

## **St Peters RC Parent Council Meeting – 19 January 2016**

<b>Attendees</b> Anna-Maija Rist, Kate Zdrojewska, Stephanie Brock, Mrs Martin, Sonia Coates, Ms MacDonald, Ellie Zemani,	
<b>Apologies</b> Jill Gerrard, Sarah Costello, Louise Janssen, Trish Le Poidevin, Elida Brooks (Catholic church Rep)	
Item	Action
Welcome	
1. Attendance and apologies 2. Approval of minutes of the last meeting	Noted Approved
Reflection on Recent Events	
<b>1. Christmas Fayre</b>  Discussed placement of benches and location of queue for Santa: Mrs Martin expressed that there had been a last minute departure from the agreed plan for Santa's queue and this had compromised space and created risk for the population present at the event. Next time we will stick to the plan and follow Risk Assessment guidelines.  Also discussed the need for more helpers; how we use the space in the gym; how we organise home bakes as there was a lot left over this time; numbers of children to see Santa and how to mark tickets – Stephanie suggested that we use a letter system to mark groups.  Stephanie suggested that we need a clear policy for having external sellers at the Fayre, how much they pay, how many tables, how to "book" with the Parent Council, etc.  It was nice to have class stalls in the middle of the gym.	
<b>2. Secret Santa Shop</b>  This was fun for the children and a general success. Need to plan ahead a bit more re: materials. Discussed limiting gifts to 3 per child as some children got quite a few gifts and not much left for later children.	
<b>3. Christmas Lunches</b>  Mrs Martin expressed that this was a success, and despite the wrong numbers given to catering staff and 220 lunches served instead of 170, the school pulled together and the students really seemed to enjoy. There was a good presence of parent helpers on hand, a good mix of volunteers to make the event run smoothly.	
Financial Update	
Stephanie updated us on the current status of the PC account. The last statement to hand does not reflect Christmas Fayre income or expenses. According to the statement the PC account holds £2281.85.  It was agreed that in the coming years the school would take responsibility of the Secret Santa shop, with Parent Council providing practical support. This will enable the school to have a kitty for class Christmas parties so that teachers do not have to cover expenses upfront and then claim money back from the Parent Council.	Obtain copy of recent statement
Head Teachers Report	
Mrs Martin began by thanking everyone for their hard work and dedication to the school. She went on to discuss the developments in the materials for promoting being a Rights Respecting School and for supporting children at the school in their Right to Education and Right to Play. ( <b>The book For Every Child was passed around, and also two articles Mrs Martin had found of interest. Copies of these can be obtained by speaking to Anna Maija or Steph Brock</b>	

<p><b>or Mrs Martin)</b></p> <p>A letter was distributed that will go out to parents with information on the school's policy for safety and support on the playground and in class.</p> <p>We discussed the importance of internet safety and discussed the possibility of inviting someone to come and speak to the parents either after school or in the evening about this topic. This was felt to be a way that the Parent Council can spend some of its money to support the whole student population and their families. This is in accordance with several objectives of the PC as laid out in the Constitution.</p> <p>Members of the PC to research possible speakers and present suggestions by email over the next couple of weeks.</p> <p>Brief letter informing parents of this possibility and asking for input on preferred topics to be covered and best times to hold this session to go out in students' bags soon.</p> <p>Information on Sacramental preparation will be sent home for parents in P3, P4 and P7.</p>	<p>KZ to translate letter into Polish</p> <p>Steph and AMR to coordinate SB/AMR/Mrs Martin to draft and distribute?</p> <p>KZ to translate information into Polish</p>
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<p><b>Special Items for Discussion</b></p> <p>Mrs Martin said that an advertisement for a Deputy Head Teacher has gone out and we might be in a position to interview and hire in future. Members of the PC are invited to be on the panel, but they must have received training by the city council beforehand.</p> <p>Role and direction of the Parent Council was discussed with guidance sought from Mrs Martin as regards the school's most immediate needs. (1) Better communication with and involvement of the parent body was raised, including parent representative needed in the school's Rights Respecting School steering group. The internet/media safety event discussed above was mentioned again as a way to engage parents.</p> <p>(2) The school estate presents a significant, on-going problem. A recent article in the 'Evening Express' suggested that the school is currently 98 pupils over capacity. However, this is based on the capacity calculated before the portakabin was installed. The school roll is projected to rise again next year. This is the highest 'over the capacity' level in any Aberdeen school. There will be a separate core Parent Council meeting in February to prepare representation at the City Wide Parent Council on 10 March.</p>	<p>Better use of Parent Council section of school website (AMR, SB, SP)</p> <p>AMR, SB, SP and any other PC members to meet with Mrs Martin to discuss.</p>
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<p><b>Dates of key events and next meetings</b></p> <p>Mrs Martin will provide possible PC meeting dates until end of school year and a doodle poll will be set up to decide which dates suit the majority of PC membership.</p> <p>Date of Summer Fayre to be decided.</p>	<p>Mrs Martin, SB, SP, AMR to liaise – AMR to set up doodle poll.</p>
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