**Troqueer Parents and Friends Council **

**Minute of 11/09/19**

**Present: Kirsteen Macintyre, Fiona Mitchell, Davie Stitt, Jane Johnston, Lisa Muirhead, Mary Terrace, Nancy Torbett, Kim Black Liza Vinnie, Joanne Russell, Catharine Mackenzie, Martin Armstrong, Sharron Harper, Joanne Dixon, Kirsty Peden, Laura Whitelaw**

**Apologies: Elspeth Scade, Lilli Irving, Ian Blake**

**Leaving Committee: Pat Hanna, John Dougan, Elaine Brown, Viv Ella, Fiona Collins. Many thanks to those leaving committee posts for all your hard work and past contributions.**

**1.Report by Chairperson – Laura Whitelaw**

**Laura said thank you to everyone who supported TPFC efforts over the last year including teachers who supported events and parents who attend and bring their children. Laura was grateful for new ideas, particularly from new members and noted there had been more and different activities at events as a result.**

**We have been looking at our ECO footprint at events and are trying to improve what we do in this regard.**

**TPFC parents have supported the school various events including the Book Fayre, church attendance and cinema nights – thanks to all involved**

**We have had an excellent year of fundraising and have been able to contribute to several school events/plans including the P7 leaver events/gifts, Christmas parties, theatre production as well as a general grant to the school.**

**TPFC aims to create welcoming atmosphere and we are trying to make our events more inclusive. Last year we started offering free burger tokens to those on free school meals in the hope that cost would not create a barrier to coming to the BBQ event. We want to maintain and increase our efforts in relation to being more inclusive.**

**Special thanks to Kirsty Peden for her work in securing grant for sports kit/science kit/sound system.**

**The School App has helped communication and our events have been advertised on it. The website will also help once up and running. The noticeboard also has helped with communication. Vote of thanks to Kirsteen as secretary for her support.**

**Vote of thanks also for Joanne in her role as Communications Secretary in keeping us all up to date with upcoming events**

**Laura noted her appreciation for Councillor Stitt for his regular attendance and providing a link with the local community.**

**Laura noted that Education matters and welfare issues have not been discussed regularly other than in the Head Teacher’s Report – Laura would like to concentrate more on that this year. Laura indicated she will undertake to attend more events as regards her duties in being chairperson, particularly in relation to the wider parent council movement in D & G.**

**If remaining as Chair, Laura would like greater use of sub- committees to share in some of the work of the TPFC**

**Laura gave a vote of thanks to Mary Terrace for all her hard work as treasurer.**

**2.** **Treasurer’s Report**

**Mary Terrace provided a written report.**

**Of note, £2847 was received via a grant obtained by Kirsty’s work**

**2 sets of parents donated lump sums re sports kit, many thanks!**

**Income and expenditure is as set out in the report. We have a healthy balance of £,6,250 at present.**

**The largest items of expendtiture last year were the M & M theatre productions and then P7 gifts/party.**

**3.Selection of new TPFC Members**

**All parents present were happy to become TPFC Members and were duly appointed, namely:**

**Kirsteen Macintyre, Fiona Mitchell, Jane Johnston, Lisa Muirhead, Mary Terrace, Kirsty Peden, Kim Black, Joanne Dickson, Joanne Russell, Liza Vinnie, Laura Whitelaw**

**4.Selection of the Office Bearers**

**Kirsteen Macintyre became the Minute Secretary, nominated by LW, seconded by FM**

**Joanne Russell became the Communications Secretary, nominated by LW, seconded by KM**

**Mary Terrace became the Treasurer nominated by LW, seconded by FM**

**Liza Vinnie became the Vice Treasuer nominated by LW, seconded by KM**

**Laura Whitelaw became the Chairperson nominated by MT, seconded by KM**

**Vice Chair – This post remains open. Kirsty Peden indicated she would consider taking on this role**

**5.Approval of Accounts/Appointment of the Auditor**

**Past year accounts have been signed off by Bobby Begg for 17/18 – 18/19 due in April 2020.**

**6.Discussion of any issues raised by the Parent Forum – none raised at this time.**

**7.Matters arising from last minute 12.06.19**

**D & G Parent Council Forum – response given by TPFC was to split the forum per area.**

**8.Headteacher’s Report – Martin Armstrong**

**Successes**

**Martin provided a note of 34 notable successes in the past year where Troqueer pupils had either won an event or come very close to winning. (The list will be posted on the notice board with the minute) Well done to all involved!**

**Martin advised that academically, Troqueer school is doing very well. Troqueer outperformed comparator schools in 11 out 12 areas that are measured by the National Standardised Assessments (P1,P4 and P7 were assessed last year)**

**School Improvement Plan**

**Health and Wellbeing. Parents may be aware of some changes. The break times are now staggered to reduce the number of children outside at any one time, which allows more effective supervision. Snack and chat occurs within class. There will be more emphasis on outdoor learning, emotion work and restorative approaches.**

**Accelerated reading has been introduced.**

**Various staff members will have the opportunity to lead on different parts of the curriculum.**

**The school is looking to improve communication and refine the App, and bring in effective use of a website. Martin advised that they were due to interview for a clerical post this week. This new member of staff would hopefully assist in updating and refining the school app.**

**Challenges**

**The senior management team are requiring to cover absences fairly regularly as the Authority do not pay for supply staff for the first 6 days of absence. Below 6 days, the school’s budget must pay for supply staff or cover the absence has to be covered by the HT/Depute.**

**Learning Support –there continues to be serious budget pressure which requires school to be more creative is how it addresses the provision of learning support. The budget has been fixed for three years in this regard.**

**Facebook – Martin has spent considerable time this week dealing with issues raised as a result of posts which appeared on the unofficial School Facebook page over the previous weekend. There were several misconceptions re the school’s antibullying policy. There will now be a wider consultation re reviewing the antibullying policy. – Martin aims to have a new antibullying policy in place by October holidays.**

**Martin very grateful re TPFC financial support. Martin would like to keep after school clubs free from cost for children. 24 clubs in school last year – no charges made.**

**Playtime – pupil voice groups to be involved – looking at activities they would like and how available resources for the playground should be spent.**

**Martin asked if the TPFC could cover the £465 annual charge for the school. It was noted that TPFC could have appropriate access to the App to advertise TPFC events. It was agreed that Joanne Russell as Communications Secretary should be given access. There was unanimous agreement that TPFC should pay for the school App for this year.**

**9.TPFC Child Protection Policy**

**Kirsty Peden advised that in order to obtain the annual grant from the Council we need to have a child protection policy. There is a style available to use, but this will need to be looked at and endorsed/amended as appropriate.**

**It was agreed that Kirsteen would circulate the child protection policy and this matter would be continued to the next meeting. Any changes suggested can be emailed to Kirsteen and hopefully a draft can be put before the next meeting for approval.**

**10.Education Budget/meetings – Laura**

**Two meetings with the Council are coming up to discuss further cuts to the education budget. Meetings are on the 27th Sept and the 11th October – both Fridays. Martin is going to attend. Kirsteen agreed to attendon 27 Sept – Jane Johnstone to attend on the 11th Oct. We require to provide a written submission also by 11th October.**

**A Sub-committee will look at the written submission – Laura Whitelaw, Joanne Russell, Kirsty Peden, Mary Terrace, Kirsteen Macintyre – to be organised via What’s App Grp.**

**11.D&GParent Council Forum– AGM**

**Due to take place soon– Laura Whitelaw to attend and will feed back.**

**12.School Anniversary Celebrations**

**Catharine McKenzie advised that this year is the 10th Anniversary of the school in the New Building. She would like TPFC to be involved. There will be several events and opportunities for fundraising. There will be an exhibition for parents and the community. Catharine asked if the TPFC be able to support with serving refreshments. TPFC agreed to support by providing/serving refreshments on the 8th November**

**13.Feedback from summer BBQ event**

**The Parents fed back that they did not know how much events cost and what the money was spent on. There is a communication gap.**

**Many people felt the pantomime was expensive as compared to benefit.**

**There was firm support for the P7 leavers funds/school trips/discos**

**People felt there were a lot of activities for kids at Troqueer**

**App – sharing of info was praised**

**There were also a number of comment made by children which need to be taken into account.**

**It was agreed that a further meeting was required to plan events for this year in line with feedback – Kirsty Peden, Joanne Russell, Liza Vinnie, Fiona Mitchell, Jane Johnstone, Lisa Muirhead, Mary Terrace, Kim Black and Joanne Dickson agreed to be involved. Kirsty to be contact point and to feed back to next full meeting**

**14.AOCB**

**KM to circulate constitution – new members can sign it next time**

**Wed 30th October 2019 – date of the Halloween disco. The disco is booked and organisation can be done via TPFC App.**

**11.Date of next meeting**

**November next meeting 6th – 6.30pm**