**MOORFOOT PARENT TEACHER GROUP**

**Meeting Held: 13th January 2015, 7.00pm, Staffroom, Moorfoot Primary**

**Chairperson: Nick Oswald Clerk: Clare Tulloch**

**Attending: Apologies:**

Adeline Tan Helen Tait

Ashe Tait Mischa Hautvast

Jane Lambley Mel Scrimgeour

Clare Tulloch Emma Softly

Nick Oswald Neil Finney

Carla Jamieson Rhona Holland

Shirley Fairley

Toni Page

Richard Ellis

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Amendment to Minutes – 28th October 2014\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

It was noted in these minutes that after the Ceilidh last year we were charged £75 for cleaning the hall carpet.

In fact the village hall paid £150 for the carpet to be cleaned, and we made a donation of £25 to that.

Apologies to those concerned.

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**Item 1 – School Improvement Plan**

Mrs Lambley is asking for volunteers from the parent body to plan the SIP priorities for the next academic year. It would be good to have a small group of 3 or 4 parents who could contribute suggestions or viewpoints to the SIP meeting. Mrs Lambley would then meet with staff to gather their views and share the parents’ thoughts. This would form the basis of Moorfoot’s School Improvement Plan for next year.

**Actions**

Rhona - Put a note in school newsletter

**Item 2 – Treasurer’s Update**

Current Balance -£2155

Committed Spending - £1000 for class trips, Port Edgar and P7 camp.

Summer Outing - £5 per child proposed.

If the PTG commits to a £5 per head contribution for the summer trip/outing, this would leave approx. £500 to carry forward for the next academic year. (Assuming there are no large unforeseen outlays during the rest of the year!)

It was proposed that the summer outing could take place on alternate years, and to put aside the subsidy money saved. However, most in attendance felt that the school summer outing is too important to lose for the following reasons:

* Children are all together as a school, not just a class which gives them a chance to see siblings and friends in other classes.
* It can be used as part of the Good to be Green reward system if the children are allowed to choose what they are going to do.
* The children (especially the upper school) know it’s coming, they expect and look forward to it.
* For P7, it is a great to end their primary school career in a fun way.
* They are often positive social experiences for staff, children and parents.

A question was put to Mrs Lambley about school resources, as these would take precendent over school trips. Mrs Lambley stated that the school was currently up to date with resources at this time. With this in mind it was decided that this year’s summer trip will be going ahead with a PTG subsidy as planned.

**Action**

Nick - Add agenda item to March meeting, vote on summer trip taking place every 2 years.

**Item 3 – Volunteers For Ceilidh**

Ceilidh will be held on Thursday 5th February 2015 at 6.30pm.

Cost: Adults - £3

Children - £1

Family - £7.50

Door – Mrs Lambley (+1)

Sweets/Prizes – Adeline Tan

Set up – Rhona Holland (+2?)

Raffle – Ashe Tait

Clearing up at the end – Up to 5 people

**Actions**

Ashe - Ask for volunteers/raffle donations

Nick - Note on tables re: PTG Office bearers & March PTG meeting

**Item 4 – How the book fair operates**

A parent (not in attendance) has requested that the book fair does not sell toys, only books.

Those in attendance at the meeting discussed this, and the staff pointed out that no ‘toys’ are for sale at the book fair – although there are novelty sharpeners, rubbers and a ‘pointy finger’! The parents in attendance felt that it was a good experience for the children to go to the book fair as a whole class to look at the books on offer. Miss Jamieson pointed out that children supervised by their teacher and are encouraged to make sensible choices. However, if a child brings home a slip with titles on it that parents feel are inappropriate, they are not under ANY obligation to buy these books.

It was also pointed out that a parent/carer of a child can come in to the school to look at books and discuss with their child what to buy – if anything.

**Action**

None

**Item 5 – Playground supervision**

A parent (not in attendance) has asked what the rules are in the playground, specifically to do with the climbing frame at the front of the school.

Mrs Lambley answered that the school rules apply both inside the school building and outside in the playground (as appropriate). These are as follows:

1.Listen well and follow instructions   
  
2. Look after property  
  
3. Walk in school  
  
4. Keep hands and feet to yourself  
  
5. Talk at correct level  
  
6. Be helpful, kind and polite

Mrs Lambley also pointed out that children are encouraged to respect each other and the play equipment at all times and to play safely eg not climb back up the slide, keep to a sensible number on the spinner.

In addition, adults are encouraged to supervise their children at drop-off and pick-up times.

**Action**

None

**Item 6 – Plans for maternity cover for Class 1**

The school welcomes back Mrs Nel after the Easter holidays for 3 days a week, to cover Miss Fallens maternity leave.

**Action**

None

**Item 7 – Christmas 2015 Plans**

In planning for next Christmas, the question of whether to make the Christmas theatre trip every 2 years came up.

It was pointed out that it is a lot of money to be spent on one occasion – roughly £500 for tickets and another £400 for bus hire to take the children to and from the theatre. However, it is a good experience for the children, which some may not otherwise encounter.

If the theatre trip was made every 2 years, what would happen on the alternate years? Possible suggestions included:

-Christmas party/disco. Pros Cons

Cheaper – Disco hire vs P1-P7 would not

ticket & travel cost want same games etc

-Hire a pantomime within school.

Pros Cons

Ticket cost approx. equal but Children don’t experience

no travel cost. the theatre.

Another problem may be a lack of funding going forward into the next academic year. With PTG office bearer terms ending, we are in urgent need of a new committee. Brunton theatre in Musselburgh is the proposed venue for this years’ pantomime, but if the cost of the Christmas trip 2015 is paid now by carrying money forward, there may be a shortfall next year which would have a knock-on effect on trips.

It was felt that a decision could not be made without putting the question to a larger parent body. In order to get the message out, send a letter home inviting parents to attend meetings and point out that their vote in these matters really counts and WILL have an effect on the outcome of such decisions. If people cannot attend meetings, they are able to vote by proxy or email.

**Actions**

Nick - Post a more ‘fleshed out’ agenda for the meeting in March, giving a brief outline of each agenda point.

Ashe/Adeline – Letter home to parents re: March meeting

**Item 8 – Office Bearers 2015/16**

At the end of the summer term, the following posts on the PTG will become vacant:

-Chairperson

-Treasurer

-Secretary

It is very important that we fill these posts or the PTG will fold. If there is no PTG, the amount of fundraising done for the school will be negligible/non-existent. The PTG fund subsidises the trips that the children go on and buys the school new equipment and resources.

In the last 2 years, the current PTG have made changes to how fundraising is organised and carried out, chiefly to take time pressure off the individual members of the committee. It was felt by all that agreeing to take on a role as office bearer, should not automatically mean those individuals are heavily involved in fundraising. Instead, the PTG organises and coordinates events and only volunteer themselves for a few hours a year.

In order to encourage new members to the PTG, it was suggested that a leaflet could be given out at P1 curriculum evenings, pointing out that every parent is automatically a member of the PTG. As such, when parents include an email address in their contact details, it could be added to the list for the PTG newsletter and parents would have to opt-out if they chose not to receive the emails.

**Action**

Nick - Add agenda point to March meeting

Ashe/Adeline – Post to newsfeed, Facebook etc:

**NEW TIME FOR MEETING: WEDNESDAY 25th MARCH @ 7pm**