

Finzean School and Ballogie Nursery

Parent Forum AGM

Tuesday 10th September 2013 7:00pm @ Finzean Farm Shop

Attending: Andrew Farquharson, Heather Cowie, Catriona Tanner, Jane Bennett, Susan Anderson, Wendy Hector, Moira Aitken, Karen Bradburn, Donna Duncan, Dawn Lobban, Liz Clarke, Tracy Jamieson, Kerry Hendriksen, Alina Stevenson, Susan Jameson, Maree, Stuart Gordon, Helen Bilsby, Moira Aitken, Mette Cormack

Apologies: Kate Farquharson, Linda Byers, Claudia Paterson, Jane Douglas, Diane Gordon

1.0 Welcome and Apologies

1.1 AF welcomes everyone to the meeting.

1.2 AF asks for the last minutes to be approved. Heather Cowie approves, Fiona Carter seconds.

2.0 Treasurers Report

2.1 HC confirms that we still have a good bank balance. £5,700 in bank, £421 cash and cheques still to be lodged.

£2700 Xmas Fayre
£2100 burns supper
£470 Bike ride
£331 Fun day

2.2 HC notes the main expenses coming up are buses and Panto tickets.

2.3 Future fundraising events include the casino night, Xmas Fayre and burns supper so money should be spent as there will be more coming in soon.

2.4 Computers for the school - Mrs Lobban (DL) had requested before that the PF contribute to the purchase of new laptops. DL confirms they need to be CC4 to suit the system and network. DL confirms each laptop will cost £464 including license and CC4. DL requests 6 laptops at 2,784. Maree queries whether tablets could be used. DL reports that this was discussed but view is that they are not used effectively. Also there is the issue of apps being downloaded as a card would be required. Laptops have a different use to tablets and suit schools better. The computers have to be bought through the council.

All agreed this is ok. AF suggests we get Piper along to take picture when they have been purchased.

2.5 Pantomime tickets

In Oct last year it was agreed we would vote every year for method of payment of tickets annually. AF clarifies the options for review -

1 - PF pay for all to attend including parents and community members.

2 - PF pay for all children and staff to attend and only subsidize the price of tickets of parents and community members.

3 - PF only pay for buses.

AF notes that last year it cost approx. £1,100 all in. JB notes that we needed to decide if we should charge more for 'community' members. 120 tickets have been pre-booked but not paid for. There will be 64 kids plus teachers this year.

All voted - It was agreed unanimously that the PF would -

2 - Pay for all children and subsidize the cost of other tickets. Looking at £1,200 all in. £400 for buses. It was agreed to charge £15 each for any family or community member. Even after this payment (and purchase of computers) it would still leave about £2,000 in fund.

It was agreed to make sure we put Panto Visit in the rabbit. 11th Dec, provisionally.

We will be visiting HMT to see the pantomime 'Cinderella' on Thursday the 5th of December 2013 - matinee performance starting at 1.45 pm.

3.0 Headteachers Report

(excerpt from DL report - comments added on the night of meeting in bold italics)

- 3.1 Glad to be back; school is feeling settled and happy, 3 classes is already making a difference to the school.
- 3.2 Trips – Techfest – buses cost £400 (Nursery to P7) I wondered if the PF would like to help.
All agreed it was ok to pay for the buses to Techfest. More parent helpers requested.
- 3.3 After positive feedback about joining local schools for a residential trip, we will be joining Ballater School and Braemar School at Loch Inch in June (after the 3 days at the academy.) P7 pupils will be invited to go and a member of staff will join them.
- 3.4 We have provisionally booked a week of skiing with Braemar Skiing Group, again at the same time as other schools in the cluster. Prices are yet to be decided. This will be in January. P4-P7 or P5-P7's.
- 3.5 The School fund is currently sitting at £672-52
Computers – we have quotes here for Laptops (with the Primary software) coming in at about £464 each. **See 2.4.**
- 3.6 P3 Swimming – short notice but totally worthwhile over the next 4 weeks (they had it organized but the school earmarked wasn't making use of the service). Mrs. Jamieson will accompany pupils. May get another 4 weeks later.
- 3.7 Running – One parent has offered to come to the training with some of the staff next week. We do need more (and regular) helpers if we are going to get the P3's running this year. The pupils really should have a minimum of 3 adults, to ensure they are covered. I have overlooked the last few weeks but the group can't split as it perhaps normally would.
Tracy Jamieson / Catriona Tanner / Jane Bennett / Donna Duncan / Susan Anderson on bike.
- 3.8 Can I put out a plea for a French speaker who could donate their time to help support French in school? We have been given only 2 terms of French Specialist this year – not enough I don't feel. **Tracy Jamieson offers to help.**

- 3.9 Need some parent members to join our eco group (elected members) – we will meet during the school day perhaps once a week to start, then less often.
Liz Clarke / Kerry Hendriksen / Fiona Carter / Alina Stevenson - depending if during nursery
- 3.10 Improvement plans include RRSA (rights respecting schools), Active Literacy (part of the second cohort in Aberdeenshire), Heinemann Active Math's (ongoing/being used in school and staff will be attending CPD), Sensory Garden and Eco Schools (to ensure we are covering it)
- 3.11 Mel Shand – has offered to continue with our 'vision' of a long, wooden map of the Feugh, depicting the local areas of interest, which will hopefully also be used as a leaflet. This will be situated along the front of the school and will be a focal point within the Sensory Garden. Children's art work will be added (P3-7 pupils are working with Mel during NEOS week, when she will be working with groups of 6 pupils for about an hour each. I am about to ask for funding to support her in this (including paying for the wood and paint for the map) Mel thought some of the community members may help paint this. **All agreed ok. Stuart Gordon offered to help with the board.**
- 3.12 We are looking for some cash for the sensory garden planters which we hope to add soon. I need to buy decking wood to make these planters up, but this is expensive and wondered if I could ask for some assistance? There will be 4 planters (house or season planters) to be planted by the pupils. Each planter will be a substantial size – 1m wide by 2.5 or 3 m long, and they should be about ½ metre tall. We will be asking the pupils to make hangings, help clean up the area and eventually plan what goes in or grows in the garden. Can you help? **All agreed ok. Stuart Gordon said he might have boards that might be of use for this.**
- 3.13 DL reports that the council are planning on erecting a new mast for broadband reception, which allows them to save a considerable sum in bills. DL notes she wasn't keen on this but it is a done deal. DL reports that there are no known health risks associated with this so close to the school.

4.0 Office Bearers - Session 2013/14

Office bearers are confirmed as :

Chair	Andrew Farquharson
Vice chair	Jane Bennett
Secretary	Catriona Tanner
Treasurer	Donna Duncan

5.0 Parent Helpers - Session 2013/14

5.1 Parent Reps are confirmed as follows :

Nursery	Arlene Knudsen
P1	Kerry Hendriksen
2	Helen Bilsby
3	Susan Anderson
4	Liz Clarke
5	Kate Farquharson
6	Moira Aitken
7	Stuart Gordon

5.2 Catering coordinator
This is confirmed as Susan Anderson

5.3 Rota
Catriona to email out rota for all events shortly.

6.0 Fundraising 2013/14

6.1 Duathlon

The date for this was discussed and it was generally agreed that 16th November may be a good date. HC to confirm.

6.2 Casino Night

– AF confirms that this has been booked for 16th November. Westhill Rotary are helping. Moira Aitken, Claudia Paterson and Susan Anderson on committee. Other helpers will be required on the night. It is a James Bond theme - adults only. 120 people max. Open to all. £12 for 2,500 chips. Can buy more on night. 3 cash prizes for most chips won. Free drink, cocktails, canapés and nibbles. Entertainment. Bar. Tickets hopefully on sale beg October. This will be advertised in The Rabbit.

6.3 Christmas Fayre

This is on Saturday 30th November.

Maree to head this, Fiona, Kerry, Tracy, Heather, Catriona keen to help. Others welcome - please get in touch.

6.4 Burns Supper

Saturday 25th January - caterer sorted. Family night. Haggis neeps or mince and tatties. Entertainment - volunteers requested. Volunteers needed on the night to serve and to cook neeps and tatties beforehand.

7.0 AOCB

7.1 Halloween Party is on Friday 1st November 5-7pm. Details to be confirmed.

7.2 Fundraising - Liz suggests Sponsored walk and bike ride great, but could that money be directed to a local charity. Could link in with fair trade. DL to consider. DL notes we do do the shoebox campaign at Christmas and the Macmillan coffee morning.

7.3 Tracy suggests 'It's a knockout' competition in summer term, teams could enter. Discuss at next meeting in more detail. Suggestions welcome.

7.4 KH queries if School Xmas cards were sent out - DL notes that Mrs. Byers started doing this last year and expects it will be done again.

7.5 DL notes there are now no football goals at school, old plastic ones broke. DL offers a way for kids to raise money themselves to buy them. Wendy to check costs.

7.6 School Christmas show + Nativity - last week of Term 2.

Wendy notes this is presented to the OAP's as a matinee. This is organized by FCA for Finzean residents. Fiona requests that Ballogie residents also be included. DL agreed, she was keen for whole school catchment area to be invited. It was agreed if Ballogie CA wanted to help organize it they would be most welcome. Wendy to bring it up at next FCA mtg. FC to check with BCC.

Ballogie nursery and P1 and P2 putting on the nativity.

7.7 AF highlights that an extra to our current policy Optional Insurance may be needed to cover outside entertainers - it would cost an additional 7.00 annually. All agreed this was ok.

7.8 AF also notes that the committee have proposed small changes to the constitution -

Proposed Amendments to the Constitution

4.7 The Parent Council may change its constitution at an AGM *or EGM* after obtaining consent from members of the Parent Forum. All members of the Parent Forum will be sent a copy of any proposed amendments and given a reasonable time to respond to the proposal. The proposal shall be accepted if a majority of those who respond within the given time agree that the Constitution be amended accordingly.

3.10 *If, during the school year, and out with the AGM, an Office Bearer position becomes vacant, a new Office Bearer can be elected.*

All agreed these were ok.

7.9 Playground supervision

Some parents have raised concerns about safety in the playground - mostly relating to children using climbing frames - before school starts. Concerns also raised about the safety of the road. DL reports that this has been discussed with the local HSE advisor who stated there was no concern about any of these risks. DL highlights that the school only has a requirement to supervise pupils from the time the bells sounds at 9:15am. It had been suggested that perhaps any parents concerned could join a rota to supervise the children in the mornings. Further safety measures in relation to the road will be considered.

Any parents concerned about this and/or wishing to join the rota should get in touch with the school.

7.10 Kerry Hendriksen notes the Messy Church event to be held on Wednesday 2nd October, 5pm - 7pm. Crafts and dinner will be laid on. Parents requested to stay.

7.11 CT requests any items to her for The Rabbit by 15th September latest.

7.12 Helen Bilsby highlights the 'Educating Ronnie' event at the hall on Friday 20th September. All welcome. Aged 14+.

6.0 NEXT MEETING

TUESDAY 29TH OCTOBER AT FINZEAN FARM SHOP AT 7:00PM.

NOTE - Thank you to Finzean Farm shop for hosting our meeting and providing refreshments again!

Calendar 2013/14

Parent Forum Meeting	7:00pm	Tuesday 29th October
School Halloween Party	5:00-7:00pm	Friday 1st November
Duathlon	1:00pm	Saturday 16th November
James Bond Casino Night	7:00pm	Saturday 16th November
Christmas Fayre	12:30-4:30pm	Saturday 30th November
Cinderella Pantomime HMT	1:45pm	Thursday 5th December
Burns Supper	7:00pm	Saturday 25th January