

## Colgrain PTC Meeting

30/09/2019

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|   | <p><b>Present:</b><br/>Lucy Wright (Chair)<br/>Jo Fry Brockie (Vice Chair)<br/>Andrea Bailey (Secretary)<br/>Jacqueline Davis<br/>Kirsty Blackwood<br/>Mrs. Walsh (Head Teacher)<br/>Mrs. Candlish (Deputy Head)<br/>Debbie Hendrick<br/>Laura Abeunhosa</p> <p><b>Apologies:</b><br/>Fiona Neeson<br/>Jessica Tynan<br/>Nikki Harvey<br/>Paula McAllister</p>   |  |
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| 1 | <p><b>Introduction, Approval of Previous Minutes</b></p> <p>Introduction of PTC and staff members.<br/>Minutes from Previous Meeting approved and accepted (they were emailed to the school beforehand).</p> <p>Lucy presented Mrs. Walsh with a small birthday gift from the PTC.<br/>Mrs. Walsh was very appreciative and thanked us all.</p>  |  |
| 2 | <p><b>School Report – 10 Mins.</b><br/><b>Introduction of new Head Teacher Mrs. Walsh</b></p> <p>Staffing – Advertising for 1 x Clerical staff (20-21.5 hrs.) , 1 x CCEW worker for nursery (20 hrs. 10am – 2pm) and 1 x Support staff member for school. Will update after interview on the outcomes for appointments.</p> <p>Weekly Assemblies – Pupils are encouraged to earn class points on 4 categories: attendance, on time for school, star points and clan points. Clan reward termly for clan with most points, class with most points overall termly will win money (£25) for their class to buy new resources.</p> |  |

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|   | <p>After school clubs – Now offering a very full programme across the stages for both after school and lunchtime, see timetable. Those volunteering to help with school clubs are staff helpers, parent helpers, an Academy helper and ASN helpers.</p> <p>Active schools will be working with a group of P7 pupils to become Young Sports Leaders for the school – pupils gave note of interest to class teachers, who then selected final groups based on fair spread of responsibilities. These pupils will receive full training on providing fun games based sports activities in the playground during playtime and lunchtime.</p> <p>School have now held 2 events for families and parents to attend the school – next steps, gathering information from all parents on what they would like during parents night.</p> <p>The family engagement working party are looking over the draft engagement strategy worked on by the HT and PTC. A survey will be created and sent out to parents before parents evening, on areas specific to the working party information required.</p> <p>Playground equipment – a list of items broken/at end of life has been given by janitor. There are a number of issues with trying to mend these items. Further details during playground items and fundraising discussion on agenda.</p> |  |
| 3 | <p><b>PTC Treasure Report – 5 mins.</b></p> <p>As of September 2019 we have £9219.73 in total (minus £100 float). There is £128.11 in cash. We need to leave £1000 in the bank for the years events, leaving £8219.73 that we can offer the school.</p> <p>Requested invoices from the school (for the projector), which they had ready to look over at the meeting. £3597 is requested from the PTC, with a cheque to be made out to the school.</p> <p>There is £37.60 to be handed over to the treasurer from clothing sales through the month, with an added £74.20 made at the jumble sale. There may be further sales on remaining items once posted on Facebook. There is also the ongoing Toblerone raffle.</p>  |  |
| 4 | <p><b>Parent Engagement Strategy – 15 mins.</b></p> <p>Mrs. Walsh met with Lucy last week to discuss this strategy and the new policy that is needed for it. Mrs. Walsh had used the template that Argyll and Bute Council specify, to write a draft of the policy. Where applicable, Mrs. Walsh used the PTC parent engagement</p>  |  |

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|   | <p>notes. Together they sat and read through what had been written and Lucy was able to make one or two suggestions. Mrs. Walsh brought copies of the amended policy to the meeting for PTC members to take with them and look over. Any feedback or comments are to be passed back to Mrs. Walsh at the next meeting.</p>   |  |
| 5 | <p><b>Halloween Update – 5 mins.</b></p> <p>The DJ is booked and we have voted and agree to pay him £37.50, which is half of the normal charge.</p> <p>Let confirmation – Council says it is fine but have to send out paperwork.</p> <p>Tuck – PTC have voted on tuck and that will be ordered.</p> <p>PTC have voted and agree on refillable bottles instead of quench cups. School are fine with it and a note will be sent out to parents.</p> <p>Looking at having spooky bottles of squash made up at 50p for refills.</p> <p>We have voted and agree that only P7s and adults may buy cans of drink.</p> <p>Voted in favour of having fruit at the tuck shop with at £15 budget.</p> <p>Lindsay can no longer do the fruit up, but Mrs. Candlish kindly volunteered to do it instead. PTC will do up a letter to the fruit shop in town to request donations.</p> <p>Voted in favour that Jessica’s Gizzits would make up the prizes for best costume, at a cost of £4 max each – 2 prizes per year.</p> <p>Posters have gone up and ticket letters have gone out. Tickets will be collected this week. Anyone wanting to volunteer to help Lucy sort tickets during the half term are welcome. They should be ready to hand out when children return to school.</p> <p>Annan Richmond has agreed to be first aided, and we still need to do the risk assessment.</p> <p>Heard back from FarmFoods and have a £10 voucher. Andrea is chasing up the other shops as we haven’t heard back yet.</p> |  |
| 6 | <p><b>Harvest and Gardening Feedback – 5 mins.</b></p> <p>The harvest with the children went well. Eco garden wise, we have had some amazing parents volunteer and thank you letters went out to them from the PTC. The garden looks great and just needs some painting and one more large job done, before we have really finished all we can do. With school permission and weather permitting, we will then move on to a different area of the school grounds.</p> <p>Townhead Farm have invited the children to the farm for a tour and are willing to come to the school for talks, etc. They would like to make an offer of eggs for the schools in exchange for food waste.</p>   |  |

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| 7  | <p><b>Looking At What the PTC Will Raise Funds For Next – 10 mins.</b></p> <p>P7's have given Mrs. Walsh some ideas on what they would like to raise money for which was shared. Mrs. Walsh mentioned what the school would like for the playground. They believe there is sometimes conflict amongst the children in the playground, due to not being kept busy or engaged. She suggested perhaps making playground marking more vibrant and bright. Need to look at budget for this as well as the catalogue and vote.</p> <p>Mrs. Walsh also gave Lucy a list from the Janitor of things that need maintaining such as the broken swing bridge and the greenhouse needs fixing, etc. Certified Joiner needed. Maybe able to approach Cardross Sawmill for materials. Shoutout for new Greenhouse with schools permission.</p> <p>Need new planter, looking into price. Fix up old one and salvage it. Lucy will get quotes. PTC agreed.</p> <p>PTC agreed on playground markings – will come back with that. Playground and Exterior of school voted on as next funding project.</p> |  |
| 8  | <p><b>Cashless Canteen Feedback – 5 mins.</b></p> <p>Not able to give a clear answer on this just as of yet but will be discussed at the next HT meeting. They are keen to do it but just a case of sorting it all out, which will take time.</p>   |  |
| 9  | <p><b>Any Other Business</b></p> <p>Parents evening will be in the hall. Discussed possibility of PTC volunteers to watch any children while parents are meeting with the teachers. This may also be a possibility during other school events.</p> <p>Lucy suggested that the November 28<sup>th</sup> meeting be an evening meeting from 6:30 – 7:30pm, and the PTC would put in a let to use the hall/classroom. Another PTC member suggested 6:00-7:00pm as preferable. This meeting will be an EGM.</p>   |  |
| 10 | <p><b>Next Meeting – Oct. 31<sup>st</sup></b></p>   |  |