

## Minutes of Meeting - Virtual Parent Council (PC) AGM 7pm 12<sup>th</sup> November 2020

### Attendees:

Cheryl Gibb (CG)

Maureen Fraser (MF)

Claire Hesketh-Crafts (CHC)

Louise Alexander (LA)

Emma Henshaw (EH)

Nicola Langford (NL)

Becky Froehnel (BF)

Vinny Burnett (VB)

Rachel Jones (RJ)

**Apologies:** Hanna Strachan, Gillian O'Flynn, Kym Allardyce, Hazel Crowley

**Welcome** from CG and approval of the minutes from the previous PC meeting (230920) was proposed by CG and seconded by LA.

### Update on previous actions

- Bank accounts are now sorted and online banking access is available which has made a huge difference to ease of organising finances.
- Details of the new account have been sent to the council and payment should be made in November/December LA will keep an eye out for it.
- Requested cheques have been written and have been cashed to pay for photocopying/petty cash.
- Swimming courses are not yet available; this will be an ongoing action.
- Planning for the Christmas party is also ongoing.

### Treasurers Report

- Accounts were presented by LA.
- LA confirmed that the previous bank account had been closed and the remaining balance in this account (£401.95) was transferred over to the new account.
- The current balance is £1479.55, £390 is owed to the swim club account but this will be paid back when there is a higher balance in the PC account.
- ~£170 profit is expected from the sale of the bags and some income from the school photographs (amount TBC) is also due soon.

- CHC fed-back that the format of the school photographs this year (and in particular the use of the old school desk as a prop) was not as popular as previous years with some parents and may have reduced photograph sales as a result.

ACTION: LA to send financial report to MF

ACTION: CHC to put out a poll on the PC Facebook page about the format of the photos and what is preferred for future years to get a representative view.

### **Constitution**

- It was proposed to increase the number of people on the committee defined in section 2.1 of the constitution as it was previously defined as 8 people maximum and there are currently 9 who have volunteered to be on the committee.
- The suggestion was to increase this to a maximum of 10 people to allow for future flexibility and this was supported unanimously by the committee.

ACTION: MF to put this update in the next newsletter- CG to send details.

### **Co-opted Members**

- VB was proposed as a co-opted member of the local community by CG and was seconded by LA.
- Mrs Smith and Mrs Crowley were proposed as 1 shared co-opted member so they could alternate a teaching representative at parent council meetings.
- Mrs Smith and Mrs Crowley were proposed by CG and seconded by EH
- MF confirmed that having the teachers as a second co-opted member would be seen as shared role and meant that either one could attend meetings etc.

### **Aberdeenshire Flex-schooling policy**

- CG attended an update meeting on behalf of the PC.
- A draft document was distributed which covered what the policy is, why it's being proposed, when it would be requested, when it would not be supported and the process by which it would be implemented and reviewed.
- Feedback was received by the council from those attending the meeting and together with feedback from other groups, a second draft is now being worked on.
- The intention is to send the re-drafted document to the council for approval in December.

### **CHAS Fundraiser**

- MF explained that CHAS (Children's Hospice Association) was a charity that the school has supported in the past and that they have also suffered alongside many others with restricted ability to raise funds due to COVID.
- As mentioned in the newsletter the children will be participating in a Christmas themed reindeer run/obstacle course w/c 30<sup>th</sup> November and make a small donation to participate. Money raised in school charity events for CHAS is commonly split between the school fund and the charity but

MF asked if given the size of the school and that the amount raised would likely be small if we would consider putting all the money raised to the CHAS. **The attending members all supported this proposal.**

### **Matters raised from parent forum**

- Several parents had communicated from the parent forum to the parent council, that with the physical distancing restrictions in place due to COVID it was a bit harder to have a quick discussion at the end of the school day with staff to raise any concerns or ask questions. It was also asked if there was more detail available in terms of the curriculum being covered to know how to better support learning from home. Several parents put forward the suggestion of an app which could be used to aid communication (as is used in some other schools) as there was a bit of hesitancy to call the school for less urgent matters.
- MF reinforced that parents were always able to call the school or email about any queries or concerns they might have. Some of the most widely used apps like seesaw will no longer be approved by November/December 2020 due to not complying with all GDPR requirements so it wasn't obvious that there would be a suitable one, that there was currently a working group for this issue and would prefer to use the existing lines of communication.
- School car park safety was also raised as an issue via the parent forum. It had been noted that some children had not been on the path and in the main area of the car park whilst other cars were driving away this wasn't safe and could cause an accident.
- Some suggestions were made about how this could be improved including painting/highlighting the pedestrian path (unlikely to last long due to the nature of the surface in the car park) and waiting for people to drive off until all children are in cars if parked in the centre parking bays (very impractical for those needing to leave promptly). MF agreed to reinforce and remind all car park users about use of the pedestrian path and reverse parking policy.  
ACTION: MF to send email to all parents
- CHC asked if with the deteriorating weather in winter we needed to ensure we were on the gritting schedule after some near miss incidents last winter. MF has ensured that Crathes school is definitely on the schedule but that we are near the bottom of the priority list with being a small rural school.

### **Fundraising**

- Christmas cards and bags have been ordered now and have raised £191 and approx. £170 respectively.
- There are a good selection of prizes for the winter/Christmas raffle. It was agreed to do this as a number square raffle with all communication for ticket purchase going through the PC email address to help keep track of tickets.  
ACTION: RJ to make an advertising poster for distribution via multiple media.
- Fancy dress Scolty Hill climb. This is now proposed for the Spring/Summer term when the weather is better.
- There will be an aim to do a fundraising activity of some description in early Spring 2021 but the nature of this will be dependent on the COVID situation and subsequent distancing rules in place. Ideas proposed include a spring fair, recipe book sale and virtual quiz.

- Calendars have been previously suggested and are being proposed in place of bags in the lead up to Christmas next year. To try and increase the number of sales the children will be encouraged to submit monthly photographs for a competition through next year which can be used for the calendar. This will be done via the PC email account rather than school directly.
- Bags to Schools (previously bluebags) will be done again and collected 2<sup>nd</sup> February. Bags will be distributed to the children during January and the bike shelter will be used to store the bags so as to make it COVID safe.
- Easy Fundraising website and Sitkins labels are also set up with details having been sent out by CG.

ACTION: EH to get in touch with Gillian O'Flynn and to try and action the calendar preparation.

### **AOB**

- It has been requested for someone else to take on storing the Halloween decorations taking over from Anne-Marie who has had these for the last year.
- A rep for the P1-P3 class was requested to aid communication and to make sure that all parents are aware of what is going on at school via the PC. EH volunteered to take on this role.

MF highlighted a few items:

- Aberdeen Arts Centre will be streaming an online pantomime which the school will show close to the end of term in the lead up to Christmas.
- The school risk assessment was updated 121120, and singing is currently seen as a high risk activity and as such not permitted either indoor or outdoors. Can please can we discourage children from distributing Christmas cards at school as there is an aim to limit items going between school and different households due to COVID.
- Morrisons have kindly offered to donate food and drink for the children's Christmas party and VB kindly offered to donate Christmas Crackers.
- IT update: the school have purchased 6 iPads, 2 chrome books, 1 laptop, 3 mice and 8 cases with the money donated for IT. These are on order but have not yet arrived at the school.

The date of the next meeting will be **Thursday 21<sup>st</sup> January at 7pm.**