# 

# **CORNBANK PRIMARY SCHOOL PARTNERSHIP**

# **Minutes of Meeting on**

# **Tuesday 24 November 2015 at**

## **6.45 p.m. at Penicuik High School**

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| **Present** | | | **Apologies** | |
| Susan Bowen (Head Teacher)  Andrew Drysdale (Principal Teacher)  Gail Gallagher (Parent)  Carol Hodgkin (Parent)  Alasdair Sprott (Parent)  Jenny Sprott (Chair, Parent)  Trish Watt (Parent, Treasurer)  Lynsey Weir (Minutes Clerk)  Lyn Young (Parent) | | | Laura Cameron (Depute Head)  Mary Hadwen (Parent)  Claire Muir (Parent, Vice Chair)  Sandra Vick (Parent)  Susan Allen (Parent)  Katrina McDonald (Parent)  Pauline Kerr (Parent) | |
|  |  | | **ACTION** |  |
| **1.0** | **WELCOME AND APOLOGIES.** | |  |  |
|  | Jenny Sprott opened the meeting by welcoming all. Apologies were noted as above. | |  |  |
| **2.0** | **APPROVAL OF PREVIOUS MINUTES.** | |  |  |
|  | Minutes 20 October 2015  1) Jenny Sprott advised that the accounts are now ready to go to an independent auditor for auditing – this is a legal requirement for the Partnership.  2) Friendship bench discussions are underway with Laura Cameron and the Pupil Council. | |  |  |
| **3.0** | **PARTNERSHIP OVERVIEW AND PREVIOUS MINUTES.** | |  |  |
|  | 1. Jenny Sprott gave an overview of the Partnership for the benefit of new faces which have joined us. (see attached) 2. Andrew Drysdale agreed to upload the previous Partnership minutes onto the school website. Thanks in advance for his assistance! | | **Andrew Drysdale** |  |
| **4.0** | **SCHOOL MATTERS.** | |  |  |
|  | 1. Christmas Panto tomorrow for the school and Purves Puppets for the nursery next week. 2. Christmas Fair to be held on Friday 4 December between 0930-1200hrs. 3. Pupil Carol singing at the turn out of the lights and at Broomhill Day Centre. 4. Christmas parties for nursery, lower and upper pupils. Susan Bowen asked if the Partnership can assist with setting up for the parties like they did last year. Susan Bowen and Jenny Sprott to liaise. Agreed for food to be purchased by Partnership again. 5. Nursery snagging list has been completed and is ongoing. 6. Susan Bowen advised that Cllr Montgomery phoned to send his apologies for not being able to attend the Playground opening and he thanked the P5’s for their letters. 7. The Care Inspectorate visited the nursery and were delighted with the visit. 8. Susan Bowen issued information about the ‘Homework Review’. Changes include offering pupils a choice of homework activities plus their reading. The new system will commence in January and be reviewed regularly. 9. Susan Bowen advised that there will be a review of security within schools across Midlothian. | | **Susan Bowen / Jenny Sprott** |  |
| **5.0** | **TREASURERS REPORT.** | |  |  |
|  | 1. The Halloween party funds raised were spent on new decorations which can be used at future year’s events. 2. The balance of the account is £6,430.49 which includes funds from Halloween and recipe book sales. Trish Watt asked that receipts for expenses be handed back promptly so that an accurate record of accounts can be kept. 3. Trish Watt suggested that the Partnership clear out the storage cupboard to have a look through everything and avoid spending money on items we already have in stock. Trish Watt to liaise with Susan Bowen regarding a suitable date. Volunteers to assist welcome. 4. Jenny Sprott asked for funds to purchase a new warming plate as the lid was smashed during use at the Halloween Party. Jenny Sprott to purchase. 5. Louise Shepherd asked what the Partnership would be donating for the P7 leaving event. It was agreed that as in previous years to fund £5 per pupil which could be spent on food, entertainment or a venue depending on what the pupils choose to do. 6. Louise Shepherd asked for funding to purchase some smaller tables and chairs for the younger pupils to use in the school library. All agreed to fund £100. Trish Watt to action cheque. | | **Trish Watt**  **Jenny Sprott**  **Trish Watt** |  |
| **6.0** | **DISCRETIONARY FUND.** | |  |  |
|  | 1. A discussion was held regarding creating a separate bank account for a ‘Discretionary Fund’ which could be used for pupils as referred confidentially by the Head Teacher. 2. It was agreed to use the funds raised from the Coffee Den to start the funds for the sub-bank account but any requests topped up as necessary. Trish Watt to set up. | | **Trish Watt** |  |
| **7.0** | **FUNDING REQUEST FORM.** | |  |  |
|  | 1) Claire Muir asked for this item to be placed on the agenda but as she had sent apologies it was agreed to carry this over to the next meeting. Jenny Sprott to place on the agenda. | | **Jenny Sprott** |  |
| **8.0** | **HALLOWEEN PARTY.** | |  |  |
|  | 1) The Halloween parties were a great success and enjoyed by pupils of all ages. The DJ was excellent and great with running the games. Thank you to all who helped and came along to support. | |  |  |
| **9.0** | **CHRISTMAS FAIR.** | |  |  |
|  | 1. The Christmas Fair will take place on Friday 4 December, 0930-1200hrs. Posters and flyers have been produced. Jenny Sprott gave an overview of the ideas that were discussed at the sub meeting – tombola, raffle, carol singing at allocated timeslots, class calendars, home baking, and class stalls. It has been agreed that this year the pupils will run their class stalls as a mini enterprise and be allowed to keep any profits to allow them to buy something they need for the classroom. | |  |  |
| **10.0** | **COMMUNICATION.** | |  |  |
|  | 1) Louise Shepherd raised the issue of school communication as a letter had been missed regarding the ‘Meet the Teacher’ event for Mr Drysdale’s class. Andrew Drysdale advised that all letters had been handed out to his pupils and that the info was also on the school website. It was agreed to use Facebook as much as possible to re-iterate information sent home. | |  |  |
| **11.0** | **ANY OTHER BUSINESS.** | |  |  |
|  | 1. Jenny Sprott to action a noticeboard for the playground as this has been in discussion for some time now. 2. Susan Bowen asked if we can look into the Leavers Hoodies. Jenny Sprott to investigate. 3. Jenny Sprott to place ‘Run A Mile’ as agenda item for next meeting. | | **Jenny Sprott**  **Jenny Sprott**  **Jenny Sprott** |  |
|  | **DATE OF NEXT MEETING.**  1) The next meeting will be on Wednesday 27 January 2016, at 1845hrs in Penicuik High School. | |  |  |

**Notes from item 3.0**

After a few things that have happened recently I'd like to try and give a bit of background and information about the partnership.

As you may already know over the years there have been different parent bodies with the current form called Parent Councils. Each PC chose to call themselves different things but it's the group of parents and carers that represent all the parents in school - the parent forum. The parent forum is simply every parent and carer with a child at the school and Nursery.

The idea is to be a voice for parents on all sorts of issues from bullying, homework practices and school improvement plans to inspections but also supporting school and the children to make it a better experience and place for them to learn. We have also had parents involved with recruitment of senior staff.

Working in partnership is encouraged as everyone can benefit from it. As Chair I liaise with school but any and all decisions are made by the Partnership.

We also have the support of an independent charitable organisation – SPTC (Scottish Parent Teacher Council) Their sole aim is to promote parental involvement in education. They support us with advice, training, provide our insurance (through group membership paid for by Midlothian Council) and guidance when required. If you have any questions about it all please let me know.