

# MINUTES

## Parent Council Meeting

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*Date | time* 4<sup>th</sup> December 2015, 3pm | *Meeting called by* Donna Adams

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### Present

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Donna Adams (Chair) | Clare Birkby (Secretary, minutes) | Julia Rickard (Headmistress) | Owen Birkby | Myles Conlon | Denise Gallon | Jane Hinton | Louise McPherson | Elaine Morrison | Caroline Shearer | Caroline Taylor

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### Apologies

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Angela Arnold | Lorraine Brennan | Sue Brightman | Joanne Cathcart | Allyson Ironside | Sandie McDonald (Treasurer) | Ted Peters | Karen Riddell | Ian Taylor

**Please note, dates for your diary are shown in red.**

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Item	Action
1. <b>Welcome</b>	
Donna Adams opened the meeting and explained that it had been requested by Jane Hinton, following several comments and concerns she has received from other parents. Clare Birkby passed Donna notes on the agenda items received from Sandie McDonald, who was unable to attend. No other feedback had been received by Donna or Clare in lieu of attendance. Excerpts from Sandie's feedback will be included throughout the minutes in the relevant sections.	
2. <b>Old business &amp; approval of last meeting's minutes</b>	
No comments or amendments.	
3. <b>Fundraising</b>	
<ul style="list-style-type: none"><li>- Parent Council has been and will be doing a lot of fundraising this year (the Halloween party, Ziggy &amp; Toni, the coffee morning, the stovie dance, a night with Annie Moon, plus smaller events).</li><li>- Jane asked why the Annie Moon night is being shared with Playgroup. Donna and Clare explained that Clare had booked Annie Moon for Playgroup last year, and was unable to book another suitable date for school during this year. The event was a very successful when held at Playgroup last year and raised over £1000, so it was thought to be worthwhile doing again. Clare approached Playgroup at the start of this school year and a meeting was held with both Committees. In attendance were Mary-Leigh Malarky (Playgroup Chair), Wendy Morrison (Playgroup Vice Chair), Vicky Hewett (Playgroup Secretary), Donna, Clare, Sandie (had to leave before the end) and Owen Birkby. This meeting discussed the possibility of sharing fundraising events with both schools, and the conclusion was that Playgroup would share the Annie Moon night as a "tester". Further joint fundraising would be discussed with the full Parent Forum after this event in the form of a voting slip, pending its success. This was communicated in the minutes from the Parent Council meeting on 1<sup>st</sup> October (attached).</li><li>- We had offered to share the Stovie Dance with Playgroup in return for their sharing the Annie Moon night, however they have already planned a Ceilidh around the</li></ul>	

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same time (this was communicated in the minutes from the Parent Council meeting on 12<sup>th</sup> November, attached).

- Joint fundraising has the potential to raise more money, in addition to sharing the costs of the event and workload between more parents. It also enables good teambuilding and partnerships with parents who will likely be coming to school once their children are older.
- Clare asked Jane to quantify how many parents have raised the various concerns addressed in this meeting with her. Jane preferred not to give names, however confirmed that it was around 4 parents.
- Jane also mentioned that one family had bought two tickets for the Ziggy & Toni night as they were under the impression that it was fundraising for Playgroup, and they didn't come to the event once they realised it was for School.  
*NB Since the meeting, Clare has checked the marketing materials used for the event and confirmed that the posters and adverts clearly state that it was raising funds for Crudie Primary School. Clare will ensure that future marketing materials are equally as explicit.*
- Sandie's comments were read by Donna:  
*"Well done – the pressure is off. Excellent job to all involved, hope Saturday is a big success, lots of hard work in a short period of time."*

Clare Birkby

#### 4. Facebook parent group page

- Jane continued, and mentioned that parents are concerned about the Facebook pages. Clare explained the format of the two pages which she set up two years ago:
- Crudie Primary School and Playgroup Parent Group  
This is a closed group on Facebook, the existence of which is visible to the general public in search results but only members can see the content of the group (e.g. wall posts, photos etc). Members can only be added/approved by other members. Neither parents nor staff are obliged to be a member of this group and can join or leave at any time. The function of this group page is a supplementary avenue for sharing information and reminders about events at School and Playgroup.
- Crudie Primary School and Playgroup  
This is a public page used as a "marketing" tool for the School and Playgroup to share information with the general public, and can be searched for and viewed by anyone. Anyone can "like" the page. The function of this page is to share information with the general public, for example activities and success stories, which is for the benefit of anyone interested in the school and/or thinking of their children joining. Playgroup has already benefitted from several enquiries for new placements via the page. A second function is to create events for fundraisers, which can then be shared publically by parents and friends of both schools, and also shared on local events pages, which greatly increases their reach. Clare was able to confirm that at least £250 in ticket sales was raised at the Ziggy & Toni night as a direct result of the public seeing the shared posts about the event and contacting her either directly via Facebook messaging, by e-mail and by text.
- It was agreed that sharing events created on the public page is a worthwhile method of promoting our fundraising. It was also agreed that Facebook should only be used for the functions mentioned above and not as an avenue for voicing concerns or complaints, either by public posts on the Facebook page or group walls, or via Facebook personal messaging.
- Jane raised concerns that an unknown person had been included in a group message (a message on Facebook in which several people are included). Clare apologized and explained that this was her mistake, she had added another friend with the name Elaine Forster, rather than Elaine Morrison. Clare had removed this person from the group chat, and this was done before the concerns being discussed at this meeting became the subject of the group chat, therefore Elaine

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Forster was not privy to anything other than factual information about fundraising. It was agreed that Facebook chats will not be used to discuss concerns or complaints about School or Parent Council issues.

- Donna and Clare explained that they cannot address concerns or complaints which are not received by them through the proper channels. If a parent does have concerns or complaints, it would be helpful to the Committee if the parent either attends the next meeting, contacts Donna, Clare or Sandie directly, or leaves a note with the office. Full contact details are available at the end of these minutes. It would also be helpful if the parent could make suggestions as to how their concern can be successfully addressed.
- Sandie's comments were read by Donna:  
*"Don't have and wouldn't have. Donna keeps me up to date."*

## 5. **Playgroup**

- See Fundraising.
- Sandie's comments were read by Donna:  
*"Excellent to see more integration – the Playgroup feeds into the School and everybody can work together for the benefit of the children. Joint ventures are the way forward."*

## 6. **Communication**

- Sandie's comments were read by Donna:  
*"Newsletters out in plenty of time. Kept well informed. Communications Book for parent council suggestion – to be kept in office or such like place so that easily accessible to parents"*
- It was agreed that a Communications Box would be a useful idea and this will be placed on the table in the hallway with the school suggestions slips and signing-in book.
- Mrs Rickard confirmed that meeting minutes are also available on the school website as well as being distributed by e-mail to parents. Meeting minutes are e-mailed out to all parents for whom the School office has e-mail addresses and this has been done well within the 3 weeks required by the Constitution (attached).
- Jane asked how many laptops were required by school. Mrs Rickard explained that she and Donna had discussed what is needed by the School to be able to focus and plan fundraising for the year. There are around 13 laptops out of commission and while the Council will replace some of them, not all were provided by Council funds and Mr Simpson (head teacher at Crudie until 2008) had secured fundraising for the majority. The top-up fund and Score in Peterhead were suggested as places to approach. The School is certain that laptops are the most beneficial thing that the Parent Council can aim for this year and the meeting agreed that this is what the Parent Council will try to achieve, although the quantity will depend on various factors including the amount we are able to fundraise, the amount the Council will replace and other sources of donations we are able to find.
- Clare added that it is important that all parents realize that they, as parents of children attending our School, are members of the Parent Forum, and as such their opinions are welcomed and valued. More about this is explained in the Parent Council Constitution, attached.

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## 6. Any Other Business

### Meeting times/dates

- Louise McPherson commented that it would be useful if Parent Council meetings could be held in the evening. As mentioned in previous minutes, input from all families is valued and everyone is very welcome to attend the Parent Council meetings, though we recognise and appreciate that it will always be difficult to arrange a time and day which is convenient to everyone. To this end, if you are unable to attend and have any items to raise or questions to ask, please forward these via the School Office or e-mail [clare\\_birkby@btinternet.com](mailto:clare_birkby@btinternet.com). Since the last minutes, no comments have been received by Clare or the school office.
- Going forward, the Parent Council will aim to have some meetings in the evening, however this will mean that Donna will probably not be able to attend and Clare agreed to chair such meetings if necessary.
- Please could all families return the attached voting slip to indicate their preferred meeting time/day.

All parents

### Christmas party

- Mrs Rickard confirmed that School staff now have full responsibility for the Christmas party, including gifts and food. The party food will be prepared in lieu of the usual dinner. The Pupil Parliament has been consulted and will be deciding on food items, and a slip will be sent out to parents with requests for donations of these items.
- Parents do not need to do anything with regard to the party or gifts other than helping with donations of food.
- Sandie's comments were read by Donna:  
"Well thought out gifts [referring to the owl clocks originally discussed during the meeting on 15<sup>th</sup> November, minutes attached]. Jodie would have loved it, educational too."
- *NB Since the meeting, the funding of the party was discussed by Mrs Rickard, Donna and Clare. Due to the short time-scale and in light of the point made below (see Parental Donations) it was decided that the Parent Council will reimburse the School for gifts and food instead of asking parents for donations and since funds have been raised with a view to funding the party.*

### Disabled parking space

- Mrs Rickard confirmed that this space is available to any car displaying the blue disabled badge.
- The area across the road from the School driveway is on a public highway and School is not able to enforce any restrictions on parking here. We would, however, ask that anyone dropping off or collecting children from school use vigilance and common sense when using this space, and do so at their own risk.
- Mrs Rickard will speak to the Council with regard to the times at which the lights flash on the "School" signs as these appear to be poorly-timed.

Mrs Rickard

### Parental donations

- Jane commented that she has received feedback that several parents are concerned about the amount of money being requested by School. Unfortunately this is always the case at this time of year and it is always the minimum possible to be able to fund the various activities for the children.

### Crudie Chooks

- Jane offered to donate the Layers pellets for the chickens whilst her children attend the School, and the offer was gratefully accepted by Mrs Rickard. This is Mr Jackson's project.

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Front garden

- Mr Jackson and the Nature Nurturers have expressed disappointment that the crocus bulbs that they planted in the front garden appear to have been kicked out of the ground. It was agreed that this was unlikely to be deliberate as children and parents may not have known about this, but please could all parents be aware that bulbs are being planted in the grass and not let their children on the garden.

All parents

7. **Next Meeting**

The next Council meeting will be held on **Thursday 14th January at 2.15pm**. Everyone is very welcome to attend, however if you are unable to attend and have any items to raise or questions to ask, please forward these via the School Office or e-mail [clare\\_birkby@btinternet.com](mailto:clare_birkby@btinternet.com).

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**Distribution:**

Parent Council

All parents

Staff

Crudie Playgroup

Councilor Partridge

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## CRUDIE PARENT COUNCIL Meeting Times Preferences

Please indicate below your preferred day/time to attend meetings. While we recognise that there will not be a day or time that will allow everyone to attend, we will work to ensure the meetings as accessible to as many as possible.

Day:	<input type="checkbox"/> Monday	Time:	<input type="checkbox"/> 9am
	<input type="checkbox"/> Tuesday		<input type="checkbox"/> 2.15pm (end to coincide with the end of school)
	<input type="checkbox"/> Wednesday		<input type="checkbox"/> 3pm (children welcome to play at school but parents will be responsible for tidying up)
	<input type="checkbox"/> Thursday		<input type="checkbox"/> 6pm
	<input type="checkbox"/> Friday		<input type="checkbox"/> Other
	<input type="checkbox"/> No preference		<input type="checkbox"/> No preference
 <input type="checkbox"/> Not interested in attending meetings			

If you do not already receive meeting minutes by e-mail and would like to be added to the distribution list, please add your e-mail address below:

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Please return to the School office, Clare or Donna by Friday 18<sup>th</sup> December.