

MAYFIELD PRIMARY SCHOOL, PARENT COUNCIL

Meeting Agenda, Minutes & Action Tracker



Email : mpsparentcouncil@mail.com

Date/Time:	Thursday 12th January 2017, 19:30 – 20:30
Venue:	Mayfield Community Club, 1 Stone Place, Mayfield, EH22 5PG
Attendees:	Heather McBroom, Mamie McKenna, Laura Brown, Sarah McBroom, Kelly Jack, Sarah Newlands, Candy Ingles-Aker, Pauline Lawson and Julie
Apologies:	Lynda Gilzean, Wayne, Donna McLachlan, Tara, Tracy Gillon

Item	Notes	Actions
1	Welcome & Apologies The meeting was held in the lounge of the community club. Apologies were given for the members who could not attend. Sarah Watson has stepped down as the current acting chair so Heather will chair tonight's meeting.	
2	Minutes of previous meeting Minutes were circulated from the last meeting. These were agreed as a true record of the last meeting. Minutes will be emailed to the school to be circulated around the teachers.	
3	Christmas Fayre Financial Review A report was issued to all members attending the meeting. This details the money made by stall and the expenditure paid out for each. It was agreed that for future all expenditure would be agreed in advance of any events.	
4	Vacant Roles and Constitution CONSTITUTION - The current constitution is only held in paper format. It was discussed that the current constitution should be reviewed and refreshed if required. A draft constitution was handed out to members to take away and read over for the next meeting. Before anything can be changed we would need to find out what requirements will be needed to be met from the School and Midlothian Council. The current constitution is held in a folder and this will need to be located. ROLES – The current roles are Chair, Vice-Chair, Secretary and Treasurer. Lynda is the Treasurer so the roles to be filled are Chair, Vice-Chair and Secretary. Details of each role were issued to all members and everyone was asked to read over these and advise if they would like to put their name forward for any position. This will be carried forward to the next meeting to fill each role.	Current constitution to be located Prepare list of who wants to fill each role
5	Valentines Disco The suggestions from the last meeting were taken to the school and no dates were suitable as the teachers already had previous commitments the week prior to the February break. However, they suggested perhaps holding a Spring Disco as an alternative. It was discussed that previous Valentines Discos have not had a lot of attendance due to it being for Valentines. So the hope it with a spring/easter disco more children would attend. If the disco was ran as an eater disco it would give it a theme and things like easter bonnet competitions, egg hunts etc could be held at the disco. It was also thought that rather than goody bags easter eggs could be given to the children. Mayfield Community Club confirmed that they will provide a donation of £250 towards the disco. This donation will be used to cover the costs, but the school will request a class to write letters to local supermarkets asking if they are willing to donate easter eggs, juice etc so that the donated funds from the club can be used to purchase prizes etc for the children. This will be carried forward to the next meeting as we will have feedback from the	

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	teachers to see what date this can be held. The provisional date at the moment is Wednesday 22 nd March 2017.	
6 7 & 8	<p>Fundraisers/Social Events/What to fundraise for</p> <p>The school are going to prepare a list of proposed items that would benefit the school. The Parent Council will prepare a list of committed spend for this year. These will be reviewed and after the current commitments an agreement on what to fundraise for will be made. When we have an idea of what we are fundraising for and how much money is needed we will then re-visit the planning of fundraisers/events. The school are currently planning their own fundraisers etc. so once this has been agreed they will advise the Parent Council so that we don't overlap.</p> <p>The school are looking at funding to provide a breakfast club in the school. This will be a school project but the Parent Council have offered help to cover, if required or fundraise.</p>	
9	<p>Social Media Policy</p> <p>A draft policy was issued to all attending members to take away and review. This policy once agreed will form the basis of how the Parent Council social media will be ran. Each admin will be required to sign the policy and adhere to it.</p> <p>The page is only being used to advertise meetings etc. as this is the most effect way of getting the word out to the Parent Forum. Once the policy has been agreed and published we can then look at other ways to use the page.</p> <p>The page has 2 admins and this will stay limited to control the number of people who can post on it. Any posts that are made to the page will need to be approved by an admin before they are visable to anyone. This is to ensure that only appropriate content is put on the page.</p>	
10	<p>Sensory Room</p> <p>A grant was received in May 2016 from MAEDT (Mayfield & Easthouses Development Trust). This has been applied for to provide a sensory room for children to use. This is no longer a requirement so Pauline is currently drawing up a list of items that the children would benefit from. Paul Johnson from MAEDT will attend the next meeting to disucss this. Whatever money has not been spent by 31st March must be returned to then be distributed to other groups clubs within the community. Pauline will provide a list for the next meeting.</p>	

Future Meeting Schedule

Date	Place	Time
TBC	Mayfield Community Club, 1 Stone Place, Mayfield, EH22 5PG	TBC

Appendix A

Role	Name	Contact Details
Chair(acting)		Tel : Email :
Vice Chair(acting)	Laura Brown	Tel : 07881247494 Email :
Treasurer	Lynda Gilzean	Tel : 07734460650 Email :
Secretary(acting)	Heather McBroom	Tel : 07437056305 Email : hhogg@nhs.net
Member	Sarah Newlands	
Member	Kelly Jack	
Member	Mamie McKenna	
Member	Sarah McBroom	
Member	Donna McLachlan	
Member	Natalie	
Member	Wayne	

To confirm which staff are members of the PTA