as such.

AM- yes that take the stigma away. Even 50 p

NM- yes

NM- The last one could link in with what dawn said, with the selling toys and books.

AM- not sure if the classes are doing crafts but they usually have a table.

KB- I have already started ours so yes I would think classes will be making things.

AD- I did mention it to other teachers and will bring it up at the staff meeting. The staff are great at raising to the challenge so yes we will have some crafts.

NM- so we have 7 tables of our own if we decide a 8 it could be dawn's idea. Can we put that as a 8th table or is it best to sell the donated things on online platforms?

AD- they have to be good quality toys to be able to sell for it to work.

AM – also have to tuck it away from the main hall so kids can't see if the parents are buying them as gifts. The other thing the raffle doesn't need a full table for it self we just need a space to put the prizes and walk around to sell tickets if we stuck for stall space.

NM- Leanne mentioned the clothing bank, and we could even maybe have items for sale on a social media so the parents that can't go can buy things and we can promote our other items on there as well.

AM-create a group to sell things using that concept, A suggestion was to have a table for things for kids to buy for their parents for Christmas, it would be already wrapped but just a little something for kids to buy for parents.

NM- yes I get what you mean there, also we still a cash base situation, I do have card machines that can be linked to the school account and that way we can maybe get more sales with how digital people are these days and not always carrying cash.

AM- we can add a min spend, or charge a little more to cover the fee or take the bullet for the fee overall.

NM- how does anyone else feel like that or any strong objections ?

RK- what stalls would you use them in ? some stalls are more aimed at children and others at adults, so there is only a couple of the stalls where the card payments would be used, and then it would be small amounts in each stall

AM- can maybe add up the payments and can take more than one payment at a time as such if one person was taking the payments you can add up all the things they buy in the fayre and do 1 charge.

NM-yes that could work, if there is any tables anyone else can help with we would really appreciate it.

AD- the teachers will be there to help with stalls.

AM- the prep before is what can take time.

NM- we are passed our time so thank you so much, a good turn out , and it means a lot we can work together and please reach out with any suggestions, questions or anything else you may want to add. Do the staff want to get added to the watts app group where some of these things are discussed it is now all parents but let me know if you would like to join.

SCW, KB, AD- No thank you best we don't specially with having personal numbers on a group and so on.

AM- can I just add Christmas card order has closed we made good sales we are going to open a second shop, a second chance to buy we get less commissions from this second shop but there is a second chance to order for parents.

AD – do we have the big man walking around at the Christmas fayre?

AM- if we get a volunteer yes.

NM – any volunteers? thank you so much I hope you have a good evening and we see you next time.

End of meeting 19:50