

## Kings Park Parent Council Meeting - Minutes

**Date:** Wednesday 21<sup>st</sup> September 2016

**Time:** 7.00pm

**Place:** Kings Park Primary School, Senior Building (Door A)

Agenda Item	Update
Welcome & AGM	John welcomed everyone to the meeting and extended this to those parents that were returning or new to the group.
Previous Actions	Jill updated everyone on the previous actions (see below).
PTA Update	<p>John confirmed that there was no PTA representative at the meeting, however an email updated had been provided: The fund raising focus this year will be provisions for improvement in the playground.</p> <p>John confirmed that the agreed process for requesting funds would be to provide the details to Arlene, who will then consider if the request can be fulfilled by the school budget. If it can't, details will be shared with the PTA and the details will be discussed at the next PTA meeting, where a decision will be made.</p> <p>John confirmed that the current balance of the main account is £3454.39, with £1614.61 raised via the 100 Club.</p> <p>John confirmed that Christmas Cards will be used to raise funds again this year (£800 target) and the process for orders will be catered for via an external website. He also confirmed that dress down days will be used to raise additional funds.</p> <p>John informed the group that there is a vacancy for a PTA Communications Lead.</p>
Sub Group Updates	<p><b>Health &amp; Wellbeing</b> John advised the group that he had received information from Julie and that she was unfortunately having to stand down due to other family commitments. Another volunteer is required to take over the 'lead role'.</p> <p>John shared some of the ideas that the group have been discussing:</p> <ul style="list-style-type: none"> <li>• Pursuing the outputs from the Health &amp; Wellbeing survey that was undertaken earlier in the year. Arlene confirmed she had the results, although the responses were very low (but included parents, teachers and pupils)</li> <li>• Mind health</li> <li>• Walking/cycling to school, linked to the 'daily mile'</li> <li>• Active schools, outdoor lessons, interschool sports</li> <li>• Health week, House points for healthy snacks and Special Golden Time</li> <li>• Sports committee</li> <li>• Old-style playground games</li> </ul> <p>Jen Gardiner confirmed she was focusing on sports activities and will support the sub group. She also provided confirmation that a sports committee is in place and has various focusses linked to the suggestions above, e.g. lunch/after school clubs, playground activities, mindfulness and healthy eating.</p> <p><b>Communication</b> Phil confirmed that work had been completed to review and revitalise the school website, which has been based on feedback from teachers and parents. He also confirmed that the group are aiming to document a communications strategy by November.</p> <p><b>Parental Engagement</b> Robbie talked to everyone about the aims of the group:</p> <ul style="list-style-type: none"> <li>• Engaging with other Parent Councils/other schools, talking about 'what good parental engagement' looks like</li> <li>• Producing a 'Parental Engagement Charter'</li> </ul>

	<ul style="list-style-type: none"> <li>Establishing a wider range of ways that parents, pupils and teachers can communicate, e.g. more feedback on homework and more informal exchanges, not reliant on 'parents evenings'</li> </ul> <p>John thanked everyone for their input and encouraged continued focus and drive to actually get these ideas in place.</p>
Head Teacher Update	<p>Arlene talked the group through some slides that were previously shared at the recent Curriculum Evening. The slides provided an introduction to the School Improvement plan, including some of the key aims as well as how the plan is influenced.</p> <p>Arlene also provided the details of the Improvement Plan and the group split up to work round the different sections of the plan. Each group were able to record ideas and thoughts, linked to the 3 sub group headings, which will be used to influence future activity.</p>
AOB	There was no other business discussed.

#### Actions:

Action Reference	Action	Owner	Date Raised	Review Date	Date Closed
0405-001	Provide copy of AGM minutes to JC/JP/PB 06/06/16 (JP): ZO checking for copy - C/F 21/09/16 (JP): Minutes received and loaded to website - CLOSED	<del>Maira Nelson</del> Zoe Orr	04/05/16	<del>10/06/2016</del> Next Meeting	21/09/16
0405-002	Update website with AGM minutes and Midlothian Schooling slides 06/06/16 (JP): Midlothian Schooling slides uploaded. Awaiting AGM minutes - C/F 21/09/16 (JP): Minutes received and loaded to website - CLOSED	PB	04/05/16	<del>10/06/2016</del> Next Meeting	21/09/16
0405-003	Chase Midlothian Council for update on Dalkeith Re-generation/Midlothian Schooling projects 27/05/16 (JP): AL has been in touch with the Council and will provide an update at the AGM 06/06/16 (JP): Arlene is awaiting an email update from Sandra Banks which will be shared when received - C/F 21/09/16 (JP): Still awaiting information - C/F	Arlene Limerick	04/05/16	<del>10/06/2016</del> Next Meeting	
0606-001	Review spending plans for 2016/2017 with Arlene and the PTA, utilising funds raised by PTA activities 21/09/16 (JP): Meeting held and process agreed. Any requests for spend should be referred to Arlene, who will identify the required source of funds, e.g. school budget or PTA. Requests for PTA funding will be reviewed at PTA meetings - CLOSED	John Clydesdale	06/06/16	Next Meeting	21/09/16
0606-002	Obtain 2016/2017 PTA meetings dates and share with Parent Council 21/09/16 (JP): PTA dates circulated via Facebook. Next meeting is 25/10/16 at 7.30 (venue TBC) - CLOSED	John Clydesdale	06/06/16	Next Meeting	21/09/16
0606-003	Continue Sub Group activities with a view to sharing updates at the next meeting 21/09/16 (JP): Sub Group updates shared at meeting - CLOSED	ALL	06/06/16	Next Meeting	21/09/16
2109-001	Email Health & Wellbeing sub group to request a volunteer to take over the 'lead' role	John Clydesdale	21/09/16	Next Meeting	
2109-002	Share photos/avatars and class lists with Phil (for website updates)	Arlene Limerick	21/09/16	Next Meeting	