

## **LPS Parent Council Meeting Monday 16<sup>th</sup> January**

### **Present**

Gilly Marshall (Chair), Julie Fox (HT), Chris Rae (DHT), Yvonne Dickson, Lynsey Stevenson (Class Teacher), Leigh Miller, Gillian Lyall, Elaine Higgs, Lorraine Maguire, Lesley Scott, Lisa Watt (Treasurer), Julie MacBeath, Ann Morrison, Karen Smith, Jacqueline Small, Ingrid Buchanan

### **Apologies:**

Stacey Armstrong, Christine Babbs, Fiona Hunter

### **How Well Do You Know Your School?**

Prior to the regular meeting Liz Fitzpatrick from Playback came along to discuss a new Self Evaluation Tool that can be used by Parent Councils to look at their current responsibilities, their relationship with the school and community, parental involvement in the school and gather opinions from the Parent Forum.

The school as part of their ASG has purchased the full pack and it would cost £45.00 for the Parent Council to purchase the Self Evaluation resource. Playback can also facilitate sessions at a cost of between £200-£450.

Liz said that we would be the first Parent Council in Midlothian to do this and it would be good if we could communicate what it is and how it helps us at the regular Parent Council workshop meetings held by Midlothian Council.

We discussed how we progress this under the main agenda topic of School Inspections/Role of The Parent Council and actions are minuted in that section.

### **Previous Minutes**

Minutes from last meeting were approved

### **Accounts and Auditing**

Lisa confirmed that only a few loose ends to tie up on the audit and the accounts would be signed off. This will happen before the next meeting.

### **Funds Raised So Far in School Year 2011/2012:**

Spree Books	- £222.00
Uniforms	- £831.00
Christmas Fair	- £1221.55
Calendars	- £468.94

This is a fabulous amount so far well done everyone.

### **Actions Arising**

**Yvonne will update the Funds Raised Thermometer and put on website.**

### **Forthcoming Events**

Karen Smith is organising the Blingo Night on Wednesday 29<sup>th</sup> February in Bonnyrigg Roses Club. Karen has already acquired 8 great prizes with a minimum value of £50 for the Bingo so only require another 4. Tickets will be £10 each which will include the Bingo tickets. Will also do a raffle on the night.

We are hoping this will be a good social night for the Mums and Carers so everyone on the Parent Council needs help sell the tickets. Only 150 will be available so confident that they will all be sold.

A flyer will go out before the end of the month

### **Actions Arising**

**Karen to finalise the flyer and give to school to issue**

**Yvonne to put something on Website**

**All PC members to help sell tickets any leftover tickets from Parent Council sales to go back to school for general distribution. Karen will advise when tickets are ready.**

**PC members to source prizes for raffle or £50 prizes for the Bingo and advise Karen.**

### **Chick Drive**

This will be held on 26<sup>th</sup> March, same format as usual. Arrangements will be made at 19<sup>th</sup> March meeting as not a lot to organise.

Post Meeting Note: The flyer will need to go out before 19<sup>th</sup> March.

### **Summer Fair**

Agreed a provisional date of Saturday 16<sup>th</sup> June. Also going to incorporate a Car Boot Sale into this to raise extra funds.

### **School Interviews**

Interviews for Depute Head Teacher will take place on Wednesday 8<sup>th</sup> February and Tuesday 21<sup>st</sup> February so need a Parent Council member to attend and it's preferable that it is the same person for consistency. Ann Morrison has offered to help. Other people are keen to help and Midlothian Council will give training prior to doing the interviews. Lesley Scott has offered to help and will check work schedule, Ann Morrison also offered.

### **Actions Arising:**

**Yvonne to contact Council to ask how, when, where this training takes place.**

**Post Meeting Note – Lesley can help, Sheena Dawe from Midlothian Council can offer training so just need to agree date. If anyone else wants to take part in training let Yvonne or Gilly know.**

### **School Inspections/Role of The Parent Council**

Gilly and Yvonne recently attended a workshop with PC Reps from other schools on the role of a Parent Council during and after a school inspection and how they can feed into school improvement plan. As the school has recently undergone an inspection it made us think of how we can get involved in the School Improvement Plan as some PC members have said they would like to be more involved with this as opposed to just fundraising. Liz Fitzpatrick's Self Evaluation Tool would be really useful to enable us to ask the right questions and gather the information we need to help us start evaluating where we are as a Parent Council and what we need to do going forward to ensure we can provide parental input to the School Improvement Plan. We therefore agreed to pay the £45.00 to get access to the resource. We also agreed that we had enough skills within the PC to enable us to facilitate a session or knew someone outside the group who would do it for free.

### **Actions Arising**

**Julie Fox to contact Liz Fitzpatrick to advise that we are going to use the resource.**

**Gilly to arrange a meeting to discuss how we go forward once resource is available to us.**

### **Communication Within The School**

Ingrid made a suggestion of having an email contact group for each class so parents can contact each other as this has worked well at other schools. This would require someone to pull together all the email addresses for each class. We agreed the best way to do this would be to gather the **info** at Parents Night so will look to put people in place to do this on 14th/15<sup>th</sup> March.

We discussed the various methods of communication the school uses and going paper free for newsletters and forms sent home. Chris Rae will take this forward with Eco Committee. This would require Parents/Carers having to opt into having a paper copy but email addresses would need to be gathered for Parents not opting into paper.

### **Actions Arising**

**Chris to advise progress on paper-free at next meeting.**

**Gilly? to organise people to collect email addresses at Parents Night.**

### **AOB**

### **Wildlife Garden**

Jacqueline Small;s RBS team have worked hard to clear the garden and Jacqueline is now working with Mrs Copland to develop plans for what should go into the garden. Jacqueline has also approached Dobbies to help out.

### **Uniforms**

Ann has been in touch with 2 potential suppliers and wants to get a small group together to discuss potential price structure and the supply of Fairtrade polo shirts. Chris Rae would like to be involved from the Fairtrade angle and will arrange for a child from the Fairtrade group to come along too.

### **Actions Arising**

**Ann to arrange meeting with Chris Rae and others**

### **Rights Respecting Schools**

This session, Lasswade has begun work towards becoming a Rights Respecting School. Yvonne Dickson has been helping Mrs Fox and Mrs Doyle with the Steering Group who consist of the pupil forum. Would like to get more adult help with the group so looking for people with 30/40 mins to spare on the 3<sup>rd</sup> February to come along and help the children pull together their newsletter and display for the school. Members of the forum will attend the next Parent Council Meeting to tell us what they have been doing. More information is on the website:

[http://lasswade.mgfl.net/?page\\_id=1400](http://lasswade.mgfl.net/?page_id=1400)

Julie MacBeath has agreed to come along on the 3<sup>rd</sup> to help.

**Meeting Closed – Next Meeting Monday 19<sup>th</sup> March**