



ST.MACHAN'S
PRIMARY SCHOOL
EAST DUNBARTONSHIRE

St Machan's Parent Council Minutes

Date: Monday 23rd January 2023

Place: St Machan's Primary School

SMT Attendees: Rosaleen Miller, Suzanne Cassidy

Attendees: Niamh Rabey (Chair), Lisa Earl (Clerk), Canon Jeremy Bath, Gemma Durnan, Victoria Keillor, David Milano

Apologies: Kevin Gavigan, Elaine Toner (Vice-Chair)

AGENDA

1. Welcome, Prayer and Apologies
2. Approval of Minutes
3. Feedback on Policy Documents
4. Organisation of Uniform Packs
5. Reporting
6. Head Teacher's Report
7. AOB
8. Date of Next Meeting

MINUTES

1. WELCOME, PRAYER AND APOLOGIES

Niamh welcomed all present.

2. APPROVAL OF MINUTES

Minutes approved.

3. Feedback on Policy Documents

Positive Relationships Policy – Parents felt policy was self-explanatory in certain areas but could be clearer in others (**ACTION**). Behaviour expectation grid could be included as an appendix with documentation to parents. Play 31 will be replaced by Skills-based Learning Groups this term. Links to local community and parent volunteers.

Anti-Bullying Policy – Written feedback provided by parents, to be discussed at next meeting (**ACTION**).

4. Organisation of Uniform Packs

Link to *Cost of the School Day* document. Gather uniform and make into age packs to distribute at St Paul's Coffee Morning Sunday 19th February (**ACTION**). Children to make posters advertising coffee morning, including uniform packs (**ACTION**).

5. Reporting

Written report by 31st March 2023.

Parents' Evening in May 2023.

Format going forward: October Parents' Evening, Report before Easter, May Parents' Evening.

Report card format to be updated in consultation with staff, likely for 2023-24 session (**ACTION**).

6. Head Teacher's Report

P7 Residential 18th - 20th September 2023 at Inverclyde. Cost breakdown to be discussed at next meeting (**ACTION**).

Burns' Open Afternoon 10th February – Details to follow in February Newsletter.
All classes painted, new lights and flooring in upper school.

Breakfast Club running with max of 20 children and 2 staff.

Pantomime 2023 cost £1199 – potential fundraising opportunities to subsidise
(ACTION).

Reading Schools - £500 towards books. Donation to library to support provision of diversity reading materials.

ICT – Funding secured to acquire two further interactive whiteboards. Fundraising for one more required (approx. £2000). Increase number of iPads in the school via fundraising **(ACTION)**.

Fundraising for rugs for infant classrooms **(ACTION)**.

Primary 6 to be trained by EDC Active Schools as Boccia leaders for youngers classes.

Pupil Council Group to work with parents around the *Cost of the School Day* document.

7. AOB

Canon Bath Update - Primary 3 children enrolled and proceeding toward Sacrament on 14th March.

Positive turnout for Communion enrolment meeting.

How to support parents presenting children for Sacraments who are not Catholic.
Prayer breakfast approach **(ACTION)**.

Work with school to co-ordinate Lenten fundraising.

Retreat days for Sacramental classes at Schoenstatt.

Church of Scotland ministers to visit St Machan's and Canon Bath to visit local non-denominational schools to promote community values.

Christmas Concert Recordings – unable to upload to Twitter due to Child Protection issues. To be communicated to parents before future shows.

Lunch Menu – Office to communicate to parents the Lunch Week (1, 2 or 3) on Friday for following week **(ACTION)**.

Christmas Concert – Potential to condense show to enable parents to stay for entire show. Upper school Carols by Candlelight supported by St Ninians'. Christmas Show would be Nativity only.

Cost of the School Day document to be read and feedback provided at next meeting **(ACTION)**.

8. DATE OF NEXT MEETING

Monday 27th March 2023