



## St Bernadette's Parent Council AGM Meeting

### Minutes from meeting on 2 September 2019

**Attendees:** Craig Beer, Marianne Savage, Debbie O'Donnell, Sarah Gallacher, Katie Sweeney, Lynne Bissett, Roisin Fulton, Clare Kavanagh, Fiona Behan, Jennifer Walker, Audrey Duncan, Roishann Brown, Lauren Edwards, Sarah Clark

**Apologies:** Councillor Laura Murtagh, Mike Kelly, Darren Green, Peter Butterly, Father John

No	Item	Action req'd
1.	<p><b>Attendees/ Apologies</b></p> <p>All the above people were in attendance with apologies received from those noted.</p> <p>The minutes from the previous meeting were agreed.</p>	
2.	<p><b>Yearly Update By Chair</b></p> <p>Craig gave an overview of the past year.</p> <p><u>Parent Cluster Meetings</u></p> <p>These were set up at the start of last year and Craig confirmed that Tina Beer will continue to be the representative for St. Bernadette's and will come back to the parent council with any issues and updates. Craig said that if anyone else would like to attend, they should get in touch with Tina. Craig also confirmed that Mike Kelly and Father John would like a parish representative to attend these meetings for each cluster.</p> <p><u>Car Park</u></p> <p>The car park seems to be on every agenda and there continues to be challenges with the car park. The signs continue to be put out by the janitors or Mrs Savage. Roisin suggested that perhaps we should be encouraging more children to use the bus instead of being dropped off at school.</p> <p><u>Swap Shop</u></p> <p>This continues to be successful and will continue to be managed by Jacqui Butterly. Donations are always welcome and any money raised is donated to Mary's Meals. Craig thanked Jacqui for managing the swap shop.</p> <p><u>Fundraising</u></p> <p>We had agreed to not have as many fundraising events last year. We had the Halloween disco, Asda bag packing, the race night and the end of term disco. The money raised over the year was used to support subscriptions, iPad charging bay and nursery resources for play.</p> <p><u>Community Council Meetings</u></p> <p>Stuart Donaldson went along to the first community council meeting but this doesn't exist anymore.</p> <p><u>Planters</u></p> <p>Craig thanked Dara Wakely and Councillor Bowes for their help with the flowers and planters.</p>	

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	<p><u>Annual Passes</u></p> <p>The annual passes for Wellsfield Farm Park and Almond Valley continue to be well used. Craig thanked Peter Butterly and Sarah Clark for their continued management of these passes.</p> <p><u>Church</u></p> <p>Father John has asked if there can be updates in the minutes to include the parish dates for parents who are not able to attend mass regularly. These will be included in the minutes and the school newsletter.</p>	
3.	<p><b>Treasurers Report</b></p> <p>Katie said that there had been an issue with getting the bank statements and said she was going to try and get Peter Butterly to sort it.</p> <p>Katie handed out copies of the draft statement of accounts which shows that the consolidated balance as at 31 July 2019 was £8,606.52. This is made up as follows:</p> <ul style="list-style-type: none"> <li>• Main account - £817.11</li> <li>• Fundraising account - £1,460.64</li> <li>• 200 Club - £6,328.77</li> </ul>	
4.	<p><b>Officer Bearer Positions for next 2 years</b></p> <p>Katie and Debbie said that they would be happy to continue in their roles as Treasurer and Secretary. This will be Debbie's last year as her son is in P7 so a new secretary will be needed for 2020/21 school year.</p> <p>Sarah Gallacher would like to step down as Vice Chair. Jennifer Walker said that she would be happy to take on this role.</p> <p>Craig asked if anyone would like to take on the role as Chair but there was no one willing to do this so he agreed to stay on for this year meaning that he will have been Chair for 3 years.</p>	
5.	<p><b>Fundraising Update</b></p> <p>Edwina Kilpatrick is still happy to oversee the fundraising group and will continue to organise the discos. Marianne said that the staff have leadership responsibilities and Roishann and Nicola Lorenzetti will be getting involved with the fundraising group.</p> <p>A meeting to decide on events for this year will be happening soon.</p>	
6.	<p><b>Headteacher Update</b></p> <p><u>Staffing</u></p> <p>Marianne said that there had been a positive start to the new term. There are 3 new members of staff – Veronica Gray in P5, Cassie Higney in P6 and Aoife Duncan in P1. Mrs Black has agreed to stay on for another year and has P7.</p> <p>Claire Laidlaw in on maternity leave and Lauren will be going on maternity leave. Sarah Gallacher will be working in the school until Christmas.</p> <p><u>Positive start to the new term</u></p> <p>There is a digital schools awards ceremony at St. Mungo's High School on 17 September. Marianne and 7 pupils will be attending.</p>	

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	<p>The school events calendar has been agreed. There will be a Meet the Teacher event on 18 September which will be done in a more structured way over 2 sessions.</p> <p><u>Christmas</u></p> <p>Marianne said that instead of the usual Christmas show this year, they were planning on having a 'cakes &amp; carols' where P1, 2 and 3 will do the nativity show and Mrs Black has agreed to take on the drama group and they will do something at the Christmas show. For the past 2 years there have been evening shows but this year both shows will be during the day – one in the morning and one in the afternoon to see how it works. There will be no evening performance.</p> <p><u>Respect Me parent session</u></p> <p>Lauren is organising a 'Respect Me' parent session on 9<sup>th</sup> October 2019 from 6.30pm to 8.30pm which will be open to all cluster parents. The key elements of the session will be to help parents/carers understand what bullying is and how this plays out online and face to face and to help them understand how they can offer support to children affected by bullying behaviour. It will also support parents/carers to consider their role in promoting positive respectful relationships in order to prevent bullying behaviour and to raise awareness of practical skills to help children deal with bullying and keep themselves safe. More information will be sent out regarding this.</p> <p><u>Smartboards</u></p> <p>At the last meeting, it was agreed that we could purchase 2 new Smartboards for the nursery and P6 at a cost of £800 each and Marianne asked if she was still okay to go ahead with ordering these. This was agreed and she said that she would get these ordered.</p> <p><u>MUGA</u></p> <p>There were no issues reported to the school over the holidays with the MUGA pitch. Sarah Clark said that the MUGA has still been as busy but there haven't been the same problems as before although there tends to be crowds gathered at night in the car park. The community police have upped their patrols.</p> <p>The bin continues to be a problem and is usually full of dog waste. Marianne said that she has spoken to the janitors and will continue to monitor this.</p> <p><u>Subscriptions</u></p> <p>There was a discussion about the subscriptions and Marianne handed out a note of the estimated costs for these. They come to approximately £4,561.38 in total and Marianne said that anything the PC wanted to contribute would be appreciated. It was agreed that the PC would contribute £2,250.</p> <p><u>Thanks</u></p> <p>Marianne thanked Mrs Campbell and Mrs Thompson for watering the flowers over the summer.</p> <p>Marianne also thanked Craig for everything he does in his role as Chair of the PC.</p>	<p><b>LE</b></p> <p><b>MS</b></p>
7.	<p><b>MUGA</b></p> <p>At the last meeting, we talked about trialling a MUGA timetable and Marianne said that this was working. Balls are allowed on the MUGA every day except a Wednesday. There are now 36 playleaders from P6 and P7 and they are on a rota looking after 5 different play areas. This started last week and seems to be well received so far. This will continue to be monitored.</p>	

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8.	<p><b>Any Urgent Buys Required</b></p> <p>As mentioned above, it was agreed to pay for 2 new Smartboards at £800 each and £2,250 towards subscriptions.</p> <p>Marianne said that there wasn't anything else needed at this time. Play is going to be a big priority for this year. They are getting a fence put up round the P1 and P3 classrooms. This will be paid for by some of the PEF money. Marianne said that the staff have a wish list but its currently being prioritised.</p> <p>With regards to the PEF money, this is continuing to be monitored and will be used for talk for writing, play and under the trees where the P6 and P7s will be accessing Larbert Woods on a weekly basis.</p>	
9.	<p><b>Any Other Business</b></p> <p>There was a discussion as to whether the minutes of the PC meetings were on the website. Marianne said that these could be emailed to every parent or a link can be put on the newsletter.</p> <p>With regards to GDPR privacy for the 200 Club, this needs to be done and sent out. Natalie said that she would be happy to help out with this.</p> <p>The constitution for the PC will be on the next agenda after Craig sends it out again.</p> <p><u>Todhill Community Fund</u></p> <p>Jennifer went along to a meeting to find out more information on the Todhill Community Fund. This is provided by the owner of the Todhill Wind Farm and benefits those living in the community council area of Larbert, Stenhousemuir and Torwood. Over the past 20 years, they've given £24,000 a year in grants to groups who help the local community.</p> <p>The application has to be in by 17 September and you can be awarded anything from £250 to £5,000 at a time. There is no limit to the number of times you can apply.</p> <p>This was discussed and Roishann agreed to look at this to see if we could apply for a grant to help with the play equipment for P1 as it was agreed to go down the gardening route. Roishann said that she would a statement together for the school and Jennifer said she would look into the application form. Sarah Clark said she would also be happy to get involved.</p>	<p><b>LB/NM</b></p> <p><b>CB</b></p> <p><b>RB/JW/SC</b></p>
8.	<p><b>Dates for meetings</b></p> <p>The dates for the rest of the year were agreed:</p> <ul style="list-style-type: none"> <li>• Tuesday 22 October 2019</li> <li>• Monday 2 December 2019</li> <li>• Tuesday 28 January 2020</li> <li>• Monday 9 March 2020</li> <li>• Monday 4 May 2020</li> <li>• Tuesday 16 June 2020</li> </ul>	

Next Meeting: Tuesday 22 October 2019 at 6.30pm in Staffroom

Chair: Craig Beer

Minutes: Debbie O'Donnell