

# ST CUTHBERT'S PRIMARY SCHOOL

## PARENT COUNCIL MINUTES OF MEETING

**DATE:** 1800 hours Thursday 1<sup>st</sup> December 2016  
**CHAIR:** Stephanie McGougan  
**MINUTES:** Caroline Hewitt

**MEMBERS PRESENT:**

Mark Ingram	Head Teacher
Yvonne Meek-Kilpatrick	Parent
Claire Struthers	Parent
Claire Browne	Parent

### 1. WELCOME:

Stephanie welcomed everyone to the meeting.

### 2. APOLOGIES:

Bernadette Gillespie – Secretary  
Arlene McCreadie – Treasurer

### 3. REVIEW OF PREVIOUS MINUTES:

Minutes of previous meeting (28/09/16) were proposed.

**MI** asked that the name of the learning support teacher be changed to Marisa Docherty. Also **MI** asked if the point regarding panto license be deleted as this was not required. Minutes were then agreed as correct.

### 4. HEAD TEACHER UPDATE

**MI** confirmed that as from 9<sup>th</sup> January 2017 the school hours will be from 0900-1500 hours. The additional support staff will also take effect from this day. There has been a small cost to the authority with regards to the taxi contract however this has been agreed.

**MI** stated that there is a new class structure in place, both teachers and pupils were consulted with the new structure being the 3 classes for 3 full days.

**MI** stated that the school roll is currently 35 pupils with 7 pupils leaving at the end of the school year. P1 induction commences the week beginning 16<sup>th</sup> January with St Cuthbert's inductions being Monday 16<sup>th</sup> and Friday 20<sup>th</sup> January. **MI** states that it is imperative that in order to keep the teaching levels we will need more new P1's to the school and has asked the parent council to assist in finding ways to advertise the school to the community and attract more families to St Cuthbert's. Everyone agreed that fliers could be distributed to prominent areas within the town i.e. Carrick Centre, Speakers Club, Doctors surgery, Social Media sites. **MI** also stated that Miss Melody and him will be visiting local nurseries and speaking with parents at community events.

**MI** spoke about the kitchen upgrade within the school and states that Mrs McClung is delighted with the new facilities, this also means that the lunches are being delivered more efficiently and in turn gives the children better food.

**MI** confirmed that he has purchased a Web Site for the school and is hoping that it will be up and running by 9<sup>th</sup> January. The web page will have a live twitter feed which can be updated by all staff, class pages, updates, after school classes and dates to remember. There is a lot of other options for the web page, e.g. on-line permission slips, etc., full details will be sent to parents before it goes live. The web page will be managed by the company who are

setting it up for a year by which time it will be running efficiently and will take up little time of staff.

**MI** also mentioned that he had been discussing the newsletter with some parents who are not happy that there hasn't been one issued. He states that his main concern just now is getting the school running smoothly, having the teachers streamlined with core business (i.e. numeracy and literacy) and the school working more efficiently, as a result neither himself nor the teachers have had time to prepare a half-hearted newsletter, however hopefully when the web page is up and running it will take over this function.

**MI** also raised the subject of the PC funds. He appreciates there has been problems with the account, which has now been resolved however he asks that the accounts be audited ASAP. He also explained the functions of the school budget/school funds and the difference when paying VAT and how this can save money for the school, PC funds and parents. **MI** thanked the PC for paying the cost of the bus to the panto in Ayr on 7<sup>th</sup> December.

**MI** referred to the issue raised by parents at the last parent council meeting regarding music tuition within the school and confirmed that the school withdrew their music tuition some time ago. **MI** has liaised with the authority and other sources and music tuition will hopefully return to the school by February 2016. He is working to bring a significant increase in music tuition permanently back to the school in the near future.

**MI** states he has spoken to Cannon McGee and from January, on the days children are going to church, they will start at the school at 0900 hours and walk to the church for mass at 0915 hours. This negates any issues with children getting to the church and fulfils the requirement to confirm absence and registration and allows staff to be with the children at all times.

**MI** discussed the P7 challenge to raise funds for their residential trip to Dolphin House this year, he confirms that the children had raised funds but it has been dramatically reduced due to their decision to have a tuck-shop. However special thanks to go to Quinn Struthers, who raised £124 by holding a raffle at the church.

**MI** Asked the PC to invite elected members and a church representative to any future meetings as agreed by the constitution and to give dates in advance.

## **5. PC UPDATE**

No update from the parent council.

## **6. ANY OTHER RELEVANT BUSINESS**

**CS** asked when the school show was. **MI** confirmed that it was on 20<sup>th</sup> December in the Town Hall. **CH** asked what costumes children would need. **MI** stated that St Cuthbert's/Sacred Heart would purchase any costumes required and share these between the schools for any future shows.

**CH** raised the point about Community Events and **MI** stated that he has spoken to Senga Mason from Maybole Community Council and St Cuthbert's will take part in Community events but will be looking for parents to keep him abreast of any upcoming events. **MI** stated that he is working closely with Cairn Primary and hope to build better relations with other schools within the cluster.

## **7. DATE OF NEXT MEETING**

No date has been confirmed, however looking to set a date towards the end of February beginning of March.

