



MINUTES OF THE PARENT COUNCIL MEETING HELD ON 3 SEPTEMBER 2008 at 6.30PM	Action By
<p>Present: Councillors D Parker, N Watson, J Paton-Day, Gilly Innes, Emma Sowerby, Dawn Fernie, Pippa Walls, Colin Howard, Will Broome, Christine Proudfoot, Aileen Mackay, Marian Ward, Janice Douglas, Michelle Stewart, Vivienne Seeley, Kerry Clark (clerk)</p> <p>Apologies: Philip Lunts</p> <p>Pippa made introductions and welcomed everyone to the first meeting of the new 2008-09 session.</p>	
<p>Approval of minutes of previous meeting: minutes from 12 June 2008 were not available and will have to be approved at a future date.</p>	Elsa
<p>Parent Council Matters</p> <ul style="list-style-type: none"> • 100 Club – a description of the 100 is to be drawn up, explaining function/membership etc. Promotional info was sent out to parents of P1s, nursery pupils and new families. Parent Council to advise school of winners and school will send out cheques accordingly. Spreadsheet of members to be sent to school office. Possibility of new name for 100 club to be discussed at next meeting. • List of Contacts – up to date list of contacts to be collated. • Revamped Parent Council Logo – approved and now available to use. • School Web-site – information and minutes to go to Janice. 	<p>WB/PW</p> <p>WB/KC WB</p> <p>KC</p>
<p>School Agenda</p> <ul style="list-style-type: none"> • School Kitchen – Gilly advised that the kitchen was upgraded from a servery to a production kitchen during summer break, although it won't be fully functional until November due to Scottish Power connection issues. Food will continue to come in from Langlee PS until Nov. New procedures for lunchtime have been introduced and are working well. • Central Heating System in Annexe Building was upgraded during the summer break and has been tested. • Planned Extension to Annexe Building will not be going ahead due to objections from the local community and planning department (unhappy with design issue). Probable 2 year wait for any further application. Cllr Parker stated that the school will have to manage with current campus for the time being, although £40,000 has been earmarked for investigating the campus capacity during this and next financial years. • Car Park railings – Gilly enquired about the possibility of relocating the railings beside the teachers' car park to increase the size of the playground. Stuart Joyce (SBC) will respond. • Undercover Area – suggestion of provision for undercover area 	

<p>for the children – deemed too expensive.</p> <ul style="list-style-type: none"> • Office Staff – Elaine Webster, Administrative Assistant returned to work in June. She will work 21 hours per week (Mon/Tue/Wed). Kerry Clark, Primary School Administrator will work 15 hours per week (Wed pm/Thur/Fri) and Angie Wight, Office Assistant will work 25 hours per week (Mon-Fri) • Alteration to the Timing of the School Day – Gilly presented the responses received regarding the proposed changes (collated by Senior Management Team). After hearing the responses, and a full discussion, the Parent Council unanimously agreed to support the changes with effect from 20 October 2008. A letter (wording agreed by the Parent Council) will be sent home to all parents on Monday 8 September. If any major objections arise – contact school or the SBC Councillors. • Any Future Consultations – a longer period for consultation/recommendations is to be given to parents for any future changes before a final decision is made. • School Newsletter – due to efficiency savings the newsletter is to be available for accessing on line, or by email (addresses to Janice). However a proposed “opt in” scheme for paper copy newsletters will be available for parents who do not have access to a computer. Policy for advertising on the newsletter will be discussed at the next meeting. • Calendar of Events will be attached to the newsletter on 4 September detailing outings/events/concerts/sportsday/parents nights/photographer etc for this session. 	<p>GI/PW/WB</p>
<p>Correspondence</p> <ul style="list-style-type: none"> • Insurance extended liability now in place • Parent Council Newsletters/Backchat available for those who wish a look • Funding from SBC for administrative costs (received by school KC) • Parent Council Conference info available from Leona Bendall • Border Parenting Strategy info available from Pippa • Transforming Childrens Services all parents should have had correspondence in holidays. Public meetings to be held (dates in newsletter). Try to encourage parents to go and be aware of the changes. For Melrose PS the management would consist of HT, 2DHT, and no Principal Teachers (currently we have 3FTE). Also consider implications for High School. 	
<p>ACOB</p> <ul style="list-style-type: none"> • Scanner – Janice asked if the Parent Council would consider purchasing a scanner for use with the newsletter and the webclub. Colin has said funds would be available. Michelle to try to source scanner. • Nutrition Welcome Packs questions were raised regarding the nutritional balance of school meals. Scottish Borders Council is covered by a new Health & Nutrition Act which was passed in August. Catering Section deals with all aspects of the menu. 	<p>MS</p>

<ul style="list-style-type: none"> • Hungry for Success an officer from SBC can come along to a Parent Council meeting to discuss if requested. Arrange through David Parker. • Toothbrushing is toothbrushing an SBC policy? Nursery uses a toothbrushing programme – why isn't it carried forward to school? • Interview Training for Parent Council Members will be held at Langlee CPD centre on Wednesday 17 September from 10am-12noon. The training will involve interviewing techniques for PC members when a new Head Teacher is to be appointed. 	
<p>The meeting closed at 8.25pm ANNUAL GENERAL MEETING to be held on Wednesday 24 September 2008 at 7pm for the appointment of office bearers and sub groups.</p>	