**Minutes of Fishermoss PSC Meeting**

**17th March – 19:00 to 21:30**

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| **Attendees** | |
| Margaret Ferguson – MF | Hazel Willox - HW |
| Dawn Anderson – DA | Amanda Stephen - AS |
| Claire Alexander -CA | Michelle Murphy - MM |
| Allyson Miller – AM | Victoria Tait -VT |
| Jenny Barrowman – JB |  |
| Susan Bryson -SB |  |
| Catherine Middleton – CM |  |

**Apologies:** Lesley Robertson

Angela Purves

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| **1.** | **Minutes of the previous PSC meeting dated** |
| **Action** | No amendments from the previous minutes |
| **Action Date & Initials** |  |

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| **2.** | **Head Teachers Report – MF** |
| **Actions** | Head Teachers heart felt thanks for parents support with the return to school. MF is totally overwhelmed and grateful. The pupils are happy to be back and are settling well and the staff are also thrilled to be back.  Points covered:   * The First Ministers announcement and weekly update from the NHS. * Delay in pupil reports. * Shopping lists ( Funds agreed by PSC). * Funding request, Nessy Licences.   **Requests:**   * In a previous meeting the PSC mentioned that they would like to support the school in regards to Learning Licences. MF requested £288 this was for 36 Nessy Licenses which will enabling 36 pupils access to the learning platform. |
| **Action Date & Initials** | **Funding for Nessy Licences – Actioned** |

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| **3.** | **Chairperson Discussion Points – MK** |
| **Action** | **AM Thanks all for attending the meeting and gives apologies.**  **Constitution** : AM, JB and MF went through the constitution. CM and AM went through the Aberdeenshire Draft which contained points which we found useful. The constitution was then redrafted again by AM. Point raised by HW about decision making between meetings. The concern was that these cant be evidenced but it is understood that decisions cant always wait for a meeting ie, uniforms etc (this question came of the back of the constitution).  CA and AM discussed back and forth the concerns around this ….CA had stated “ We can’t put a figure on the amount”  MF “ requests are usually something that sit well with others and are to benefit the school and that she doesn’t have an issue with it being that we can’t make a decision until a meeting”  AM’s concern is that if we have it in there and we make a decision out with a meeting then we have breached that claws. CA “ It would be harder to make a decision until a meeting than to back up a reason to saying yes to a spend”  AM moved on to speak about confidentiality. “”The data held as a PSC should be held under the GWPR Guidance” Do we have guidance and do we hold data? Do we need a privacy notice or have we ever had one?  AM asked JB if we had information from the folders handed from the previous Chair. JB had mentioned that previous paper work was out dated. AM “ we need to make sure we get consent from people in regards to emailing” AM also spoke about online things that we have ie, facebook groups and pages  JB spoke out the facebook pages and the information that is being shared within them. We had looked at policies and I had drafted a couple. These were put in to the PSC whats app to gain thoughts. I spoke to CM in regards to the groups and the importance of keeping us all safe. AM spoke about questions prior to approval, this is in case of someone trying to gain access that isn’t a parent of a child in the school or group.  JB also spoke about the risk assessments that the PSC currently hold and how out dated they are. AM went on to link this in to PVG’s and the meeting that AM, AS and JM had with connect. Not all members need to PVG checked.  Concerns about social media and us managing that.  AS making sure that posts are approved first. Admin have to approve  MM would it be an idea to have an admin a member of the PSC.  AM asked about getting the constitution changed on the website. This will be emailed over to JG to be added on.  CA brought up a point about the constitution “If we don’t change a bearer and they have been in post for three years, we will keep asking every three months” AM changed that point we will keep trying at every meeting.  It was discussed if there was any point in having this in place, AM is going to look in to this. MF made the point of it being in place for those who would potentially like to take on a position or for a member that isn’t contracting fully to that roll.  **Uniforms new and preloved:** In previous meeting uniforms had been discussed in regards to potentially using a local business to supply these. HW and JB spoke about this and contact was made with the company and HW obtained the facts and figures.  As it stands our uniforms come from Gilmore sports, HW went through the cost difference from our current supplier and the potential new supplier. The new potential new supplier couldn’t match what we are currently getting our uniforms for. The school currently make money off the sale of our uniforms so it was agreed that we will continue with what we currently have in place.  The idea of this was to give parents choice and supporting local. It was a good task to be able to look at the costs etc  JB spoke about preloved uniforms that came on the back of an email from JG and MF. A family needed uniforms and we decided not to use the funds but was to see if we could get preloved. I made contact with the Larder that currently don’t have any uniforms as they were taking up space. We are now looking at having an environmental drive and potentially obtaining preloved uniforms to be able to offer to those that need or wish to use preloved rather that buy new. JB is happy to collect and store these.  MF spoke about how this has previously been done under the umbrella of “ECO SCHOOL” |
| **Action Date & Initials** | **Email:** JB to email MF Policies and risk Assessments AM to also email over the revised constitution.  **Social Media:** The PSC to look at implementing the safety measures on our pages.  **Preloved Uniforms:** AM to get an email drawn up |

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| **4.** | **Treasurers Report – AS** |
| **Action** | **PSC Account update:**   * £21680.49 overall * Total in account = £15730.49(restricted donation not included)   We now have internet banking, cheques will still require two signatures |
| **Action Date & Initials** | None |

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| **5.** |  |
| **Action** |  |
| **Action Date & Initials** |  |

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| **6.** | **Any Other Business** |
| **Action** | Amend GWPR and update PSC folders |
| **Action Date & Initials** | **JB** |

**Date for next PSC Meeting: Wednesday 26th 2021**