



**Beaully Primary School
Parent Council**



**Minutes of Parent Council Meeting held on
Tuesday 4th September 2012**

Present: Sharon Brindle, Jane Campbell, Cllr Helen Carmichael, Isobel Crawford, Fiona Mackay, Colleen MacIntosh, Lizzie MacLean, Amanda Macleod, Linda Mair, Fiona McQuarrie (Chair), Carol Miller (Teacher Representative), Andrew Ritchie, Alison Robertson, Judith Whitelaw

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

		Action
1.	<p><u>WELCOME</u> Fiona McQuarrie welcomed everyone to the meeting.</p>	
2.	<p><u>APPROVAL OF MINUTES</u> The minute of the Parent Council Meeting held on 29th May was approved. Proposed - Fiona McQuarrie Seconded – Linda Mair</p>	
3.	<p><u>MATTERS ARISING</u></p> <ul style="list-style-type: none"> • It was agreed that the Parent Council would purchase an additional 20 high visibility vests for the children who have started in the nursery this session. • Mr Morrison reported that the item which the school would like for the playground would be a climbing frame type structure. • Cycling Proficiency / Bikeability – please see Head Teacher’s report • Safer Routes to School - please see Head Teacher’s report • Building works / maintenance - please see Head Teacher’s report • Head Teacher – substantive post - please see Head Teacher’s report 	F McQ
4.	<p><u>HEAD TEACHER’S REPORT</u></p> <ul style="list-style-type: none"> • Mr Morrison reported that the school is in the process of forging links with Ellerton Primary School in South Africa. Judy Westwater, who was formerly a street child in South Africa but is now resident in the Highlands dedicates her time and finances to help those less fortunate in South Africa. It is hoped to establish pen friend relationships with the pupils in Ellerton Primary and to date Beaully has received 52 letters. In addition Beaully Primary will also be involved in fundraising activities for this cause. • Mr Morrison advised that he had contacted Clifford Cooke, Area Manager and requested that further communication was made to support the Parent Council with the interview process for the post of Head Teacher. The substantive post was advertised on the 28th August and closes on 7th September. 	

- An alternative site for the bio-mass boiler was identified in collaboration with TEC services. Unfortunately it came to light after the installation that no contact was made by Highland Council with the site house as planning permission is not required for such an installation. The unit is not yet connected to the school.
- Following discussions with Fujitsu it was agreed that an ICT suite may not be the most beneficial objective for the school site. Instead investigations are on-going, looking at the option of a school wi-fi system.
- Contact has been made with two local website engineers regarding a school website. Staff and a number of children have been consulted with regards to how this may look and work. It is anticipated that for between £336 and £430 + VAT an open source Wordpress site with interactive capabilities could be established to a standard that the school could maintain. Alternatively annual support is available from year two for approximately £50 + VAT. Mr Morrison stated that he would like to have a wider consultation with parents and pupils before moving forwards with this.
- The main building and 'wooden hut' were re-roofed over the summer break. Unfortunately the work carried out in the 'wooden hut' was not completed in line with building management protocols and the building is yet to be moved into by the P5/6 class. There is currently no timeline with regards to the completion of the remedial work in the 'wooden hut'. Following exceptionally heavy rainfall there has been a leak in the gym building – this is currently being addressed.
- Robert Campbell will visit the school on Thursday 6th September to undertake a survey of the school buildings. It is hoped this will lead to discussion regarding potential developments for the school. Whilst it is recognised that the buildings are well-maintained the problems that Beauly School does have, particularly in the flat roof building, are significant. Mr Morrison will also explore potential solutions for the school gate which is currently in need of repair. He would like to find a way of increasing security for the school playground whilst still being mindful of the requirement for access for the residents in the 'school house'.
- Following a request from the P7 pupils Simpson's Garden Centre agreed to provide a flag pole. This has been purchased but is yet to be installed. It is hoped that Simpson's might pay for the installation too as a much cheaper pole was identified than the one initially shared with Simpson's. (£50 instead of £185). Further to consultation with the Parent Council it was agreed to locate the flag pole at the far end of the building so that it is visible from Braeview Park in order that it can be seen by pupils and parents when entering the school.
- The P1 checklist requested by parents at a previous meeting to aid transition was well received. Parents stated that the pack was excellent and asked to pass on their thanks to staff for a very smooth transition process from nursery to P1.
- Discussion took place at the last Parent Council meeting regarding the need for sunscreen during the very warm weather. The protocol regarding re-application at school will now form part of a wider review of medical protocol which includes the management of medication in school. Further details will be issued by the school shortly.
- Mr Morrison relayed the sad news that Gordon Macrae, Integrated Services Officer passed away in the summer. Gordon Macrae was greatly respected and was a very valuable support to the school. Barbara Davis will be providing interim cover for this role until such time as a replacement is appointed.
- Miss Mill secured a full-time teaching post at Inshes Primary School in the last week of term. She has been replaced by Leesa Peters who will job-share until the October break with Mrs Maclver. Jill Williams will return from maternity leave

KM/
Fujitsu

KM

KM / office

Chair: Fiona McQuarrie

c/o Beauly Primary School, Croyard Road, Beauly, IV4 7DJ

Tel: **(01463) 782576** Fax: **(01463) 782576**

after the October break and will then job-share with Rebecca MacIver.

- Following the retirement of Judith Jardine, Annie Macphee was appointed Additional Support Needs (ASN) Teacher. However, Ms Macphee was seconded to Glenurquhart Primary School on the first day of this term. As this is a temporary post providing cover for ill-health it is unknown how long this posting will last. In order to ensure continuity for pupils the decision was taken for Mr Morrison to undertake the role of the ASN teacher as he already has experience in this field.
- As a result of the above, and a period of medical treatment which Mrs Miller will undergo the posts have been combined and an advertisement has been made up for a full-time member of staff to work with P7. The closing date for applications is 14th September, and it is hoped that an appointment can be made shortly after this date.
- All Classroom Assistants and Learning Support Auxiliaries have been re-appointed as Pupil Support Assistants. This change took place on 14th August in recognition of the former disparity of their conditions of service in relation to the roles undertaken.
- A number of software packages to aid learning have been purchased for the school. These are:
 - Heinemann Active Maths which is an internet based software which will support learning and teaching in the early years.
 - Education City which will provide literacy, numeracy and science software for the whole school. The license is valid for 2 years and 3 months.
 - Additional support needs software to aid literacy and numeracy (Word Shark and Number Shark)
 - Yark assessment tool which will help to diagnose ASN
- Mr Morrison advised that the current focus of the Associated Schools Group is Mathematics. A new Mathematics planning system has been introduced to the school. If this is well received similar systems will follow. These allow for elements of assessment, tracking and progression in addition to planning.
- Funding for the resurfacing of the rural path with tarmac has been approved. The cost of this is estimated to be in the region of £23,000 and is being funded jointly between Safer Routes to School and the Highland Council. A contractor to undertake this work is currently being sought via the Highland Council tendering process. The Parent Council welcomed this development and hope that it will help to encourage pupils to use the Safer Route to School and in turn ease congestion in Croyard Road.
- The Community Council requested an extension of the rural path to the external gate leading into the new playpark at Braeview Park. Mr Morrison has sought approval for this and it is hoped to tarmac this area also. The path on the Braeview Park side will initially be constructed of hardcore.
- Mr Morrison reported that two of the Pupil Support Assistants volunteered to deliver the Bikeability programme to pupils. Glynis Forbes and Jane Mackintosh undertook their training for this scheme today. It is intended to deliver this to the P7 pupils initially and then roll this out to P6 and P5 pupils over the course of the year. The school has secured funding of approx. £4000 to purchase and install a bike shelter, and for the painting of lines on the playground to simulate roads and junctions in order to support the Bikeability training. In line with these developments a new Beauly Cycle Policy will be drafted this year following consultations.

Chair: Fiona McQuarrie

c/o Beauly Primary School, Croyard Road, Beauly, IV4 7DJ

Tel: **(01463) 782576** Fax: **(01463) 782576**

	<ul style="list-style-type: none"> • Karate, hockey and running clubs are now available to pupils as extra-curricular activities. It is hoped to add football to these choices in November. Mr Morrison has successfully completed his minibus training and advised that both the shinty club and Charleston Academy would be willing to loan their minibuses to the school. This would enable pupils to take part in inter-school competitions. There have been no replies to date for the request for volunteers to run other clubs for the school. Mr Morrison stated that volunteers would be most welcome and that there is a budget for training and resources for any parents who would like to offer their time. • The P2/3 classroom was fitted out with a sink and lino in order to allow pupils to take part in painting and craft type activities. • Nursery snack now consists of a variety of foods bought from local providers. Funding is no longer in place for this therefore donations and contributions are always welcome. A number of fundraising activities may also be held. • The P7 children enjoyed a residential trip to Badaguish and this was a tremendous success. It was decided to arrange the trip for the beginning of the school year in order to help the children get to know each other better and develop teamwork. It is hoped to offer this opportunity to each P7. Mr Morrison explained that there would have to be on-going fundraising in order to be able to finance these trips. • Seats and a buddy bench made from 100% recycled materials (milk bottle tops) have now been installed. Traditional benches and picnic tables are also available in the same colour scheme. The school would be interested in purchasing these should further funding be sourced. • Co-op employees, as part of an initiative to engage with local groups have raised £400 for the school which will be presented on Friday. They also provided the manpower to fill the new raised bed by the Magic Retreat. 	
5.	<p><u>CHAIRPERSON'S REPORT</u></p> <ul style="list-style-type: none"> • Fiona McQuarrie reported that the Church of Scotland once again ran a very successful holiday club during the summer break. This is very popular with the children highlighted by the fact that it was oversubscribed. • There are on-going issues with congestion and inconsiderate parking in Croyard Road. Discussion took place and various options were explored, however no solution was identified. It is hoped that the resurfacing of the rural path, and the developments with regards to Bikeability training, including the review of the cycling policy, may help to alleviate the problem. 	
6.	<p><u>TREASURER'S REPORT</u></p> <ul style="list-style-type: none"> • The Parent Council account balance stands at £2376 • The Parent Council were asked to consider making a financial contribution in the region of £600 towards the provision of nursery snack. Mr Morrison explained that nursery snack facilitates social interaction as the children serve each other and encourages reluctant eaters to try new foods. It also aids teaching of a variety of cultures by celebrating some of the different festivals. 	
7.	<p><u>SCHOOL GARDEN</u></p> <ul style="list-style-type: none"> • Linda Mair stated that the Garden Group was currently in the process of arranging a meeting with Mr Morrison and Mrs MacLennan to look at plans for the garden for this year. It was proposed to hold this on the 11th September. • The school garden will be open on Thursday 13th September for the school 'Open Afternoon'. 	<p>LM/KM/ SM</p> <p>Garden volunteers</p>

	<ul style="list-style-type: none"> • It was reported that the balance of the School Garden account is £891. In addition to this they also have £383 Petty Cash, a £20 voucher from Ardfearn Nursery and £100 voucher for Klondyke Garden Centres (Howdens). • Linda Mair stated that some painting work was undertaken by volunteers during the holidays, but that there is still more painting to be done. • Linda Mair advised that due to personal commitments she is not able to devote as much time to the school garden as she has previously. She stressed that she will continue with the garden, but reported that Jane Campbell would take on the role of liaising with the school. Currently the garden is open to pupils two lunchtimes per week. Volunteers are sought to help out with this provision and it was reiterated that it is not necessary to have great gardening skills- just a desire to work with the children. Volunteers who are able to assist outwith the lunchtime sessions to undertake work in the garden are also most welcome. 	
8.	<p><u>FUNDRAISING</u></p> <ul style="list-style-type: none"> • Discussion took place regarding fundraising. Mr Morrison reported that P3-P7 were taking part in Beauly Songsquad which will culminate in a production at Phipps Hall on Thursday 6th December. Parents, wider family members, and the wider community will be invited to attend. Mr Morrison asked if the Parent Council would consider organising some fundraising stalls including the provision of refreshments. Members of the Parent Council advised that this was the same evening as the Christmas Light switch and therefore this needed further thought and in-depth discussion. Helen Carmichael agreed to investigate the possibility of changing the time of Santa's arrival and the light switch on. It was agreed that a sub-group (Jane / Sharon / Fiona/ Helen Carmichael and any other members who could manage) would meet to look at the various options / possibilities. This meeting will take place at 6pm on 18th September in the P7 classroom. Mr Morrison has a prior commitment and hopes to attend the meeting as soon as this is finished. 	<p>Parent Council</p> <p>HC</p> <p>JC/SB/ FMcQ/HC</p>
9.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Mr Morrison advised that the P1 and P2 children will be taking part in a nativity as the Beauly Songsquad is not suitable for younger children. • Jane Campbell, on behalf of P1 parents, asked that thanks be conveyed to staff involved in the nursery to P1 transition. Parents were delighted by the very smooth transition. • Enquiry was made regarding the possibility of a wet weather shelter or some form of canopy that would provide shelter when children were waiting to come into school in the morning. A particular request was made for some provision at the front of the school. Mr Morrison stated that it would be possible to open the existing shelter in the mornings before school and agreed to make some enquiries. It was noted that the main school building is 'listed' which may mean that there are restrictions to alterations. The complex layout of the school must also be taken into consideration. • It was reported that on occasion some children had complained that the canteen had run out of their choice of meal. Mr Morrison to investigate with canteen. • Helen Carmichael advised that there was currently funding available in the Discretionary budget. Discussion took place on the potential funding for the trim-track. It was reported that Lifescan may also be able to provide some funding towards this – ie it may be possible to secure funding of £1000 if the school raises £4000 from other sources. 	<p>KM</p> <p>KM</p> <p>KM</p>
10.	<p><u>DATE OF NEXT MEETING - AGM</u></p> <p>Tuesday 2nd October – 7.00pm</p>	