**MINUTES OF FISHERMOSS PSC MEETING**

**HELD ON 15th September 2022 @ 19:00**

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| **Attendees** | Margaret Ferguson (MF); Lobke Starr-Vaanholt (LSV); Amanda Stephen (AS)  Marianne McKessar (MK); Kirsty Dundas; William Johnston; Fiona McRae; Susan Bryson; Claire Rennie; Michelle Gray; Brenda Sangster; Catherine Middleton; Vicky Tait; Jenny Barrowman; Angela Purves; Gillian Morrison; Michelle Murphy; Damien Dennison; Helene Ruffle; Dawn Anderson |
| **Apologies** | Allyson Miller; Hazel Wilcox |

| **Item** | **Discussion** | **Actions** |
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| **1.** | **Welcome (LSV)** |  |
|  | LSV welcomed everyone to the meeting, thanked everyone for attending. Everyone introduced themselves and tried to remember with class their children were in. |  |
| **2.** | **Previous minutes (LSV)** |  |
|  | Minutes were circulated prior to meeting and accepted. LSV to send to Jacqui who will upload to webpage. | LSV to send minutes to Jacqui |
| **3.** | **Outgoing Committee Reports** |  |
|  | 1. Previous Year’s Activities (LSV)   LSV gave details on last years’ events which included the annual sponsored walk, Christmas cards, Christmas fayre and End of year disco which were all a great success. In addition, the PSC purchased i-pads for the school last year and paid for annual electronic subscriptions.   1. Outstanding issues/financial commitments (LSV)   Our previous chair Chris Carter has successfully applied for the Arnold Clark Fund and we have received £1000 that we can spend on something. To decide later on in the meeting what this could be used for.   1. Financial Update (AS)   Financial report was circulated to all members of the meeting and briefly discussed.  **Opening balance:** £19,973.45 (Aug 2021)  **To date income:** £12,060.66  **Expenditure:** £21,091.30  **Balance:** £ 10,942.81 (31 August 2022)  **Outstanding:**  £2,155.00 (Sponsored walk via Justgiving)  £652.82 (Xmas Fayre Raffles via Paypal)  **Restricted donation**: £1000 Arnold Clark Fund  **Total Balance**: £13,750.63  **£ available to spend: £12,750.63**  Just giving page to stay on until after the sponsored walk 30th September 2022 then transfer to PSC account. Contact Chris about Paypal payments.  This year we have already had our first fund raising event at Funbox on 11th September where £344.90 with a tuck shop. | MM – organise transfer money from justgiving page (after sponsored walk) and Paypal account to PSC account. |
| **4.** | **Identify New Roles & Confirm Existing Roles Within The FPSC** |  |
|  | Some members of last years’ committee have stepped down.  A big thank you to all of our previous committee members and a special thank you for Hazel Wilcox who has been the schools uniform coordinator for many many years.  A new committee was formed from the following nominees:  Chairperson – Marianne McKessar, seconded by LSV  Treasurer – Amanda Stephen, seconded by LSV  Secretary - Lobke Starr-Vaanholt, seconded by MM  Uniform Coordinator - Kirsty Dundas, seconded by LSV  Purchaser – Michelle Murphy, seconded by LSV  Two vacancies remain:  Vice Chairperson - Vacancy  Volunteer Coordinator – Vacancy  Vote took place and all accepted. |  |
| **5.** | **New Chair Introduction** |  |
|  | ‘Hello, I am Marianne McKessar I have two kids at Fishermoss one in P5 and another in P2 with a third coming up next year. I have been at the side-lines of the PSC for the last couple of years and tried to help where I can but with a change in job and hours, I can now be more hands on. I am very much a planner and organiser and have lots of different skills which will hopefully help with the PSC. I have lots of plans and events in mind that we will discuss in the events part of tonight. I have started planning a few things before this meeting.  For example, the big hop trail events. Everyone will remember the lighthouse and our Willie statue trails. We’ll the big hop is the new trail for clan cancer where we have managed to get the school allocated a mini hare figure for them to design. This does come at a cost of £800 and I am looking at having this sponsored by a local business or we will have to organise some fundraising on this so if we are to go ahead, we can replace the money back into the PSC. We are yet to go over this fully and decided which class year will participate with this. But with this in mind we did a fun box tuckshop on the 11th September where we raised £344.90 And I would like some of that fundraising to go towards this cost or the cost of materials to help the kids decorate /paint/seal the sculpture.  I have been in touch with rainbow city taxi in regard to a defibrillator unit that was actually supposed to be sponsored to the school in 2019. It got side lined with the covid pandemic but we should now get a unit in place and situated outside of the school for community use. Donna Gibbs husband has kindly donated his expertise free of charge to install the unit. There are running costs for this machine to be in the school, and I hope to confirm these with everyone in the next week or so. I will let Mrs Ferguson speak just now and we will get on with me blethering in the events and other business section of tonight. ‘ |  |
| **6.** | **Head Teacher Update & School Requests (MF)** |  |
|  | MF welcomes PSC and has enjoyed welcoming parents back. Already had two evening events P1 curriculum meeting and P7 meeting with parents and pupils. News from Queen came out during meeting. Flowers have been laid at Balmoral castle on behalf of Fishermoss School. Congratulation to new PSC committee members and thank you to previous members. Sorry to hear Chris has resigned and know he will continue to champion the school. His enthusiasm for school was evident from his interactions.  Head teacher has right and duty to be represented at PSC meetings. She attends in advisory capacity and does not have voting rights. Voting is not valid if not made without MF present. Needs to be carried out at PSC meeting at committee level with MF present. MF has 30 years of experience to bring to meetings and to help guide PSC. Christine McClennan, education support officer also provides support  At heart of the school are the vision values and aims. Hardworking, Kindness, Respect and . They are referred to in assemblies. Values were chosen together with parents and pupils. Most significant highlight of last academic year was to remain open for a full academic year without lockdown. However, these were challenging times with many staff and pupils absent. MF is immensely proud of team of staff and progress pupils, your children, have made. Learning does not just take place at school. Thank you for all your efforts at home. Pupils have coped well and have been truly amazing coping with all the procedures etc.  Progress on attainment have been made in all curriculum areas (2021 vs. 2022):  Listening and talking: 85% - 90%  Reading: 80 – 85%  Writing: 73% - 80%  Maths: 85% - 87%  Health and Wellbeing 84 % - 96%. So much to celebrate  Learning and teaching is core business and we musn’t loose sight of this as a school. MF is proud of everything that has been achieved.  Some highlights are summarised below of the many rich experiences pupils had in the previous year:   * Sponsored walks * Global warrier * Ecoschools * Senior pupils involved in we decide participatory budgeting – successful and large outdoor stopwatch and playground marking £2000 secure * Xmas card fundraising * Rugby * Sessions with National museum * Rotary shoe boxes * Piano and violin lesson * Musician chip programme * UoA business schools * Rowett research group * COP26 - Climate conference * Coding work * Transition events * Children’s university * Assemblies (online) * Aberdeenshire greenspace project * Learning for sustainability * Scottish parliament * In school chocolate factory experience (P5) * Etc.   **Pupil Equity Fund:**  The school receives pupils equity fund from government to close attainment gap. Last year this was used for pupils that are entitled to free school meals. The main gap exists for literacy, and this has been the focus. Funding was used for additional time for pupil support assistance, to buy in additional teaching time and am seeing positive impact of that. Most of the money was spend on staffing, but also all classes were giving an allocation to buy books (one per child), which was money well invested. In addition, arranged magazine prescriptions chosen by pupils. This was just a flavour of some of the things done for student equity fund.  **School Budget:**  Around £11,500 per year (worked out per pupil in the school) to cover everything from resources, jotters, STEM materials, IT, paint, PE equipment, active schools fee, textbooks, stationary, first aid etc. Significant amount is spend on photocopying. All of that has to come out of that pot of money. Heavy reliance of fund raised by PSC and am massively grateful for the support. Thank you on behalf of staff and pupils.  Staff identifies gaps to deliver best curriculum, but don’t always have the resources due to the budget provided. That is where requests are placed to the PSC. |  |
| **7.** | **Constitution & Policies** |  |
|  | New social media and data protection policies were circulated prior to meeting and accepted. LSV to send to Jacqui who will upload to webpage. | LSV to send new policies to Jacqui to be posted on web page. |
| **8.** | **PVG/Disclosure Scotland** |  |
|  | LSV in the process of getting our organisation (PSC) set up with Volunteer Scotland so that we can apply for PVGs for committee members. The first step in this process is a meeting with a representative from Volunteer Scotland which will take place on 4th October. Hopefully the process will run smoothly and PVGs will be in place before the first events.  To clarify, volunteers do not need a PVG for most of the PSC events as they should never be alone with a child and/or the child will be with their parents. PVGs are not transferable between organisations, so needs to be set up for PSC. All committee members and some volunteers will apply for PVG a part of the process. | LSV to attend PVG meeting on 4th October. |
| **9.** | **Events** |  |
|  | * **Sponsored walk**: Proposed date Friday 30th of September. MF and DA indicate that last years’ route was great and propose to use the same route. This year parents will be allowed to join which would make it easier to help with crossing roads (only 2 points in the route).   PSC will share information on Facebook and request volunteers for road crossings. Need 2-4 volunteers for road crossings and for handing out ice lollies. To take place in afternoon with staggered starts. PSC asked to provide teas and coffees in hall for parents and ice lollies for kids.  MF emphasised that we should always ensure we are inclusive and not just advertise on Facebook as not all parents use it.   * **Crazy hair day** – takes place weekend of 1-2nd of October. So suggested for first week of October. Date agreed for Friday 7th October and students will be asked to bring in a chocolate donation for use at the Xmas fayre. * Suggestion made to do something for **Teacher day** – 5th October – ballot box to vote? Got rejected. * **Halloween Disco** (2nd November): Ticketed event (£2) – PSC to organise and provide bags of treats and juice. Prices for best costume/dancer etc. Party games. Agreed to just provide packet of Haribo and juice.   Some discussion on permission slips used previously and how it would have been difficult to find pupils details and contact their parents when needed. Some suggestions were put forward and eventually it was agreed to look into getting wrist bands that will be used as the entry ticket and on which parents would be asked to note down their contact number. This way the information will be readily available when needed and there are no issues with GDPR because we won’t hold any personal information.   * **Cinema/Xmas Trip** (December): Discussion took place about this years’ Xmas trip. In recent years’ the school has organised a cinema trip with PSC funding the transport costs. Some parents indicated they’d like to see a theatre trip instead. Arguments for and against were discussed. MF indicated that the problem with a theatre trip is that this would mostly take place out with school hours and there had been issues in the past with pupils sitting far apart and coordinating children when leaving the theatre in the dark. In addition, not all children cope with the length of time and can be quite stressful for staff to coordinate. Also, one of the things that came back from parents in the past is that they wanted to go as a family. Parents indicated that it may be the only way for children to experience a theatre trip with increasing costs of living and that they had fond memories of trips they made as a kid. It was agreed that the PSC would enquire about a theatre trip for next academic year and that we will stick with a cinema trip for this year. MF has already started preparations for this and could be held at the Vue cinema possibly watching the new Disney movie. Buses £1120 Central Coaches. Tickets £3.99 per pupil. Options – Strange World. * **Children in Need Day** – Wednesday 16th November. Organised by school. Will also be advertised by PSC. * **Xmas cards** – Children complete artwork on piece of paper and can order cards, mugs etc. Can this be done at school? DA argued that it may be better done at home, so pupils that are interested in buying cards can do it and so it doesn’t take up school time. Last year deadlines were very tights, so should try to get them done earlier this year. Aim to get to parents for October holidays, to be back middle of November and to be delivered to school beginning of December. Last year struggle to get payments from parents on time and cards were ordered even when payments hadn’t been received which resulted in a loss for the PSC. This year only paid orders will be put forward.   Question asked if it is worth the investment for the profit that is made? Need to factor in cost of living. MM: if there are strict timelines set, it is manageable and we should make a profit if we do not put through unpaid orders. Decided to stick with same company as last year, i.e., IQ.   * **Xmas Fayre** (Friday 2nd December): One day Xmas fayre done in the past. Friday night. Lots of stall holders. Suggestion to hold a separate shopping evening in November for adults only for stall holders. Then have smaller stalls at Xmas fayre and option to have more PSC stalls that may include: bauble making, slime, braiding hair etc.   Short discussion took place whether to have just the one fayre or to include a separate shopping night:  Cons: Other shopping nights going on so another night might not be well attended.  Pros: As parent might be nice so you don’t have to drag children along.  Last year fayre was held at the church and some stall holders indicated that this was more fluent than in the school. However, due to the high cost of renting the church, it was decided to stick with the school.  In conclusion, both nights will be attempted and will review last year if it was worth it. Shopping night will take place on 11th November. | MM & MF to advertise sponsored walk via FB and email.  MM to advertise crazy hair day  MM to source wrist bands to use for Halloween disco.  School to organise cinema trip and PSC to provide funding for transport costs @ £1120.  PSC to investigate options for a theatre trip for next academic year.  MM to organise Xmas cards. |
| **10.** | **AOB** |  |
|  | * **Arnold Clark** – could this fund be used to repair damage to nursery by providing a shed to store equipment? MF points out that the police has advised not to keep anything out and it would need to be ‘bomb’ proof to stop vandalism. As proposed it would be waste of money. Would need an outbuilding but cost would be substantial. Other suggestion is to use for donation to Library / reading books instead? CM mentions that it might be nice to have more class novels, however, this would mostly benefit older pupils. Reading books used are very tired and would need replaced at some point. It was decided that teaching staff to have a discussion of what would be most useful and we could do specialised fundraiser if more funds needed. * **Playground unevenness** reported to council. What is happening with this? Trees were chopped down because of complaints from neighbours. If a path to containers was needed unevenness would make this difficult and would have to be sorted first. MF points out that it makes an interesting playground. Decided that at the cost that the quotes were for (>£5000) paths aren’t a needed. * **School Birthday** – 8th January 1987 – missed 25th anniversary, but possibly plan something for the 26th in 2023. PSC will think on this. * **Santa Run** – 3 volunteers needed on each night – Angela Purves, Victoria Tait, Jenny Barrowman mention they can volunteer some of the nights and more volunteers will be sought. 29th, 30th Nov and 1st Dec. Marianne’s dad has volunteered to be Santa for Santa run and Santa’s grotto. * Big Hop Trail – Cost is £800, could it get sponsored by local company? School gets to keep it. Decided that the PSC will fund the hair and then we will try to get a sponsor to support us. Competition to name the hare within the school would be held. FunBox fundraising be used for supplies to decorate the hare. * **Queen food bank** drop to be organised. Could have car on playground to collect things and donate to Larder. * **Hop Trail**: All enthusiastic about the prospect of receiving a hare for the school to decorate. Costs for securing one are £800 and it was decided that the PSC would cover these costs and then we will try to find a sponsor. Some discussion on how to decorate. Majority preferred a design where all pupils can contribute. Hare would be returned to the school after the trail finishes in September 2023. | MF and teaching staff to discuss where money for books would be best spend and to look into cost of replacing reading books.  MM organise volunteers for Santa run  MM organise food drop. Contact larder to find out what is needed.  ALL to check for sponsors for wee hare |
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**Date of next Meeting:** 24th November 2022

**Summary of Actions:**

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| **Agenda Item** | **Action required** | **Responsibility** | **Timeline** |
| 3 | * Organise transfer money from justgiving page (after sponsored walk) and Paypal account to PSC account. | MM | Complete  15/09/22 |
| 7 | * New policies to be posted on school web page | JG, LSV | Ongoing |
| 8 | * LSV to attend PVG meeting on 4th October to become signatory for PSC | LSV | Complete Nov /2022 |
| 9 | * Advertise sponsored walk and crazy hair day via FB and email | MM, MF | Complete  Sept 2022 |
| 9 | * Source wrist bands to use for Halloween disco |  | Complete  Nov 2022 |
| 9 | * Organise Xmas Cards |  | Ongoing |
| 9 | * School to organise cinema trip and PSC to provide funding for transport costs @ £1120 |  | Ongoing |
| 9 | * PSC to investigate options for a theatre trip for next academic year. |  | Ongoing |
| 10 | * MF and teaching staff to discuss where money for books would be best spend and to look into cost of replacing reading books. | MF, MM, All | Ongoing |
| 10 | * Organise volunteers for Santa run | MM | Complete |
| 10 | * Organise food drop. Contact larder to find out what is needed. | MM | Complete |
| 10 | * ALL to check for sponsors for wee hare | All | Ongoing |