

CHANNELKIRK PRIMARY SCHOOL PARENT COUNCIL
Annual General Meeting Minutes

28th of October 2023 at 6.30pm

1. Attendees	Charlotte Shortel (Head teacher CS), Lauren Rocha (PT P1-3 Teacher LR), Carly Newton (chairperson CN), Katie Kay (Secretary KK), Annabel Haskell (ELC rep and Fundraising coordinator AH), Amy Fulton (Fundraising coordinator AF), Jenny Matthews (JM), Rachel Hughs (RH), Fiona Aglen (Treasurer FA), Hazel Davidson (HD), Vanessa Schulz (VN)
Apologies	Emily Brown (P4-7 Teacher)

2. Matters Arising from previous minutes - none	
3. Head Teacher's Update – see appendix A CS spoke through the report	
4. Chairperson's report – see appendix B CN spoke through the report Reminder of all to keep collecting bottle tops – we are aiming for a mud kitchen but need 160kg which is a huge amount so CS and LR to look through the catalogue and see if there are other items they might like.	CS LR
5. Treasurers report – see appendix C FA spoke through the report	
6. Fundraising – see appendix D AF spoke through the fundraising plans for the year. CN is to ask wind farm if they would pay for the cost of the hall for the school show – this will be a Christmas show this year. There was a discussion over whether the school show could do two shows and one would be for the community. However, agreed that two was too much for the children. This year they will charge on the door. KK to speak to Margaret and Frances about the hall price.	CN KK
7. Funding Evaluation of Lego League, Generation Science and School of Music The school have decided not to go ahead with the Borders School of Music again. The £1500 that was ringfenced for music could now be used for Generation Science. The rest will be kept at the moment and CS and LS will think of what it could be used for. Lego League will stop for a couple of years, and hopefully will start up again in the future. The commitment of time, volunteers, kit mean it is more sensible not to do it every year.	CS LR

AH also asked about the blind spot next to the gate. CS explained that there is always two school staff in the playground and they are constantly walking round and checking.

Nursery fence:

AH highlighted that there are still complaints being made about the fence. CS explained that Miss Mack has highlighted that the fence is now working fine and actually helps learning from the ELC pupils from being disrupted by older pupils, it also provides a bit of protection from weather and the children have adapted well to it.

AH asked if we need to push for some windows being put into the fence.

AF highlighted that SBC had said that any work on the fence is now finished.

The committee all agreed that the fence is fine and no more work is needed.

JM said thanks from Miss Mack to all for the help with the nursery.

Grants:

CN said the Persimmon grant of £1000 is still now open. A discussion was had on what this could be used for. VS questioned swimming, however CS explained the cost of transport, and volunteers makes it very difficult.

LOSC money:

Money from the LOSC is still sitting. There are no bus drivers so this won't be used for this.

We either give the money back or use it for another after school club at Channelkirk.

CN mentioned an Engineering Club (Young Engineers Edinburgh) which could run on a Wednesday, but staff would be unable to do this in terms of locking up. CS to look into paperwork of this and the letting system.

CN to contact them again and see if they would still be willing.

CS
CN

School Trips:

Two trips are planned for the school, one to Edinburgh zoo and the other to the panto. The committee all agreed the parent council should subsidise £10 per trip per child for these.

12. Date of next meeting – Wednesday 15th November

Appendix A: Head Teacher's Update – Channelkirk Primary School – Sept 2023

Staffing update:

- No Cook – currently having food delivered to the school from Lauder primary.
- No Cleaner – currently having the peripatetic team again (who are actually very good!)
- Mrs Mitchell (EYP) in the ELC is settling in fantastically, she has a lovely calm way with the children – with positive relationships established quickly.
- New EYP recommended for the post (Heather Smith's replacement). Still to confirm start date. Mrs Howey is in doing supply in the meantime (most days).
- Mrs Rocha back in post working as Principal teacher across both schools. She has had a short term absence this term, P1-3 children did really well with a few different supply staff and all spoke highly about teaching here.

Building / resource management

Due to the joint efforts of the amazing group of talented parents and the staff team, the ELC playroom is looking gorgeous! The 'cosiest and homeliest' ELC porta cabin in the borders! Thanks so very much. We hosted a meeting of the Earlston Cluster Early years Officers last Friday and they all commented positively on its appearance. We await a return inspection at some point this session from the Care Inspectorate, but have been made aware it will be a different inspector.

Willow tunnel chopped! Hopefully making it more manageable in the future whilst still allowing for some interesting play structures for the children. Also opened up the view a bit for ELC staff.

Outside play space for P1-3 is being developed (behind main building). This session staffing allows for children to access this in small groups within class time.

Enhancing the Curriculum since last meeting and planned for the rest of term

- Past / ongoing

☑ P7s from both schools orienteering together at WR

☑ Bikeability – P6 & P7

☑ P5 Countryside Day – 16th May

☑ P6 INSPIRE day - 30th May

☑ Farm Visit trip – 1st June –

☑ P7 Earlston High School Visit days 7th & 8th June

☑ Sports Day 14th June at 1pm

☑ School Show: Pirates of the Currybean!

☑ P7 Leavers Assembly

- Upcoming / current

☒ P7s – Humanutopia + Dalguise 19th – 22nd Sept

☒ Mobile Library Van continues to visit regularly

☒ P5 Rugby and P6 / P7 Hockey festival – 3rd Oct

Parental Engagement

☒ P7 Dalguise meeting – Thursday 31st August

☒ New P1 Parents meeting (Literacy) – with PT, tbc

☒ P7 Parents meeting at EHS - 7pm on 27th Sept

☒ Showbie – Having had some delays in the reissue of Ipads, has delayed this but teachers are uploading learning targets and evidence as they can to allow parents to see some key learning this term. Any issues with access, please approach the school.

☒ Parent / family Stay and Learn Open sessions: Friday 29th Sept

☒ Parent's nights coming up after the holiday

☒ Inspire Parents Info event (cluster) – details to be confirmed

New requests / wish list –

Steady stream of things coming in! Jan working through orders and deliveries – thanks again.

Possible trip – links to current curriculum:

We have costed a trip to Edinburgh Zoo – going with Westruther children. It comes to £18.50 per child. Westruther PC have agreed to subsidise the trip to the sum of £10 each – but they have much less children!! Could we discuss the approach to this trip and the cost to parents please?

Appendix B - Channelkirk Primary School Chair Persons Report

Funding School Resources

Since the last meeting, the Parent Council have funded many new resources for our school, including:

- ☒ Classroom resources;
- ☒ New Planters;
- ☒ Nursery improvements, including playhouse and soft furnishings;
- ☒ £10,000 new community play equipment and shed.

Fundraising Brainstorm

An informal meeting was held on 1st September to discuss fundraising ideas for 2023 – look out for the next newsletter detailing seasonal events and our school tea towel fundraiser.

Creative Scotland Grant

Glen Leslie has successfully secured a grant to create Mural Boards with the children. Well done, Glen!

School Cycled

The Parent Council signed up to a rewards based recycling scheme; plastic bottle tops of all kinds (milk, pop, laundry detergent etc) can be exchanged for items made from the recycled materials e.g. planters/mud kitchens. There are drop off points at school and the community shop.

We need lots and lots of bottle tops to earn these items so please help us by saving as many bottle tops as you can, and perhaps roping in neighbours and grandparents if possible.

Appendix C- Channelkirk Parent Council- Treasurers Report September 2023

Bank Balance as of 25/09/23 £3527.10

Income from FUNDRAISING since last report (April '23):

Coffee Morning £637.12

Clothing Sales £590.62

Monthly Quiz £10

Easy Fundraising £77.46

Total income from fundraising since last report £1315.20

Income from GRANTS since last report:

Ronald Miller Foundation £1,000

Toddleburn Wind Farm £10,000

Total income from grants since last report £11,000

Ring Fenced:

Hardship Fund

150.00

Jubilee Fund Art Materials (craft)

3.01

Music 2023/24

1,500.00

2,253.01

Unallocated funds £ 1,224.09

EXPENSES since last report have included:

Nursery Shed £425

Sewing Machines £129.98

Bus and tickets for Trimontium Museum visit £290

Water Tray £140.24

Upgrading of Nursery soft Furnishings £214.79

Playground play equipment including Shed £10,120.54

PE equipment £1012.52

Planters made by criminal justice team £732

Hall hire £70

Total expenses since last report £13,135.07

Notes:

£100 cash float held by Fiona Aglen

Annual Summary

Accounts have been examined and verified 14/9/23 by Lynn Gray

2021/22 2022/23

Opening Bank Balance 01/09 £3,462.23 £2,510.63

Income from fundraising £1,454.74 £4,122.67

Income from grants £6,410.00 £14,000.00

Expenses £8,816.34 £16,535.70

Closing Bank Balance 31/08 £2,510.63 £4,097.60

Cash £100.00 £100.00

Appendix D - Parent Council Fundraising Ideas, 2023-24

Goal: £3,000

Ongoing ideas:

Easy Fundraising

Bottle caps

Monthly shop quiz

Sept 16 - Clothes sale, 9-12 at Village Hall (AF, JM, SY)

Sept/Oct - Christmas tea towels (CN, FA)

Oct 28 - Halloween disco, 3-5 at Hall. Need to establish food&drink/activities (JM, AH, KK).

Nov 5 - Cones of pick n mix/cinder toffee at Bonfire night, table to be run by P7(?). Baked potatoes

Nov 24/25 - Quiz night, feat questions from school children (AF)

Dec - Baking table at Christmas fayre

27 Jan - Music event TBD +/- curry takeaway +/- pub

Apr - Sponsored walk

18 May - Coffee morning

22 June - Summer fayre + bbq/Myra's van?

Aug - Table at OCCC common riding event

To do:

-Autumn/Winter flyer drop feat upcoming events and ongoing fundraising (KK)

-Meet with pub about Jan band-a-oke

Future ideas:

Welcome bbq

100 club

Alternating Christmas cards/tea towels

Secondhand September

Beetle drive

Murder mystery

Leaflets in school bags/coffee mornings