



## Parent Council

### Minute of Parent Council Meeting held on Tuesday 23<sup>rd</sup> April 2013

**Present:** Sharon Brindle, Cllr Helen Carmichael, Isobel Crawford, Colleen MacIntosh, Susan MacLennan (Teacher Representative), Linda Mair, Fiona McQuarrie (Chair), Andrew Ritchie, Hazel Stewart, Judith Whitelaw

**In Attendance:** Kenneth Morrison, Head Teacher; Margret MacRae, Clerk

1.	<b><u>WELCOME</u></b> Fiona McQuarrie welcomed everyone to the meeting. Apologies were received from Jane Campbell and Kirsty Williamson.	<b><u>Action</u></b>
2.	<b><u>APPROVAL OF MINUTES</u></b> The minute of the Parent Council Meeting held on 29 <sup>th</sup> January was approved. Proposed – Andrew Ritchie Seconded – Fiona McQuarrie	
3.	<b><u>MATTERS ARISING</u></b> <ul style="list-style-type: none"> <li>• Fiona McQuarrie stated that the content of the newsletter made her feel very proud of the school and what the children were achieving. Positive feedback had also been received in relation to the website. Parents felt it was an excellent resource and that it reduced the need to keep all the paper copies of letters and newsletters. The Parent Council also stated that they felt that Mr Morrison was very good at keeping the website updated. Mr Morrison explained that the website is currently very adult based but it is hoped to establish pupil blogs in due course. Other developments being considered are the distribution of the newsletter by e-mail.</li> <li>• The wi-fi was configured on Monday 22<sup>nd</sup> April and is now live across the school. The installation and cost of service for the first year has been funded by the Lydia Michael Trust.</li> <li>• Mr Morrison shared details of three specifications and quotes for the Trim track development. These range from £9000 to £11,457. Prices include delivery and installation but are subject to site survey. The quote of £11,457 includes a contingency cost for work which may have to be undertaken following the site survey. Mr Morrison confirmed that the Highland Council has a contract for the maintenance of outside play equipment and that the trim trail would be covered by this contract. Colleen Mackintosh will progress applications to the Landfill Community Fund (£8000), Big Lottery 2014 Communities Fund (£2000), Highland Cross (£2000) and also ask the Community Council for a donation of £500. It will be necessary to await the outcome of the feasibility study prior to making a decision regarding the siting of the trim track.</li> <li>• No update has been received in relation to the feasibility study. Currently 3 options are being considered – these involve either the building of a new school, or alternatively the redevelopment of some areas of the existing school.</li> </ul>	C.M.

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- The collated responses to the Parent Questionnaire were circulated and shared with members of the Parent Council. A more user friendly version will be shared with the wider parent body. Areas for improvement were identified as:
  - the provision of extra-curricular activities
  - keeping parents informed of their child's progress / sharing information on what children are learning

The following actions have been taken to address these issues:

- Curricular overview will be shared with parents next week
- Art Lab to commence shortly (P2/3 and P4/5)
- Development of Hockey club (volunteer awaiting Disclosure)
- Provision of Gymnastics Club (Active Schools arranging this)
- Setting up of Model Making Club (volunteer awaiting Disclosure)
- In addition, short term football and basketball clubs will be offered prior to tournaments

Mr Morrison reported that there has now been an increase in the number of volunteers coming forward to facilitate extra curricular activities.

The Parent Questionnaires will be circulated on an annual basis and used to evaluate progress made in relation to the action points.

- The leak in the Gym Hall building has now been resolved. In addition a further three leaks in the Flat Roof Building have also been addressed.
- Rag Bag Scheme. Fiona McQuarrie thanked Hazel Stewart for the work she had undertaken in relation to the Rag Bag Scheme. It had been hoped to site a recycle bank in Braeview Park. This would allow members of the community to also use this facilitate and keep any potential vandalism away from the school. Cllr Helen Carmichael has looked into this on behalf of the school but was advised that the location of recycling facilities is currently under review. Cllr Carmichael has agreed to make further enquiries to see if it is possible to gain permission to locate this bank alongside the other facilities in Braeview Park Car Park.
- Fiona McQuarrie thanked Mr Morrison for the prompt action that was taken to address the issues that were raised at the last Parent Council meeting regarding mobile phones and toys being brought to school. Mr Morrison re-iterated the school's open door policy and encouraged parents to make him aware of these issues at an earlier stage. He stressed that parents do not need to wait for a Parent Council meeting to raise these types of concerns.
- Moving of vehicles at the end of the school day. Mr Morrison and Michael Edwards, School Janitor, are being vigilant to ensure that children are not at risk from vehicles entering and leaving the playground at the end of the school day. Due to the construction work being undertaken in relation to the installation of the biomass boiler there has been exceptional vehicular movement in the playground. However, Mr Morrison has spoken with contractors to ensure that they do not move any of the vehicles when the children are in the playground / going home.
- The pantomime at Eden Court has been booked for all children in P1 –P7. Seats have been reserved for Friday 13<sup>th</sup> December at a cost of £8 per child. The Parent Council will pay for the tickets and the school will provide the transport. In order to keep costs to a minimum it was agreed that juice and crisps would be provided for the children rather than purchasing ice cream at the theatre. The Parent Council has also pledged up to £8 per nursery child in order that something suitable (eg puppet show) can be arranged for the nursery.

School

Cllr H.C.

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4.

#### HEAD TEACHER'S REPORT

- All heating pipes in the main building and the gym hall building have been boxed in or insulated as appropriate following an accident whereby a pupil received a serious burn after falling onto a pipe.
- Mr Morrison thanked Andrew Ritchie and Scottish & Southern Energy for the painting of the corridor in the main building. This has made a big difference to the look of the school.
- The Biomass boiler has now been connected and will be commissioned this week. The first delivery of pellets for the boiler has been received.
- The mechanism on the school gate has now been upgraded and is more suitable for pupils. The Beaulieu Logo has also been added to the gates.
- Discussion took place on purchasing a 'Have you parked safely?' sign for the entrance to the school. It was agreed that the school would purchase an A3 sign and that this would be wall mounted.
- Fencing has been repaired in a number of places around the school grounds
- The wi-fi is now in situ
- Mr Morrison has received approval for a new door entry system for all the buildings with the exception of the canteen. This new system will improve security and reduce the need for all members of staff to have a set of keys. Entry will instead be gained by using a fob to operate the locking mechanism, and in order to improve school security a deadlock will come into effect after certain hours. It was clarified that in the event of a fire alarm all locks will disengage. Two new handsets with screens will be supplied for use by the school office and for the Head Teacher's office. Mr Morrison stated that following installation it was intended to swap the main office with the current Head Teacher's office as it is more logical for reception to be at the front door.
- A very successful Maths Open Day was held by P1/2. The school is currently working towards developing a maths guide for parents, which would support them when helping their children develop these skills at home.
- A new Pupil Support Assistant has been appointed. Catrina Neill (known as Nina) will start at Beaulieu Primary School on 7<sup>th</sup> May.
- Gillian MacDonald is currently off work on health grounds and it is not anticipated that she will return to work before the summer break. The school has sent her some flowers.
- Mr Morrison explained that the school would like to hold an annual school cross country competition in order to create a sense of progression for the children who take part in the training provided by Paula Mackenzie and Jane Nair. Pupils would therefore first of all compete at school level, then progress to a small competition (Kirkhill – competition with schools in Charleston Associated Schools Group) which would then be followed by a Highland wide event (MacRobert Cup). The Parent Council has agreed to consider purchasing a shield and trophies for the Beaulieu Cross Country competition. One shield would be required for the overall winner and small trophies for best boy and best girl in each year from P4 to P7. The school will obtain prices for these and then share the details with the Parent Council in order that a final decision can be reached.
- Discussion took place on the P7 Leavers Assembly and it was agreed to hold this in the Phipps Hall, if a suitable date is available.
- Mr Morrison thanked the Parent Council for the extremely generous donation of Easter Eggs for the children. Staff were very surprised at the large eggs. Although much appreciated by the pupils it was not possible to hide them for the Easter Egg hunt.

School office

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5.	<p><b><u>CHAIRPERSON'S REPORT</u></b></p> <ul style="list-style-type: none"> <li>• Fiona McQuarrie asked if Mrs Miller had returned from sick leave. Mr Morrison advised that Mrs Miller is now teaching the P7 Class from Tuesday to Friday each week. Miss MacLeod continues to teach P7 on Mondays which has also helped to provide continuity. Mr Morrison provides CCR (class contact reduction) time for the teachers from P3/4 to P7 by teaching PE on Wednesdays and Thursdays.</li> <li>• The Parent Council agreed to purchase a 'pamper' voucher for Gillian MacDonald.</li> <li>• An e-mail has been received from a parent suggesting an idea for a fundraising initiative. This would take the form of a second hand stall where items such as school clothing and other good quality second hand items could be sold. Further to discussion it was decided not to progress this idea as it would be difficult to find parents who would be able to offer their time to set up and run this initiative.</li> </ul>	Parent Council
6.	<p><b><u>TREASURER'S REPORT</u></b></p> <ul style="list-style-type: none"> <li>• The Parent Council account balance currently stands at £2306. The unrestricted balance is £1058 as some of the funds have now been set aside to pay for the pantomime tickets and £224 has been pledged to the nursery for their Christmas entertainment.</li> </ul>	
7.	<p><b><u>SCHOOL GARDEN</u></b></p> <ul style="list-style-type: none"> <li>• The school garden accounts are currently being audited. The balance remains at £1597.34 although there are a small amount of outstanding invoices.</li> <li>• More volunteers are required in order that the school garden can be opened on Monday and Thursday lunchtimes. It was agreed that Mrs MacLennan would ask pupils to write a piece for the school blog / newsletter in order to encourage parents to volunteer.</li> <li>• Letters seeking volunteers for the watering rota over the summer holidays will be issued in due course.</li> <li>• It was agreed to hold a Garden Open Day. This will be on the same day as the School Fete and the proposed date is Friday 7<sup>th</sup> June.</li> </ul>	S.M.
8.	<p><b><u>FUNDRAISING</u></b></p> <ul style="list-style-type: none"> <li>• It was confirmed that the school will hold a Dress Down Day on the last Friday of each month with proceeds going to the School Fund.</li> <li>• It was suggested that the Fun Run could be an annual event with money raised alternating between a charity and school fund.</li> <li>• The school fete will take place on Friday 7<sup>th</sup> June from 2pm onwards. The fundraising sub-group will meet at 7pm on Thursday 25<sup>th</sup> April to progress this. It was agreed that pupils would be able to help man the stalls.</li> </ul>	
9.	<p><b><u>RAG BAG</u></b> – please see Matters Arising</p>	
10.	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• No feedback has been received from the Road Safety Officer. It was noted that there was likely to be some time delay in relation to the installation of the 'counters' as there is limited availability.</li> <li>• Hazel Stewart will write a paragraph for inclusion in the newsletter and Beauly News to encourage parents / members of the community to sign up to Easyfundraising.</li> </ul>	

	<ul style="list-style-type: none"><li>Mr Morrison stated that it would not be possible to share information regarding classes for next session prior to the end of term. This is due to the fact that the classes would need to be reconfigured if the school should receive any new enrolments over the summer holidays or in the first 2 weeks of the new session. Discussion took place on the configuration of the classes and Mr Morrison indicated that his preference would be for a small Primary 1; however, the make up of classes will be entirely dependent on the number of pupils within each year group.</li></ul>	
11.	<b><u>DATE OF NEXT MEETING</u></b> Tuesday 21 <sup>st</sup> May 2013 – 7.00pm in the school library	