

## Tipperty School PTC Committee Meeting

3<sup>rd</sup> September 2019

Attendees: Craig Yeoman (Chair), Andrea Elrick Stewart (Vice Chair), Leah Longley (Treasurer) Nicola Gillies, Leanne Park, Moira McKessick, Cllr Gillian Owen, Claire Comrey, Claire – Anne Buchan (Acting Head Teacher)

Apologies: Sue Harrison, Pauline Buckle

Item	Notes	Actions
1	<p><u>Minutes of last meeting</u> - agreed as accurate</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
3	<p><u>Treasurer's Report</u></p> <ul style="list-style-type: none"> <li>• New bank account being actioned, with Clydesdale Bank. New signatories need to be agreed and set up against the account.</li> <li>• Current signatories are Leanne Park, Craig Yeoman, and Margaret Yeoman.</li> <li>• Funds currently stand at £516.00 which needs to be transferred to the new account</li> <li>• Existing signatories Lorna Dawson and Elaine Harrower are to be contacted to arrange the close of the account and transfer of money.</li> </ul>	Treasurer
4	<p><u>Chairman's Report</u></p> <ul style="list-style-type: none"> <li>• Update from Aberdeenshire council re – appointment of permanent head teacher.</li> </ul> <p><i>We are delighted to have had several candidates interested in the Permanent HT position at Tipperty School. A number of candidates were interviewed at long leet and the next step is to arrange a consultation meeting to discuss those interviews, with a view to progressing to short leet.</i></p> <p><i>Unfortunately, there has been a delay in progressing the consultation meeting due to diaries not coordinating. As such, whilst we continue to progress the HT appointment at Tipperty, we have secured the services of Claire-Anne Buchan; who is undertaking the role of Acting HT for a period of 12 weeks.</i></p> <p><i>If we are unable to fill the HT position within these 12 weeks, discussions around the continuation of an Acting HT arrangement will take place.</i></p> <p><i>Parent/Carers will be kept up to date with any changes to the arrangements for continued leadership at Tipperty School and a member of the Parent Council will continue to be involved in the recruitment process.</i></p> <ul style="list-style-type: none"> <li>• Cllr Owen advised that the delay was due to finding a suitable date when all councillors could attend for the interviews</li> </ul>	Chairman
5	<p><u>School's Report</u></p> <p>Children settling well into new classes after a busy start to the term. This session we have Mrs Baillie and Mrs Irvine joining the school, as well as Mrs Connell as ASL teacher.</p>	

	<p>Successful trip to Techfest- gathering feedback from staff and pupils on the event. Well done to the new P1s whose first full day of school was at Techfest.</p> <p>P4-7 class visiting Aden for Castle Dig on Wed 04/09/19</p> <p>Interim reports to be issued on: Friday 27<sup>th</sup> September</p> <p>Parent Interviews: Wed 2<sup>nd</sup> October 2019.</p> <p>Children in both classes continuing to make good use of Accelerated Reader and Mathletics. Good for tracking attainment and allowing the children to progress at own level.</p> <p>The school is away to renew Accelerated Reader subscription. It is worth noting the school has had funds for this due to Pupil Equity Funding.</p> <p>Staff are making use of SEESAW to share work in class and we plan to build on this over the course of the next few months, by encouraging the children to use SEESAW to share Homework tasks and achievements from outwith school.</p> <p>We have recently chosen a new Pupil council and their first meeting is next week – this is an ideal way to involve the children in decision making for the school.</p> <p>Next week the children will be joining working groups: ECO, Health, JRSO/Library and Rota kids. We will be using a new model for this initiative, which sees the P5-7 pupils choosing groups according to their interests, and the P1-4 pupils will rotate around the working groups across the year, in order to offer the children a breadth of experience.</p> <p>Planned fundraiser: Macmillan coffee morning from 11am -12 noon on Tuesday 1<sup>st</sup> October. We would like to get the children involved in planning this event as soon as possible. We would like to invite parents to support us with bakes and cakes.</p> <p>Skype phone- all phones have now transferred to SKYPE- very soon the old phone number will no longer be operational.</p> <p>Group Call Messenger- In next four weeks the school will be set up on Group call messenger to enable the school to communicate quickly and easily with parents. Details will follow at a later stage with regard to the Xpressions app that parents can download to their phone to receive school messages.</p> <p>We have recently had a generous donation of Lego from Dawn Birnie. We are now wondering if anyone has any spare storage boxes for it!</p>	
6	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> <li>• No issues raised</li> </ul>	
7	<p><u>Planning and Fundraising</u></p> <ul style="list-style-type: none"> <li>• <b>Tesco grant</b> of £4000 was successful, to be used to create an outdoor Health and Wellbeing classroom space for the courtyard area. The area requires to be redeveloped and new items purchased for the space.</li> <li>• The children are to be asked for ideas about the design of the space</li> <li>• Andrea to apply for the initial payment, bank statements are required to be submitted, Craig to forward as available</li> <li>• Andrea advised that all works must be completed within 1 calendar year</li> <li>• The question was raised re the PTC's position re paying VAT, as this would reduce the funds available. Cllr Owen to look into this</li> <li>• An approved list of contractors for council properties is available, Miss Buchan to pass this to the committee</li> <li>• <b>Xmas raffle</b> – Lorna Dawson still holds the lottery licence for this, Miss Buchan advised that the school held the licence irrespective of the named person. Wendy (School secretary) is to contact the lottery licencing and arrange for a name change on the licence. Name to be agreed.</li> <li>• Miss Buchan to ask Wendy (School secretary) to purchase 1000 tickets for sale before the October half term.</li> </ul>	<p>Andrea</p> <p>Craig</p> <p>Cllr Owen</p>

	<ul style="list-style-type: none"> <li>• <b>Shopping bags</b> as a fundraising idea to be pursued. Costs and a sample to be obtained by Leah. Nicola to confirm costs of producing school logo in digital format for printing</li> <li>• Email to parents to gauge interest in bags, along with a physical sample for inspection in school. Preordering by parents a possibility.</li> <li>• <b>Pounds for Primaries</b> - the Evening Express are running a fundraising scheme. The school to be registered on scheme. Email of details and poster to be sent to parents to ask them to collect tokens for school in order to have a chance of raising money for the school. Posters to be put up in Tipperty and Bridgend. Tokens are available 16<sup>th</sup> -26<sup>th</sup> September.</li> <li>• <b>Plans for 2019/2020 – fundraising</b></li> <li>• No progress with arranging an evening with Maureen Smith to date. Future date for early 2020 to be sought.</li> <li>• Xmas Fayre or coffee afternoon were suggested, staff suggested a Xmas craft afternoon</li> <li>• Questionnaire to be devised and sent to parents re events and fundraising ideas they would be willing to support. Along with best times i.e. Morning, Afternoon or Evening.</li> </ul>	Leah/Nicola
8	<p><u>Parent Items</u></p> <ul style="list-style-type: none"> <li>• <b>Girls Football Team</b> – Craig advised there were low numbers of players of either sex currently and not enough girls to form a separate team. There are also limited opportunities locally for girl’s football at present.</li> <li>• Moray Park has stepped down as a football coach, leaving the coach/player ratio too high. Additional parents to support the coaching are required.</li> <li>• Nicola and Leah offered themselves and their partners to assist</li> <li>• <b>School Extension</b> – it was unclear who had raised this item. However the school is only at 74% capacity at present and it is predicted that the role will fall to 24 pupils in 2023. Therefore an extension is not required.</li> <li>• The size of the school hall was commented on, however any change to this is a distant possibility</li> </ul>	
9	<p><u>AOCB</u></p> <ul style="list-style-type: none"> <li>• Cllr Owen raised an item from a previous meeting re the requirement of a photo or plan re the path at the bottom of the playing field before being able to take action.</li> <li>• It was believed that the PTC had asked Aberdeenshire Council for a copy of the current H&amp;S report/risk assessment for the arrival and departure of pupils from the school, in particular regard to the lack of pavements in the area, position of the bus drop off point etc.</li> <li>• Cllr Owen to request this plan from Aberdeenshire Council.</li> <li>• This plan is required before any alterations to gates/fences can be agreed.</li> <li>• The proposal was for a path along the side of the playing field to enable pupils dropped off at the bottom of Logie Road to gain direct access into the school site, without having to traverse up Logie Road, which has no Footpaths.</li> <li>• It was noted that the road could become very congested at times and was frequently subject to cars/tractors/HGVs travelling above the 20mph speed limit</li> <li>• Nicola queried the ability for pupils to complete an Accelerated Reading test on books read at home. Miss Buchan advised that a list of available tests/book titles could be found at <a href="http://www.arbookfinder.com">www.arbookfinder.com</a></li> </ul>	

	<ul style="list-style-type: none"> <li>• Email to be issued by school asking for any parents who wished to help on trips, football etc. to get PVG checked. School to provide application form. PVG does not cost any money to parent.</li> <li>• CB to enquiry to see if there is still battery recycling collections being made.</li> <li>• Leanne suggested re-commencing the collection of crisp packets in aid of a charity. Miss Buchan to look into this.</li> <li>• Leah has indicated her intention to resign as Treasurer at the AGM</li> <li>• Andrea has indicated her intention to resign as Vice Chair at the AGM</li> <li>• Craig has indicated his intention to resign as Chairman at the AGM</li> </ul>	
10	<p><u>Date of Next Meeting</u> 1st October 2019 (AGM) 6.30pm</p>	