

## **MPiP Minutes Monday 12<sup>th</sup> May 7pm, School Staff Room**

### **ATTENDANCE**

Attendees: Jane Dickers, Elizabeth Buchan, Leah McKinnon, Kirsten Laing, Paul Johnston (Councillor), Derek Evans, Estelle Winward, Sarah Stephen, Carol Harper, Sarah Mortimer, Bruce Thomson, Hazel Fraser, Jane Brown, Jill Good, Elaine Yeats

#### **1. APOLOGIES**

Alastair Beaton, Katie Robertson, Donna Sim, Jackie Inch, Susan Orr, Katrina McCartney, Kathryn Michie, Philip Michie

#### **2. MINUTES OF LAST MEETING – Accepted**

#### **3. MATTERS ARISING**

##### **School Buses/Site Visit**

Colin Young, Principal Transport Officer, Aberdeenshire Council had a site visit timed at the beginning of the school day. It was busy; there were children being dropped off and a delivery to the kitchen, he was impressed with the system that is in place. The school will continue to monitor the situation and if there are any further issues to flag this up. MPiP ask parents to be considerate when parking and to use the allocated parking bays.

##### **Music Tuition**

Jane Brown contacted Richard Paton, Head of Aberdeenshire Council's Instrumental Music Service. Pupils can receive both private and council music lessons however they cannot be on the same instrument to ensure that conflicting advice is not given.

##### **Playground Supervision/School Bus Drop Off Time**

This relates to a parent reporting that school transport was dropping their child off at school when there was no staff supervision in the Early Stages playground.

Jane Brown contacted Ed Duncan, Support Services Manager for Education, Aberdeenshire Council. Under the Education Act 2002 the expectation is that schools should have someone in the building 20 minutes before school begins. Pupils should be able to access the building if it is wet. At present 5 hours a week of Pupil Support Assistant (PSA) time is allocated to supervising the playground before and after the school day. JB had spoken to other Heads of Schools and Meldrum is the only school allocating PSA time for this purpose. This is something the school will be reviewing for next academic year. JB to clarify who has responsibility checking all pupils are on the bus. Safety concerns were raised by parents regarding early stages pupils making their own way to the bus.

##### **School Communication/Email**

The best strategy will be a mixture of formats with paper copies being sent to those parents requesting them, whole school newsletters such as newsletters are currently being posted on GLOW and email using the [meldrumschool@hotmail.co.uk](mailto:meldrumschool@hotmail.co.uk) address. JB and EB to discuss using the email account for this purpose.

Action: JB and EB to liaise regarding email account

##### **School Uniform Questionnaire**

Parents to be contacted with short questionnaire regarding the quality of the school uniform.

Action: JB/EB

#### **4. HEAD TEACHER'S UPDATE – JANE BROWN**

##### **School Roll**

The school's projected roll for next session currently stands at 370 (Including 5 approved out of zone requests) with 14 classes. JB in discussion with the Authority with a request to go to 15 classes which would enable smaller classes, more evenly balanced composites and allow more spaces at each year group for new admissions.

##### **Room 4**

All quotes have been received and waiting for the authorities decision.

##### **Staffing**

Alastair Beaton is currently at Methlick Primary until next term. Hazel Fraser Appointed Principal Teacher but will continue as Acting Depute Head until Alastair returns. JB and Carol Harper to be informed if out of class next academic year. PSAs appointed, Janice Collie and Alison Goodwin, should start with us in June. Nursery Nurse Hollie Greig has left to start new post and we are currently in process of appointing.

##### **Extended Nursery Provision**

Alastair Beaton is still managing this with Hazel Fraser dealing with the day to day issues.

##### **Current School Day**

Alastair Beaton has started the process of changing school day times. This is currently sitting with Woodhill House before any progress and consultation can be made.

##### **Change of Forms for School Trips**

Aberdeenshire Council introduced a change in procedures for Offsite Excursions. Parents will have new consent and medical forms to complete. Other implications are a change to adult/pupil ratio with more adult helpers now required.

##### **Education City**

Homework section renewed for another year. Carol Harper will be setting up an open session in the ICT suite to demonstrate Education City. JB to ask teaching staff regarding using Study Ladder in the classroom.

##### **Paul Johnston – Local Councillor**

In attendance due to parental complaints on speeding traffic on Commercial Road. The council monitored speeds outside the school and tracked an average speed of 29 – 33mph in a 20mph zone. The council has agreed to install speed cushions on Commercial Road, one above and one below the school with the projected drop in vehicle speed of 5mph. The Early Stages gated exit onto Commercial Road was also discussed with Paul Johnston making it clear that it should not be a combined exit for approved vehicle access and pupils. Jane Brown to look into adapting the additional small blocked exit as a potential exit for pupils and parents.

PJ is aware of school staff problems due to drastic shortage of teaching staff. He advised it is important to make these concerns known as the issue of staff retention needs to be reprioritised within the council. JD to make representation to Isobel Davidson, Chair of the Education, Learning and Leisure Committee and to Jim Gifford, Council Leader regarding MPiP's concern on staff shortages.

Action: JB to contact Robertson's regarding exit from Early Stages playground. JD to write to Isobel Davidson and Jim Gifford.

## **5. TREASURER'S UPDATE – Estelle Winward**

The accounts continue to look healthy for the year ahead. Current balance is £10,323.65 with a projected cash at end of year £4,713.65. Race night funds to be received from MAIG.

### **Funding Requests**

Jane Brown – Two P6 classes are planning a joint trip and sharing transport costs. This leaves a remainder of £160 from their allocated bus expenditure which they would like to spend on a science workshop visiting their class. This was agreed and it was also suggested that Carol Harper investigate the cost of the workshop for the whole school.

Action: Carol Harper to contact Generation Science

A request was made for Rhythm Box to run a session for enhanced provision children, cost £30. Jane Brown also suggested this could be available to the whole school.

This request was turned down. More information was requested for next meeting.

£100 allocated for football expenditure – additional goals, first aid kit and Early Touches training.

## **6. FUNDRAISING EVENTS**

### **Summer Picnic**

Leah McKinnon agreed to coordinate the summer picnic which will be held on Saturday 28<sup>th</sup> June, 1 – 3pm on the playfield. This is not a fundraiser but a fun afternoon to celebrate the end of the school year. If raining the event will be cancelled. Please contact Leah if you can help out at the event [mpipmeldrum@yahoo.co.uk](mailto:mpipmeldrum@yahoo.co.uk)

### **Rag Bag**

Elaine Yeats has organised another one off collection by Rag Bag, collection date Thursday 29<sup>th</sup> May. The storage container in the Early Stages Playground will be available again for bags.

## **7. YGR Update – Kirsten Laing**

Information on YGR's will be going on the school's website.

## **8. AOB**

Sarah Stephen asked if there was any way of reviewing how sports day is run to make it more competitive. Jane Brown advised that the general feeling is that most children enjoyed the event. There are a lot of children to get through each circuit and it is unfortunate that the house results are not announced till the end of term. There is a flat race, one for upper and one for early stages. Management team will consider the proposal.

**Next Meeting – Tuesday 17<sup>th</sup> June 2014 at 7pm, School Staff Room**