



**Beauly Primary School
Parent Council**



**Minutes of Parent Council Annual General Meeting
held on
Tuesday 2nd October 2012**

Present: Sharon Brindle, Jane Campbell, Colleen MacIntosh, Fiona McQuarrie (Chair), Rebecca MacIver (Teacher Representative), Andrew Ritchie, Hazel Stewart

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

1.	<u>WELCOME</u>	<u>Action</u>
	Fiona McQuarrie welcomed everyone to the meeting. Apologies were received from Cllr Helen Carmichael, Isobel Crawford, Linda Mair, Edgar Ogston	
2.	<u>SAFER ROUTES TO SCHOOL</u> Unfortunately Lisa Mackellaich, Road Safety Officer was not able to attend the meeting.	
3.	<u>APPROVAL OF MINUTES</u> The minute of the Parent Council Meeting held on 4 th September was approved. Proposed - Fiona McQuarrie Seconded – Jane Campbell	
4.	<u>MATTERS ARISING</u> <ul style="list-style-type: none"> • Fiona McQuarrie reported that 30 high visibility vests have been ordered for the children who have started in the nursery this session. The cost, which is being met by the Parent Council fund, is anticipated to be £90. • The fundraising subcommittee met on the 18th September – please see Fundraising report • Mr Morrison explained that the school is still awaiting a visit from Fujitsu to look at the feasibility of a wi-fi system • The consultation with parents regarding the school website will be progressed shortly. • Mr Morrison reported that a number of questionnaires have been drafted in order to evaluate the life and work of the school. These include one to be completed by parents, one for staff, and also something similar for pupils. Feedback is also sought to inform the development of a new school handbook. It is hoped to conduct these surveys online using ‘survey monkey’. However, paper copies will be made available for anyone who is not able to access the online version. • Mr Morrison advised that the review of protocols for the storage and administration of medicines to individual pupils have now been completed. The protocol regarding sunscreen is still outstanding. 	<p>F McQ</p> <p>KM</p> <p>KM</p> <p>KM</p>

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	<ul style="list-style-type: none"> • Mr Morrison investigated the issue regarding school meals raised at the meeting on 4th September. It was ascertained that although children make their meal choice in the morning they sometimes wish to change their mind at lunchtime. In conjunction with the canteen and teaching staff it was agreed to tighten procedures. It was also reported that supplier difficulties have sometimes made it necessary to make amendments to the menu choices - the school will endeavour to inform parents of these changes. • Jane Campbell updated the Parent Council with news regarding the Garden Groups as follows: <ul style="list-style-type: none"> ○ The Garden Group met with Mrs MacLennan. At the meeting it was agreed to move the compost bins as they are not being utilised effectively at the present time. A member of ROWAN is being consulted on the issue of composting. ○ Howden's were approached to see if it would be possible to have a 'collection box' for the 'Garden for Schools' vouchers at one of their tills. Unfortunately this is not possible as they have had the same request from a number of schools and took the decision to grant this opportunity to Drummond School. ○ The garden volunteers are tidying up their store and will be disposing of a number of pots that are surplus to requirements ○ It was not possible to open the garden during the school 'Open Afternoon' due to issues relating to a burst pipe at the side of the Flat Roof Building. They did however still run their fundraising stall and raised £8 from the sale of produce and also received a further £20 by way of donations. 	
5.	<p><u>HEAD TEACHER'S REPORT</u></p> <ul style="list-style-type: none"> • It was reported that the installation of the cycle shelter has now begun. • A very positive report has been received from the Environmental Health Department following a visit to the school canteen. A small number of recommendations were made and these are now being followed through – these include carrying out some painting work, and the installation of stainless steel storage shelves to replace the wooden shelves in the store. • A feasibility study is currently being undertaken for the school site and a formal report will be drawn up based both on a site visit and inter-departmental Local Authority dialogue. It is anticipated that this will consider options for both short term and long term solutions to the current accommodation issues. • The suggestion of a wet weather shelter (as per discussion at the Parent Council meeting on 4th September) would need to be looked at as part of the wider feasibility study for the school as opposed to a stand-alone issue. • Mr Morrison asked the Parent Council if they would like to be involved in the school development surveys. Discussion took place and it was agreed that rather than conducting their own survey, the Parent Council would like the school questionnaire to include 2 or 3 questions in relation to the Parent Council. The Parent Council will decide on what questions they would like to include and then pass this information on to the school. • The Parent Council agreed to draft an application to the Discretionary Fund for a 'trim trail'. The school will obtain three quotes and then Coleen Mackintosh will then complete the application form. Discussion also took place on the possibility of an application being made to the Highland Cross. However, any application has to be made through a registered charity - Jane Campbell to look into possible ways of doing this. 	<p>Parent Council</p> <p>KM/ CM/ JC</p>

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	<ul style="list-style-type: none"> Mr Morrison advised that he has been successful in the first stage of his interview for the substantive post. Due to the conflict of interest it is not possible for the school to answer any queries regarding this post but should the Parent Council have any queries they are welcome to approach Marlene Stewart at the Area Education Office. It was reported that the preparations for the 'Songsquad' event are going well. Staff have discussed and decided on the different roles they will undertake with the children eg make tickets, design programme. The Parent Council were asked if they would also like to be involved in this. Nativity packs to enable progression of the production being put on by the early stages are currently being ordered. The web address www.beaulyprimary.co.uk has been purchased by the school. The website has been built and decisions now need to be taken regarding content. 	
6.	<p><u>CHAIRPERSON'S REPORT</u></p> <ul style="list-style-type: none"> Fiona McQuarrie reported that there had been a number of comments regarding the Bear Park. Discussion took place as to how this could be addressed now that the flowering season is over. It was agreed to cut the flowers back in the first instance so that the area looks tidy. The local postman, who has very kindly donated footballs to the school, was very pleased to have received a mention in the school newsletter. 	
7.	<p><u>TREASURER'S REPORT</u></p> <ul style="list-style-type: none"> The Parent Council account balance stands at £1706.90 A financial contribution of £600 towards the provision of nursery snack has been given to the school. 	
8.	<p><u>SCHOOL GARDEN</u></p> <ul style="list-style-type: none"> Jane Campbell reported that the balance of the School Garden account is £1231. In addition to this they also have £30 Petty Cash, and £120 in vouchers. Suggestions are being sought for the development of the area where the soil has been moved. These are to be returned to the garden group for consideration. 	
9.	<p><u>FUNDRAISING</u></p> <ul style="list-style-type: none"> It was reported that the Parent Council has managed to negotiate an alternative date for the switch on of the Christmas Lights in order that pupils can attend this event as well as take part in the Beauly Songsquad. The switch on of the lights and visit from Santa will now take place on Thursday 29th November. Beauly Songsquad will contribute three festive songs to this event. A fundraising event is being organised for the afternoon of 29th November. This is to take place during the school day and be open to the public. It was suggested that this should be timetabled for classes and that parents would have the opportunity to 'sign their children out' as with the Open Afternoon. The Parent Council will organise some fundraising stalls and refreshments and each class will also organise an enterprise table. The Parent Council suggested that the sale could also incorporate a children's only area where pupils are able to purchase gifts for their parents/ other family members. Flyers would be circulated via the school mailbag as in previous years asking for donations suitable for the sale tables. The Parent Council would provide a gift-wrapping service for items purchased by children as gifts. A craft session where children can make lanterns that will be lit by glow sticks is being arranged. Children will then process to Beauly Square with their lanterns as 	Parent Council and school

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	<p>part of the light switch on event.</p> <ul style="list-style-type: none"> • Coleen Mackintosh agreed to liaise with the groups who have booked the Phipps Hall on 6th December to see if it would be possible for the school to have earlier access in order to facilitate a second 'Beauly Songsquad' performance. Mr Morrison to liaise with Margaret Rae to see if she would also be available. Discussion took place regarding charging for tickets for Beauly Songsquad. It was agreed that this should be set at £4 per person, with concessionary rates being offered for children / senior citizens if it is possible to hold a second performance. The ticket price would also include refreshments. • The Parent Council will put together a flyer seeking volunteers for the various activities and circulate this after the October holidays. • It was agreed to hold a meeting for the fundraising sub-committee on Tuesday 23rd October at 6pm. This will take place at the Lovat Arms. 	<p>CM / KM</p> <p>Parent Council</p>
10.	<p><u>ELECTION OF OFFICE BEARERS</u></p> <ul style="list-style-type: none"> • Chair – Fiona McQuarrie <ul style="list-style-type: none"> ○ Nominated – Coleen Mackintosh ○ Seconded – Jane Campbell • Treasurer – Andrew Ritchie <ul style="list-style-type: none"> ○ Nominated – Sharon Brindle ○ Seconded – Hazel Stewart • Secretary – Coleen Mackintosh <ul style="list-style-type: none"> ○ Nominated – Jane Campbell ○ Seconded – Sharon Brindle 	
11.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • It was reported that the Community Council is organising a meeting with the Highland Council, and the police to discuss issues around parking. Anne Ashton (former Chair of Beauly Parent Council who was very much involved in the development of the Safer Route to School) also hopes to attend the meeting. • Concern was raised regarding the road sweeper who often stands in Braeview Park as the children are walking to school in the mornings. It was stated that some pupils and parents have felt anxious as they walk by as they have a sense of being watched. Mr Morrison agreed to seek advice from the police. 	<p>KM</p>
12.	<p><u>DATE OF NEXT MEETING</u></p> <p>Tuesday 6th November – 7.00pm in the school library</p>	