*St Peter’s* PARENT COUNCIL

Minutes of the **Annual General** **Meeting held on 15th September 2014**

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| **Item** | **Detail** | **Action** |
| Attendance | Fiona Marie, Mark Trimmings, Trish Le Poidevin, Eileen Esslemont, Jo Martin (HT), Elida Brooks, Joy Abunda, Jill Gerrard, Claire MacDonald (teacher), Sonia Coates |   |
| Apologies |   |   |
| Welcome | Jo welcomed all to the meeting explained the history of the parent council and parent forum |   |
| Finance Update | Balance of account is £700.  Aim this year is to bolster funds. 100 club update – A lot of people in the 100 club are no longer members of school. It is a good opportunity to earn money but needs to be managed and audited.   |   Decide about joining 100 club to main account |
| Events update | Every event that is held is well attended and makes money.Events in the past year include the fancy dress disco, the bag packing at Asda, the Christmas Fair, the secret Santa shop and the international fair.Smaller events that were held included the Bingo night, the Quiz night and the Class Christmas parties.A plea was sent out for more helpers and ideas. It is a lot of work to pull together the events but more parental involvement would make it easier. Dates for the diary:Fancy dress disco – 31st OctoberBag packing at Asda – 29th NovemberChristmas Fair – 6th December | Organise events upcoming, promote events to encourage participation and help |
| Funded Items | The following items were funded by the parent council in the last year;·     The Dolphin – fantastic experience for the children, all really enjoyed it.  It is back in school now to stay and a plaque has been made up to let everyone know it was funded by the parent council.·     The paint for the mural – this was a really collaborative experience for the children as their ideas were taken on board in the final design.  A young artist from Gray’s School of Art planned and supervised the painting and again, a plaque will be positioned on the wall stating parent council involvement.·     End of term play – The Railway Children·     Football trophies·     Aladdin Panto·     Prom·     End of term treat·     Sports day fruit·     Christmas party·     Santa Shop and Wrap |   |
| Head teacher’s Report | School role is 260 pupils.  Over the summer 4 members of staff were recruited including 1 probationer teacher.  The Pupil Support Assistants (PSA) support children in different classes (ie they are not all assigned to one specific class) and they also cover the playground at playtimes. In St Peters, a member of the Senior Management Team is always present to support children and PSAs at playtime. Staff from annexes who are crossing the playground also keep an eye on the children. Class Composition – This year the P1 class size is 25.  This is an increase from last year where class sizes for P1 were capped at 18.  This increase was approved by Aberdeen City Council as there is not enough classroom space to support class sizes of 18.In P2 and P3, max class size is 30.  It has been acknowledged that for last year’s P1 who are now in P2, this has been a large jump and big transition.In P4 – P7, max class size is 33. In deciding class make up, the following things are considered: what is the statutory limit, what friendship groups are there, what attainment levels have been reached, how do children interact with their peers.  With the children coming into P1, consultation is held with the nursery they come from.  If a child is particularly unhappy with the class, moving to another class is always considered where available. There has been a consultation held with Aberdeen City council on both denominational education and the pressure of inside and outside space at the school. The council are aware of the issues and are working on solutions. There has been a change in playground etiquette this year in that all children are now allowed past the “snake” and can access the full playground.  This has been found to encourage play between sibling groups and also across the years.  P2 children have also been given responsibility of looking after a P1 in a buddy system.  Aberdeen Play forum have been working with the school encouraging healthy outdoor play in all weathers. In an event last week, tiles and rubble fell from the ceiling of the P3 and P4 classrooms.  Luckily it was not in school time and no one was injured.  Temporary classrooms were set up in the hall and the GP Room and a solution has been found to use Dunbar Hall in the interim while the building is made safe.  The council are going to use this opportunity to remove more rubble from the roof and modify a water tank. |   |
| Parental Involvement | A mailing list has been set up to widen the reach of the parent council to other parents and encourage participation.  Some years have more parents on the mailing list than others.  At parents’ evening and other events, parents will be approached again and encouraged to join the list.  It is anticipated that mail shots will go out to parents asking for help at events, giving news about the school etc. |   |
| School Improvement plan | There is a new learning and teaching policy issued by Aberdeen City council about the direction of travel of teaching in the city.  There is a push to keep learning relevant to the city we live in to provide context for the children e.g. in a topic about Rivers, the children would learn about the River Don. In St Peters, there is a drive to increase meaningful parental involvement and a personal learning plan for each child so the children can be involved in their learning. Staff in the school have specialisms; Mis MacDonald is the literacy co-ordinator, Mrs Jadid is the Science coordinator, Miss White is the health and wellbeing coordinator. Pupil Voice – Last year it was found that the model for pupil-led committees was not as efficient as it could be, therefore a new approach is being tried out this year.  Every second week, there is a half hour time slot across the whole school where all the pupils can take part in a committee.  This should make meeting times and timetabling much easier.  The Eco committee is important as it is a school aim to attain Green Flag status.St Peters is a member of the St Machar Associated Schools Group along with Seaton, Riverbank, Sunnybank, Cornhill, Hanover Street, Woodside and Kittybrewster.  Teachers from these schools meet on a regular basis and set out a common agenda for improvement each year. This year is focusing on improvement in the teaching of Maths. |   |
| Voting in of new officers | Following  the votes, the positions of office are as follows;·     Chair – Vacant·     Secretary – Fiona Marie·     Treasurer – Mark Trimmings·     Events Coordinator – Eileen Esslemont·     General committee members - Joy Abunda, Ghana Bhandari, Jill Gerrard, Louise, Sonia Coates, Trish Le Poidevin.·     Catholic Church Rep – Eilida Brooks·     Teaching Representative - Miss MacDonald As the Chair position remains vacant, it was agreed that an email should be circulated describing the position of Chair and asking for people who would like to stand. In this section, it was also discussed that Aberdeen City have a parent forum that regularly meets and St Peters parents can go along and represent our school.  Dates of their meetings are to be published. | Send out email about vacant Chair position |
| Fundraising goal | It was tabled that fundraising in the coming year should be focused on a key area and then it can be publicised and all can work towards achieving this goal. The suggestion that was agreed upon was the purchase of 7 x iPads, which would mean that an iPad was always available in every class. It was discussed that a “thermometer” would be created to visualize progress towards the goal and that could be used in marketing and communications across the school to promote fund raising.  Also, businesses will be approached and see if they could sponsor an iPad. Any purchasing will have to done through the Aberdeen City council IT department. | Ideas for promoting fund raising of iPads and targets to set to be discussed |
| Any Questions? | There is a consultation ongoing about the use of Dunbar Street hall as an After School Club.  There is a requirement for a minimum of 20 places to be filled every day to make it viable.  New forms have gone out to parents and will be counted again by council. A petition has been put together by parents about the installation of a crossing patrol across King Street from Seaton.  A survey was carried out by the council some time ago and the volume of usage was not found to be enough.  Since then, the school roll has increased and many more children walk to school from Seaton.  It was agreed that the Parent Council should write to the council and support the petition in any way it can. |   |
| Next meeting | Monday 29th September 3.30pm |   |