

CANBERRA PRIMARY SCHOOL PARENT COUNCIL

“To promote partnership between the school, its pupils and all its parents”

CHAIR Eilidh McGilvray **VICE CHAIR** Pauline Strang **TREASURER** Donna Hillhouse **CLERK** Kay Morse/Heather Wilson
Email: canberraparentcouncil@outlook.com

Minutes of Meeting 22nd January 2024 – 6.30pm

Attendees:		Initials:	Attendees:	Initials:
Eilidh McGilvray (Chair)		EMcG	Pauline Strang (Vice Chair)	PS
Donna Hillhouse(Treasurer)	DH	Angela Heasman (HT)		AH
Heather Wilson(Clerk)		HW	Sarah McKeown	SMcK
Alisha Shahzad	AS	Amanda Smith		ASm
Jennifer Irvine	Jl			

Apologies:		Initials:	Apologies:	Initials:
Cllr John Anderson		Cllr JA	Lindsay Murdoch	LM
Kay Morse (Clerk)	KM	Sharon Mitchell Fulton		SMF
Amy Dingwall	AD	Aileen Newton		AN

Item	Minute	Owner/Action
1.	EMcG welcomed all to the meeting.	EMcG
2.	Apologies – read by EMcG. -	EMcG
3	Matters Arising from last meeting Nothing	
4.	<p>Head Teacher’s Report.</p> <ul style="list-style-type: none"> Council have asked for school to promote the consultation on School Transport for Secondary schools. Public Meetings will take place to allow people to express views – 1st March. AH will send further information to parents. Children having access to NEC cards for public transport should help reduce costs for transport. Staffing update – Mr Hamilton has a temporary promotion so has left Canberra. His class will be covered by Mrs Torrance & Mrs Erskine. Mrs Burns off long-term so Mrs Gourlay & Mrs Glen will cover for her. This has an impact on additionality as schools aren’t allowed to use supply cover. New member of staff in Nursery (Mrs Archibald). Mrs Palferman off long term and Mrs McLean retiring but cover has been sourced in 	AH

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	<p>the interim. Her job will be filled as soon as they can, now that the freeze has been lifted.</p> <ul style="list-style-type: none"> ● Progress week coming up. 	
4.	<p>Matters discussed</p> <ul style="list-style-type: none"> ● Review of Coffee Morning involvement <ul style="list-style-type: none"> ○ Home baking information went out later than expected but the amount was good ○ One/two nominated folk to take info to shops for raffles & donations ○ Toys stall went well ○ Online Helpers form went well and should be used again ● Proposed Fundraiser 'Scottish Themed' to be drawn on 31st January <ul style="list-style-type: none"> ○ The timescale is tight given that the meeting was delayed by a week. We should focus our attentions on the Easter raffle (colour hampers?) ● Retirement Gift for Mrs McLean <ul style="list-style-type: none"> ○ Vouchers or plant (orchid/peace lily) personalised something/M&S Hamper? ● Summer Fayre Plans - tentative!! 	EMcG
5.	<p>Finance:</p> <ul style="list-style-type: none"> ● Final Hallowe'en expenses to be paid out – PS will sort ● Balance is ● Money raised at coffee morning £463 ● DH still unable to access online banking – will chase up bank 	DH/EMcG
6.	<p>Events/Fundraising:</p> <ul style="list-style-type: none"> ≠ Summer Fair to be discussed at next meeting ≠ Thankyou letters have gone out to businesses for donations from Christmas time 	EMcG
7.	<p>AOB:</p> <ul style="list-style-type: none"> - Could the coffee morning be at the weekend? AH said that staff wouldn't be willing to do a Saturday, particularly at Christmas time - SMcK suggested a car boot sale for fundraising – this can be discussed as part of Summer fair plans - HW raised an Easter fundraiser idea of having a 'colour theme' hamper created by each class and raffled off. This will be discussed further at the next meeting. 	SMcK SMcK HW
9.	Date of next meetings: 26th Feb, 29th Apr, 20th May, 10th June	

Meeting actions:

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No.	Action	Status	Owner	Date raised	Action Date
1.	Outstanding Hallowe'en monies to be paid out	Ongoing	PS	22/1/24	
2.	Mrs McLean Gift to be bought	Ongoing	EMcG/PS	22/1/24	
4.		Ongoing			