

MPiP AGM Minutes Monday 29th September 7pm, School Staff Room

ATTENDANCE

Attendees: Alastair Beaton, Leah McKinnon, Elizabeth Buchan, Donna Sim, Jill Good, Estelle Winward, Helena McKerron, Joanne Lord, Fraser Edward, Lindsay Macdonald, Kirsten Laing, Ruth Scott, Elaine Yeats, Rebecca McLennan, Carol Harper, Hazel Fraser, Miss Cooper, Mrs Brown, Gary Donald, Lesley Buchan, Libby Davidson, Sarah Mortimer

1. APOLOGIES

Andrea Forbes, Julia Farquhar, Kathryn Michie, Paula Harkins, Jill Thomson, Bruce Thomson, Pauline Stevenson, Katrina McCartney

2. MINUTES OF PREVIOUS MEETING – AMENDMENTS

School Communication – School Website “Glow is no longer being used by the council and access for schools will be removed completely from October” to be amended to “As of 3rd October, Glow will be changing. The new format will be available to children and school staff but will no longer be available to parents”.

3. REPORT FROM CHAIR – LEAH MCKINNON

It has been another good year for MPiP. A summary of our main activities and events are as follows.

September 2013

NEOS week at Meldrum Community Café raised £753.00. Many thanks to Mhairi Proctor who led this fundraiser and to all of the volunteers who helped out that week.

The MPiP Facebook page was set up. Many thanks to Jill Thompson who undertook this project on behalf of MPiP. Aberdeenshire Council Facilities Officer Ed McGann was invited to and attended the September MPiP meeting during which time he gave a helpful explanation regarding the Robertson’s contract.

October 2013

Cauliflower Cards raised £678.50. Many thanks to Wendy Probert, who ran this annual fundraiser. MPiP Halloween Party was held. Many thanks to Sarah Stephen who ran this event and all of the volunteers who helped out on the night, a frighteningly good time was had by all.

November 2013

Jane Dickers and myself attended the interviews for Early Stages Deputy Head Teacher. Carol Harper was appointed. Christmas Fair raised a record breaking £2421.30. Many thanks to Elaine Yeats who led this, our main annual fundraiser and to the many people who helped out with donations, raffle prizes, set up and on the day.

December

School classes had their Christmas parties with some snacks provided by MPiP.

February 2014

A big thank you to Emma Strathdee from Envy who held a ladies pampering and shopping night at the salon and raised over £100 for the school.

March 2014

Race Night romped home with a profit of £841.29. This was the first combined fundraiser held

by MPiP and MAIG. This event was led by Philip Michie, assisted by myself and Jane Dickers. Many thanks to everyone involved.

April 2014

Local Councillor Paul Johnston was invited to and attended the April MPiP meeting to address parental concerns in relation to speeding traffic on Commercial Road and the current Teaching shortages in Aberdeenshire.

May 2014

Many thanks to our Year Group Representatives who attended the Meldrum Primary Open Evening and served refreshments. We held our first Summer Picnic which was led by myself. I would like to say a big thank you to everyone who braved the inclement weather to attend and to all of the volunteers who helped at the event.

June 2014

Myself and Estelle Winward attended the Nursey and P1 induction sessions during which I delivered a short talk about the role of MPiP within the school and parents were invited to sign up to our mailing list. A questionnaire was sent out to parents seeking feedback in relation to the quality of the School Uniform. The results showed that the vast majority of parents were happy with the current uniform offered for sale by the School.

The House Captains organised a House Day where children could attend in their House colours and take part in a treasure hunt. The children split the money raised between MPiP and local charity Kayleigh's Wee Stars raising £125.04 for each. Many thanks to everyone who participated.

August 2014

Kirsten Laing and Susan Orr resigned from Year Group Representatives. Kirsten and Susan were instrumental in the set-up of this initiative and as such MPiP would like to thank them for their contribution.

September 2014

A big thank you to Alexander Rose who did a charity run and donated £450.00 to MPiP.

A proposal was made for a new funding application process to be followed when dealing with requests for MPiP funding. This was submitted by myself, agreed upon and has since been implemented.

There have been three new fundraisers started this year, House T-Shirts by myself raising £303.50 and Spree Books and the Rag Bank by Elaine Yeats raising £325.00 and a spectacular £1389.00 in their first year.

Money raised by MPiP has been used to fund many things some examples of which are:

- * French Dictionaries and homework diaries for P7.
- * Annual £500.00 allowance to buy books for the school.
- * One year subscription to Education City. This learning tool is available to children within school and at home with the accompaniment of the Home Learning package which contains homework resources.
- * Class bus trips.
- * Summer Picnic.
- * Refreshments for Sports Day.
- * Class allowance to be spent on resources for the classroom.
- * Annual Theatre production which this year was The Railway Children.

* Bibs, balls, a first aid kit and an Early Touches Training Course for the School Football Team.

Fundraising remains a priority for MPiP. The minimum amount required to pay for our annual commitments is approximately £6000 each year. If this target is not met then sponsorship of the above items would no longer be possible. The success of MPiP is dependent on the support and involvement of the entire School community and I would like to thank all of the MPiP members, parents and families that have given their time and support over the last year. Thanks to Meldrum Primary School's management team, teaching, administrative and Janitorial staff for all of their hard work over the last year.

Thanks to all of the local businesses for their contributions and continued support and finally, many thanks to my fellow council members Jane Dickers, Elizabeth Buchan, Kathryn Michie, Estelle Winward, Philip Michie and Elaine Yeats for all of their efforts.

4. SCHOOL REPORT – ALASTAIR BEATON

As always at this time of the year we're in the process of finalising our Standards and Quality Report and this report is very much focussed on reviewing the progress we have made as a school during 2013.14 and sharing with you our direction and priorities for this session ahead.

Last session, our Improvement Plan, like that of so many schools, was very much driven by Authority priorities:

1. The introduction of Active Literacy at P1-3 stages (taken forward by all Meldrum Cluster schools last session)
2. The rollout of the Authority's suite of standardised assessment – Pips tests in P1 at the beginning and end of the children's first school year, and Incas tests for children at P3, P5 and P7. Also, we were embedding pupil tracking of attainment using the Authority's Seemis system, which will soon be leading to a new style of year end pupil reports.
3. Establishing Extended Provision – our practice, procedures and policy – across the Nursery

In addition, we had a fourth strand to our Improvement Plan, that of Capacity Building, which looked to develop the professional skills, knowledge and capabilities of our teachers, Pupil Support Assistants (PSAs) and Nursery Nurses through a series of training programmes to further improve learning, teaching and support for children right across the school.

In preparing our Standards and Quality Report we draw upon our established self-evaluation procedures – the comments, feedback and suggestions of all children, parents and staff (teaching and non-teaching) – both on what we have achieved over the year and how we can continue to improve as a school and learning community in the year ahead. Prior to finalising our Report, our evidence, data and evaluations are shared and discussed with our Quality Improvement Officer for validity.

* Our improvement targets (for Active Literacy, Assessment, Nursery Provision and staff capacity) have almost been fully achieved over the last twelve months (our Assessment Policy is presently being finalised and will be shared with parents in the weeks ahead).

* And our evaluations for the five core Quality Improvement indicators illustrate that we continue to move forwards as a school:

Improvements in Performance (inc Attainment): Good
The Quality of Learners' Experiences: Very Good

The Curriculum: Good
Meeting the Needs of Learners: Good
Improvement through Self Evaluation: Good

Building on our work and progress from 2013.14 and our stakeholder feedback, our priorities as a school for the year ahead are as follows:

Curriculum

- * We will be planning a cycle of improvement across the other curricular areas, starting with...
- * The completion and launch of our new Science programme of study over the course of this session
- * The auditing of PE resourcing
- * The redesigning of our Religious and Moral Education programme

Active Literacy

- * Here we will be completing the resourcing of Active Literacy for P1-3 classes
- * Active Literacy will this year be introduced to our P4-7 classes with a focus on spelling, reading and writing programmes. We will also be developing Active Literacy resources for P4-7 classes over this year and next.

Attainment and Achievement

- * Here we will be focussing on the development of Third Level planners for Maths, Reading, Writing and Talking & Listening
- * We will be reviewing our Target Setting and Achievement programmes
- * And over the course of this year and next, looking at the introduction of Co-operative Learning opportunities across classes, to ensure motivation, consistent pupil engagement in their learning and engaging teaching approaches.

Nursery

In Nursery our focus is to ensure the smooth introduction this session of the Government's 600 hours early years agenda – the increased Nursery day and related increase in Nursery staffing.

- * We are having to review our planning process
- * We are building a new Nursery Team that has now expanded to 17 adults – and we are looking at procedures that ensure consistency, continuity and progression for the children's learning experiences
- * We aim to refresh our Nursery Home Learning packs this session
- * And we are having to look at the impact on parents e.g. local child-minders

In addition....

A major focus for the school this year, and indeed for the next three- four years ahead, is planning and implementing changes associated with our increasing school roll.

August 2014: 370 pupils, and a sharp increase in the number of P1 children (from 50 to 70)
August 2015: projected numbers of 390 pupils
August 2016: projected numbers of 401 pupils
August 2017: projected numbers of 418 pupils
August 2018: projected numbers of 428 pupils

- * We are already having to take forward discussions with Aberdeenshire Council and Robertson FM regarding the serving of school lunches (meeting scheduled for 10th October)
- * We are having to consider the space within the infant playground – currently 120 children in P1 and P2 using this space at morning break and lunch time
- * Negotiations began in February regarding the conversion of the computer suite to a 16th classroom – work still scheduled to begin on this in July 2015.
- * Associated with the loss of the computer suite is the ability of our existing Wi-Fi to cope with a further 30+ computers accessing the network in this way, seeking assurances from the Council that the 30 + computers in the suite will be replaced with Wi-Fi enabled laptops for next August
- * Impact of the increasing school roll (and altered Nursery day) on parent parking, both in school grounds and locally.

One final issue to be taken forward this session is the school's consultation process to reconfigure the school day. Although I started the consultation process with the then Head of Service last session, delays in responding to my request meant that I had to put any consultation on hold until this school year. Immediately after the October holidays I will be looking to request approval from our new Head of Service to undertake a consultation process with all stakeholders, with a view to any changes to the school day commencing from August 2015.

5. REPORT FROM TREASURER – ESTELLE WINWARD

Accounts have been independently reviewed and approved. A very positive year for MPiP as we finished the year with £7520.99 in the bank. The main fundraising events were the Xmas Fayre, Bags2School and the Race Night. There have been many other smaller fundraising activities and we are grateful to all the people who have got involved.

On the expense side, please note the following relating to comparing figures from the previous year:

- 2013 figure includes 2 years of theatre costs due to a timing in the payment
- the Education City figure represented 3 years of the teaching software. The 3 years shall terminate in 2016.

This year we provided the classes with an allowance of £2.50 per child to pay for classroom incidentals.

Proposed budget for the upcoming year – we already received a very generous donation from Alexander Rose of £450 and the recent Spree Book fundraiser raised £535. The MPiP committee and Mr Beaton had a meeting to help plan a draft budget for the year ahead. The income side show the potential revenue from the main fundraising events MPiP are planning to organise this year. These are “pessimists” figures and it is hoped that these amounts will be easily surpassed.

Bus Allowances

- Each class is to be allowed 1 trip only within the £200 budget
- Unused funds to be returned to main MPiP funds
- Funds can be used for buses and/or entry fees
- Funds can be used for guest speakers or other educational experience coming to the school
- Even if two classes share an event, both their allowance will be considered as used
- Teachers are encouraged not to leave trips until last term and to please organise trips when the opportunity arises to ensure all classes benefit

Theatre Production

Due to the increase in the number of children and the size of the room we have agreed to pay for two shows of the theatre production to make sure all children enjoy the experience. The cost of one show is £795 and having the two shows on the same day is £1,100 with two workshops also included.

Education City

This is a one year subscription to the Homework section of Education City. The teachers are to review the usefulness of this tool by February in line with previous discussions on poor uptake. Other free resources such as Study Ladder are to be investigated by teaching staff as an alternative.

Education Allowance

This will replace the teachers allowance. Mr Beaton will have charge of the use of these funds. Guidance on how these funds are to be spent is to be agreed between the committee and Mr Beaton.

Football

Miss Harper and Craig Buchan to draft a budget to present to MPiP.

Reserve for Education City

Funds we must aim to keep aside to meet the Teachers side of Education City in 2015/16

6. APPOINTMENT OF COMMITTEE MEMBERS – LEAH MCKINNON

Chair: Leah McKinnon (Proposed E Buchan, Seconded E Winward)

Vice Chair: Fraser Edward (Proposed L McKinnon, Seconded E Yeats)

Secretary: Ruth Scott (Proposed L McKinnon, Seconded E Yeats)

Vice Secretary: Kathryn Michie (Proposed L McKinnon, Seconded Kirsten Laing)

Treasurer: Helena McKerron (Proposed L McKinnon, Seconded E Buchan)

Vice Treasurer: Lesley Buchan (Proposed L McKinnon, Seconded E Yeats)

Sub Groups

Fundraising Co-ordinator: Elaine Yeats

Year Group Reps: Early Stages – Donna Sim, Julie Farquahar, Andrea Forbes and Maura Roberts. Middle Stages – Melanie Walker, Jenny McGillivray and Jane Nicol. Upper Stages – Joanne Evans, Sarah Stephen and Kathryn Rintoul

General Members: Donna Sim, Jill Good, Lindsay Macdonald, Kirsten Laing, Sarah Mortimer, Estelle Winward, Libby Davidson, Rebecca McLennan, Gary Donald, Joanne Lord, Elizabeth Buchan, Elaine Yeats

7. CALENDER OF EVENTS FOR YEAR AHEAD – ELAINE YEATS

Spree books taken in £555 (additional sales since funds banked by Treasurer). Cauliflower cards to be returned by Friday. Xmas Fayre on 29th November. 36 volunteers are needed. No Halloween disco this year. The Rag Bank in the car park is emptied once every month. A 2nd bank had been requested but this had been refused as the company cannot keep up the demand. The funds per kilo has reduced to 40p however it is still a great fundraiser.

Date of Next Meeting: Tuesday 11th November, 7pm School Staff Room