

MINUTES OF FISHERMOSS PSC MEETING

HELD ON 13th September 2023 @ 19:00

Attendees	Margaret Ferguson (MF); Lobke Starr-Vaanholt (LSV); Marianne McKessar (MM); Dawn Anderson (DA); Catherine Middleton; Michelle Murphy; Amanda Stephen, Fiona McRae, Brenda Sangster; Louise Shepherd-Burnett; Daria Starinkska; Audrey Docherty; Angela Purves; Damien, Rebekah Parker.
Apologies	

Item	Discussion	Actions
1.	Welcome (MM)	
	MM 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	
	<p>a. <u>Previous Year's Activities (MM)</u> MM refers to newsletters send out last term.</p> <p>b. <u>Outstanding issues/financial commitments (MM)</u> No outstanding issues.</p> <p>c. <u>Financial Update (AS)</u> Opening balance: £10,942.81 (Aug 2022) To date income: £27,478.74 Expenditure: £28,539.61 Balance: £ 9,881.94 (31 August 2023)</p> <p>Total Balance: £ 9,881.94</p> <p>£ available to spend: £ 9,881.94</p> <p>Easy Fundraising – Need to be advertised again. Income dropped from previous years.</p> <p>School uniform - £55.15 profit, but around £2000 worth of stock. MM to check exact numbers.</p> <p>Donation - £7600 - total donated - £19,559 to school.</p>	
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.	

[Type here]

Item	Discussion	Actions
	<p>A new committee was formed from the following nominees: Chairperson – Marianne McKessar, seconded by LSV Treasurer – Amanda Stephen, seconded by LSV Secretary – Daria Starinska, seconded by LSV Purchaser – Michelle Murphy, seconded by LSV</p> <p>Three vacancies remain: Uniform Coordinator - Vacancy Vice Chairperson - Vacancy Volunteer Coordinator – Vacancy</p> <p>Vote took place and all accepted.</p>	
5.	New Chair Introduction	
	No additional comments as chair is remaining.	
6.	Head Teacher Update & School Requests (MF)	
	<p>A very warm welcome to Fishermoss parents staff council AGM.</p> <p>Congratulations and thank you to our new PSC committee members for your willingness to step up to the mark. Thank you also to previous members for their contributions and the many great experiences and additional resources that we were able to provide for our pupils.</p> <p>To explain my role as Head Teacher at Parent Staff Council Meetings:</p> <ul style="list-style-type: none"> • As head teacher I have a right and duty to attend meetings or to be represented by another member of staff. • I attend meetings in an advisory capacity, and I do not have voting rights. That said, voting and decision making is not valid if not made at committee level with the head teacher present. Discussions that are held by individuals via other means do not constitute a committee meeting and insurance will not cover events where the decision-making process is seen as not valid i.e. not carried out at a PSC meeting. It is not as straight forward as an individual parent approaching the head teacher to ask if it would be acceptable to proceed with certain suggestions. As shared, I have no voting rights, I advise, and decisions are to be made at committee level with me present. • I have 30 years' experience of parent councils to bring to these meetings to help support and guide you as best I can and there is also Christine MacLennan, an Aberdeenshire Education Support Officer, who has as one of her main roles to support and guide Parent Councils. <p>Learning and teaching is our core business and as such this should feature in my reporting to Parent Council. Our current improvement plan is focusing on improving learning & teaching through the creative use of digital technologies and to improve the wellbeing, equality and inclusion of all learners as Global Citizens....our standards and quality report and school improvement plan can be accessed on our website for you to</p>	

[Type here]

Item	Discussion	Actions
	<p>read the detail. We are proud of all we have been able to achieve this past year.....achievements are shared in termly HT newsletters and these including previous ones can be accessed on our school website.</p> <p>Our attainment figures evidence our collective efforts to support with Teaching & Learning. Our attainment data is as follows for pupils attaining the expected levels.... 92% in Listening & Talking, 83% in Reading, 75% in Writing, 89% in Maths and 92% in Health & Wellbeing. Attainment figures for writing are reflective of the impact of COVID as writing was clearly the most challenging task for pupils to undertake at home and indeed for parents to provide support with.</p> <p>A significant part of the amazing work the PSC does is to raise funds to enhance the experiences our pupils get at school....and it goes beyond this...often it's for basics! An ongoing challenge that has not changed in 30 years I've served on Parent Council in a number of schools has been schools' needs to function versus what we all feel should be provided as a basic in schools....e.g. technology, reading schemes, PE benches. There is also the question I pose at AGMs....how many of you have to attend fundraising events in your work place to get the resources to help you do the best job possible!</p> <p>Budgets</p> <p>The School's per capita allocation is £10,440 for the whole school this year and this is to cover all resources...paper, jotters, IT repairs, art materials, textbooks, reading books, workbooks, PE equipment, gym hall benches, office postage fees, certificates, stickers, playground games, First Aid supplies, photocopying charges, Active Schools fees... everything! For a school our size, Active schools fees are between £700-£800, Xerox copier charges £3000, paper & jotters £1,400 before we begin on the other items required.</p> <p>The Scottish Governments Pupil Equity Fund is there to help the school support children who experience barriers to learning and who might be falling behind or not getting the same chances in their education because their family is experiencing poverty or other financial difficulties. The Pupil Equity Fund is designed to support children in Primary 1 to S3 who are eligible and registered for free school meals. In our school this equates to £15,000 and continues to focus on supporting pupils develop their literacy skills, pupil wellbeing through targeted nurture sessions and financial support for Abernethy. In other schools where there are higher numbers of pupils with Free School Meals this figure is significantly higher and can be beyond £100,000 and schools struggle to spend it!</p> <p>Increases in the cost of living, budget cuts across all services in the authority amongst other challenges keep us on our toes and sometimes on our knees but with challenges come opportunities to work in close partnership to help each other. Thank you on behalf of pupils and staff for all you have done and will continue to do to support Fishermoss to be the best it can be!</p>	

[Type here]

Item	Discussion	Actions
7.	Constitution & Policies	
	LSV briefly described the policies held by the PSC. No changes proposed changes to policies and constitution. Vote held and all existing policies and constitution accepted again.	
8.	Uniform	
	<p>MM spoke to various companies that sell uniform. All work with online systems. Funky Panter couldn't be sole supplier as it does not have the capacity and do not give commission. Funky panther put a school patch on any form of clothing. Duck Out would not give a commission either, but would donate to school sports days of medals/trophies, football teams. Etc. They would also bring along their chopper to fundraising events and have a uniform stall. Duck Out and Funky Panter both have room to try on uniform.</p> <p>Options:</p> <ol style="list-style-type: none"> 1. Dug Out Aberdeen 2. Funky Panter – can't be only supplier 3. Iron on patches 4. In own hands (what is currently done) <p>Brought up previously that parents might like more options for ordering uniforms. Need to sell what we have.</p> <p>MM discusses that it is not cheaper using the companies. There were issues with uniform deliveries last term. This was due to the uniform coordinator stepping down, which created a backlog from March to August made for long waiting times with delivery of uniforms. All is not up to date and we have a large amount of stock that needs to be sold before making any changes to supplier (~£2000 worth in stock). Some sizes are low and other in excess.</p> <p>Discussed to set up a quarterly scheduled post reminding people to buy uniform. AP will help MM. Emphasise that profits will go to school to encourage sales.</p> <p>Decided to stick with what we are doing and then revisit the idea of using online sales in future when stock levels have gone down.</p>	<p>MM to send quarterly reminder to remind parents that uniform can be purchased all year and that profits go directly to school</p>
9.	Books	
	DA comments that a lot of people at P1 event were delighted to see the new books. Great feedback from new parents. Unfortunately, the A3 books that have been used in the past are no longer available. DA points out that the book order funded by 'The gift of a good book' campaign' included all available books.	
10.	Events	
	<ul style="list-style-type: none"> - Family photoshoot this weekend. Roughly £225 from selling slots and get 15% of photo sales. All slots filled except for 1pm slot. Volunteers available to take people in 	

[Type here]

Item	Discussion	Actions
	<p>and out and man the doors. Event held at the school.</p> <ul style="list-style-type: none"> - Halloween Disco: Suggested not to have breaks and sweets handed out at the end. Other suggestion to give glow sticks at party. Water would have to be made available for during the disco. There were issues at the summer disco with children coming in, which took a long time to tick the off the attendance lists. Decided to go back to wrist bands that parents fill out with their details and a Microsoft form to be filled out beforehand. Disco will take place Wednesday the 1st November. - School sponsored walk – ice lollies requested from ASDA – agreed for PSC to fund if not – Friday 29th September New crowdfunding link will be set up and info send to MF for putting in Friday update. Coffee for parents in hall afterwards. - Santa run – hot chocolates at school on 30th Dec. Need volunteers for 28th, 29th and 30th. Volunteers for hot chocolates and four volunteers required to walk along. Several people volunteered. Hot chocolate around 18:30. - Xmas fayre – Let has been approved by council. Public liability insurance required from all stall holders with new lets. Always difficult to get sufficient numbers of volunteers. Some school children's make items in school to sell, but not sure if this is feasible to do. To be held Saturday the 2nd of December. - Crazy hair day – to collect donations for chocolate tombola/bottle tombola. Friday 6th October. - MF mentioned that Child in Need stalls are returning to school this year. On Wednesday before child in need day. Charity fundraiser. - Christmas Wreath making night - £40 for 10-20 people. Awaiting approval from council. Not been approved for Wednesday 22nd of November. - Chrismas Cards – IQ cards – MM suggested that cards are made in school, but teachers comment that previously parents weren't happy with what their children had produced when cards were done in school. Decided cards will be handed out for doing drawings at home as last year. Parents will then receive a QR code to order online. This way payments don't have to be collected and monitored by PSC. The earlier the orders go in the more commission the PSC recieve. Deadline to return decided for – Friday 6th October. MM to email what to send out to MF to be 	<p>LSV – Set up crowdfunding link for sponsored walk</p> <p>MM write blurb with MF to be shared about Xmas cards,</p>

[Type here]

Item	Discussion	Actions
	distributed to parents	
11.	AOB	
	<ul style="list-style-type: none"> - Defibrillator fully functional and on circuit. - Request from DA – library kits borrowed before summer holiday, were a great hit with the kits. In particular the Movement kit – went down really well with groups going out in morning. Contains scooter boards and a kick flick and other items to develop motor skills, like big foam feet etc. Kit had to be returned to library as it is in high demand. DA would like to purchase some of the most popular items for the school: Costs: £185.95 - for 6 scooter boards, two kick flips, pack of balls and 2 pairs of giant feet, which were the favourite things as indicated by children. Would also require a storage box at additional cost. All present voted to fund this request. - LSV to remain as signatory for PVGs and will be in touch with relevant people to organise. - Masks at Halloween disco – Can be frightening for little ones. Masks weren't taken off at door last year and was difficult to get children to take them off once they were in the hall. Communication about wearing masks need to be more clear and explicit prior to the event. Decided that at P1-P3 no masks will be allowed and at P4-P7 masks will be allowed, but no 'weapons'. Times the same as previous years. - Request from MF; asks if PSC is happy to fund cinema trip again this year. Nursery to look into getting theatre group in. Voted that PSC will cover costs up to a maximum cost of £2500. 	LSV organise PVGs

Date of next Meeting: Thursday 23rd November 2023 – 6:30 pm

Summary of Actions:

Agenda Item	Action required	Responsibility	Timeline
3	<ul style="list-style-type: none"> • LSV to send minutes to Jacqui 	LSV	Complete Sept 23
8	<ul style="list-style-type: none"> • MM to send quarterly reminder to remind parents that uniform can be purchased all year and that profits go directly to school 	MM, DS	Ongoing
9	<ul style="list-style-type: none"> • LSV – Set up crowdfunding link for sponsored walk 	LSV	Complete Sept 23
10	<ul style="list-style-type: none"> • MM write blurb with MF to be shared about Xmas cards, 	MM, MF	Complete Sept 2023
11	<ul style="list-style-type: none"> • LSV organise PVGs 	LSV	Ongoing

[Type here]