

**Papdale Parent Council –  
Minutes of meeting 9th September 2013  
Staffroom  
Papdale Primary School**

**Present,** Lynette Shearer, Jane Bruce, Charlotte Harrison, Karyn Tait, Diane Clark, Anita Sandison, Claire Louttit, Kevin Balfour, Huw Thomas, Carmen Luke, Lisa Poke, Margaret Keenan

**1) Apologies:**

**2) Minutes:** 24<sup>th</sup> June 2013 were proposed by Lynette Shearer and seconded by Karyn Tait.

**3) Matters Arising:**

**KETRA** CH has not heard back from Bill Stout – possibly due to his involvement in the Papdale East play park refurbishment.

**Action:** CH to follow up with Bill Stout

**Richard Walker's Fundraising Walk** Carmen informed the PC that Richard is keen to round off his fundraising event with a cheque presentation and photograph at the school.

**Action:** Margaret to arrange a presentation cheque

**Action:** Carmen to keep the PC informed when Richard is available

**Sports Day 2014** It was pointed out at the next Sports Day that we should sell teas and coffees to raise PC funds, although possible licence requirements may make this difficult – one way round this may be to ask for donations rather than charging.

**Action:** Discuss at a meeting nearer the time.

**4) HT Report:**

**5) CDF Funding:**

Diane and Charlotte attended the CDF meeting on Tuesday – 6 councillors also attended. Jim Foubister proposed the funding with Steven Heddle seconding it. It seemed that the Councillors were very pleased with the fact that Orkney Builders have taken on such a supportive role to the project. Morrisons also offered to donate £20K worth of materials – this needs to be ironed out as the PC need to be able to provide invoices for all materials bought to be able to claim the full amount of the Grant offered. Their offer also has to be spent within this financial year. Ground-works needs to be started by Dec this year, although the possibility of starting in October now seems to be too close to get everything finalised. It was mentioned that Kieran be the project manager – may need to be discussed at future meeting. Another option was that Kevin Balfour and Steven Kemp onsite project manage together.

Kevin informed the PC that there is still £5500.00 to come from Awards for All – a percentage is for the Stage and seating area – to be confirmed with Kevin Balfour.

It was discussed that the Free Running area be the first section to be completed as this would take the least ground-work time.

It is estimated that the PC will be able to put £30K into the project – although we do need to find out the estimated shortfall so that we know how much more fundraising we need to achieve.

Lynette queried the PC Flett Fund donation as no-one had heard any word that the money was coming through.

Lynette had spoken to a local lawyer who had mentioned that there may be various 'dormant funding' available if it met the criteria of the individual fund

**Action:** CH to speak to Kieran to find out details of the fund, including shortfall

**Action:** CH to email Gavin, Douglas, Steven and Kieran to arrange a meeting re details of project

**Action:** CH to have a meeting with Kieran, Scott and Gavin to make sure the criteria of the CDF Funding is met and that Morrisons offer is used to its full potential.

**6) Parent's Evening:** 2<sup>nd</sup> and 3<sup>rd</sup> October

**Action:** Lynette to email round and get the rota drawn up

## **7) Party Night**

**Action:** Carmen to find out how many people would be available to attend

## **8) BID Event**

The next BID event is on 23<sup>rd</sup> and 24<sup>th</sup> Nov – possible date for another pop up shop – last one was a huge success, raising £850 in one day.

**Action:** Once decided if we are doing another pop up shop we need to get request for donations out to parents and public in plenty of time.

## **9) Fundraising and letter of thanks:**

We need to do an editorial piece in the local press to let the parents and public now how well the fundraising has gone, the amount from the CDF and also to thank all concerned to far for their help. Tie this in with the next date for the pop-up shop. Bingo Night was mentioned again as it was such a success last time – keeping mind for more fundraising ideas.

**Action:** Lisa to speak to Julia Sherriffs regarding the Quiz Night – possibly to be held in the Sailing Club, end October or early November – over 18s only.

**Action:** PC members to email CH with names of people we need to mention in the editorial (although if this gets to be a huge list maybe a general thank you to everyone concerned would be sufficient)

## **10) AGM:**

Date set for 23<sup>rd</sup> September 6.30pm in Staffroom. A few names of possible new members were mentioned, existing members to ask round to see if they are interested in joining. Lisa sends apologies and Carmen stated that she will stand down as Treasurer – this is to be taken on by Lynette and Margaret as a shared post as this next year will be a busy one with Grant payments etc

**Action:** CL - Adverts to Radio Orkney and Super Station

## **11) AOB:**

**Blue Door** – still no word of getting a date.

**Action:** Huw to enquire if we are still on the waiting list

**Bag Packing** –

**Action:** Lynette to speak to Tesco's to see if we can get a date

**Halloween Parties** - Date set for Friday 1<sup>st</sup> November. Carmen is happy to do the music for all the parties. Entertainment for the younger ones may be taken on by Claire Cramb with Lisa taking charge of the older pupils.

**Action:** Karyn to speak to Claire about doing the younger two parties

**Action:** Carmen to order the glow sticks etc again

**Action:** Kevin to speak to Walter Gorman to set up the lights and speakers

**Action:** Kevin / Mrs Bruce to ask Teachers for some help with the parties

## **Possible points of interest for AGM:**

**BMI delivery to children** – there has been some concern regarding the delivery of BMI results to the P1 and P7 children – those in the higher percentage receive a letter offering assistance in how to reduce their results. It was mentioned that the younger children are shown ideas for a healthy pack lunch – although this is not always kept up in later years!

**Action:** Karyn to speak to Vicky Anderson to see if she would be available to have a table at the Parents Evening and hand out leaflets for parent information

**School Dinners:** This has been brought up many times in previous PC meetings, and still causes concern with parents. Some of the concerns are sandwich fillings, running out of hot line choice and continually serving up meals which seem to be an obvious dislike to the pupils. Many pupils choose to sit next to friends regardless of what is on the menu, then don't finish their meal so that they can run and play outside. This causes large amounts of waste – the Eco Club did a survey on waste which may be useful especially now that the head cook is changing – information from the survey could be passed on.

**Action:** Mrs Bruce to see if she can find out the Survey results

## **Karyn brought up points given to her by parents:**

**Parking** – still a concern to parents, although this may be improved once the KGS is completed and additional parking is available over at the old pool area

**Action:** Add this concern into the next Newsletter

**Action:** CH to ask Morrisons what is happening with that area

**Water Bottles** – not always coming home with children at the end of term. Although the majority of the PC members did get theirs, possibly the Teachers need to remind the children to take them home.

**P1 and P2 Shelter** – has been discussed in the past – possible help would be a lean-to added onto the school...more fundraising would be required!

**School policy regarding cycling** – the School's policy is that children who have passed their Cycling test can cycle – although very young children are cycling with their parents, and some without – this can be stopped, as it is down to the Parent's digression.

Date of next meeting – 2<sup>nd</sup> Dec 6pm

Meeting Closed 7.59pm

Signed by Chairperson.....