

Minutes of Methlick School Parent Council

Wednesday 4th June 2014

Present	Jim McWilliam	Mrs McIntosh (Teacher)	Fiona Lawrence
	Alastair Beaton (Head)	Lou Jowitt	Laura Bruce
	Lionel Snodgrass	Sandy Pullar	Paul Johnston(Cllr Rep)
	Nicola Baird	Yvonne Mitchell	Gill Gunn
Apologies	Sharon Harries	Claire Brown	

	Action
<p>1 WELCOME & APOLOGIES</p>	
<p>2 PREVIOUS MINUTES. Approval of MSPC minutes from meeting held Wednesday 23rd April 2014 proposed by Lionel and seconded by Lou.</p> <ul style="list-style-type: none"> • Letters of resignation were received from Susie Hood, Louise Munro, Sally Smalley and Lucy Kennedy. 	
<p>3 HEAD TEACHER'S REPORT</p> <ul style="list-style-type: none"> • Staffing – Mr Beaton reported that Mrs Alison Reid had resigned from her post of Head Teacher. Mr Beaton informed the committee that he was in the process of advertising for a new Head Teacher. Cllr Paul Johnson commented that the timescale was tight for an appointment for August. However, all attempts would be made to fill the post. Mr Beaton plans to return in August for a handover. • Two probationary teachers have been appointed. The vacant permanent teacher post was being re-advertised with the hope that the post would be filled for the beginning of the new academic year. • Spending Plan – Alistair Beaton outlined the future year's spending plan noting an increase of £510 taking the total to £4663. • Terrific Tuesdays - Alastair Beaton expressed a wish that greater awareness for Terrific Tuesday activities could be made. 	
<p>4 CHAIR PERSON'S REPORT</p> <p>Jim began his report by suggesting that parents and carers could be made aware that there were vacant positions available on the MSPC. Yvonne Mitchell suggested that Claire Brown could be asked.</p> <ul style="list-style-type: none"> • Email Address. Jim suggested an MSPC email address for 	

<p>ease of communication. The cost of setting up an email address was approved by all.</p> <ul style="list-style-type: none"> • Lou reiterated that from approved minutes were to be distributed to parents/carers. The majority of members present agreed that approved minutes could be uploaded onto the school website. It was suggested that Mrs Sim was responsible for the maintenance of the school website. Mr Beaton would investigate who would be able to take over the maintenance. • A large discussion ensued regarding how the MSPC would communicate with parents/carers. It was decided that paper copies of minutes could be displayed on the notice board, usual notes would be distributed and possibly a form sent to parents/carers requesting email addresses if they wanted electronic copies. 	<p>Jim</p> <p>Alastair Beaton</p> <p>Sandy</p>
<p>5 TREASURER'S REPORT</p> <ul style="list-style-type: none"> • Lionel informed the committee that he had received his handover and is happy with the paperwork, although a date for an audit in June is still to be agreed. Lionel requested that all financial matters are minuted as a form of evidence for auditing purposes. • It was agreed that Lionel, Jim and Sandy would be the signatories for the MSPC. • The current balance is £3207.62 however after pending transactions; the figure would reduce to £2413.79. • Treasure Hunt – Raised £75.00 after £5.00 cost for prizes were deducted. 	
<p>6 MSPC COMMUNICATION As already noted in the CPR.</p>	
<p>7 DATES OF MSPC MEETINGS 2014/15 Dates agreed are as follows; 28th August 2014 6.30pm-8.30pm 18th September 2014 6.30pm-8.30pm 6th November 2014 6.30pm-8.30pm 5th February 2015 6.30pm-8.30pm 23rd April 2015 6.30pm-8.30pm 14th May 2015 AGM 5.30pm-9.30pm 4th June 2015 6.30pm-8.30pm Open day 19th June 2-3pm MSPC would be assisting teas/homebakes.</p>	
<p>8 FUNDRAISING EVENTS</p> <ul style="list-style-type: none"> • Yvonne suggested end of term fundraiser discos due to the success of the Christmas disco. The committee discussed possible charges. It was agreed that the Christmas Disco would be free but that a £2.00 charge would be made for the others. A discussion took place with regards to refreshments. It was suggested that glow sticks and juice would be sufficient. A date was agreed for a Halloween disco on Friday 3rd October. Sandy would do the let for this for 6pm to 9pm. 	<p>Sandy</p>

<p>Yvonne would book Ray the Disco Man at a cost of £75.00.</p> <ul style="list-style-type: none"> • A discussion took place with suggestions for applications for funding to help meet the cost of the outdoor equipment, repainting the playground surface games and the shelter. Suggested areas to look for funding were; The Tesco Community Fund, Skelmonae Wind Farm Fund and The Methlick Community Council. Cllr Paul Johnson gave the MSPC details of a Formartine Partnership Worker; Rod Gunson as a possible source of information as he would hold a database of funds and where they come from. Jim will contact Rod Gunson and report back. • With regards to the shelter and repainting of the games it was decided that a sub-committee should be formed to press forward this matter. Jim and Lionel would form the sub-committee and it was suggested that Claire should be approached to join. 	<p>Yvonne</p> <p>Jim</p>
<p>9 A.O.B.</p> <ul style="list-style-type: none"> • The Big Raffle was mentioned and it was agreed that this would be discussed at the next meeting. • Yvonne highlighted that there was a problem with people parking on the yellow zig zags outside the school. Alastair said he would look into this and also follow up a previous request for bus parking lines and having the holes in the car park filled. • Yvonne asked if something could be done re the overgrown greenery around the school paths as the path/steps were very slippy underfoot. Yvonne brought attention to the broken handrail and outside light. Cllr Paul Johnston said that a works order had been issued to repair the light and that the steps should be annually power washed and the greenery be cut back. • The end of term Church Service was discussed. It was agreed that the MSPC would purchase French Dictionaries from the Ellon book shop for the P7s who are leaving & these would be presented by MSPC reps on the day. Lou kindly offered to buy the Dictionaries on behalf of the MSPC. It was asked if the MSPC was responsible for leaving gifts/end of term gifts for the staff etc but it was thought that the School arranged this in the past. Kate would be asked. Mrs Reid & Mrs Crichton & Miss Bennett are all leaving. MSPC would arrange a voucher for Mrs Reid leaving & an amount of £50 was agreed. <p>10 DATE & TIME OF NEXT MEETING – The date is set for the next is Thursday 28th August 2014 6.30pm to 8.30pm.</p>	<p>Mr Beaton</p> <p>Lou</p> <p>Jim</p>