Portlethen Parent Partnership
Meeting Minutes

VENUE:	Staff Room, Portlethen Primary School		
TIME:	6.30pm	**DATE:**	26 January 2016
ATTENDEES:	Ian Bruce (Chair), Debbie Mann (Vice Chair) and Terri Taylor (Secretary) Teaching staff: Sandra McKechnie, Laura Watson, Steph Moir and Kirsti Colligan		
APOLOGIES:	Judy Mathieson (Treasurer), Nicola Brownie, Anne Hingston, Jennifer Garnes (Head Teacher), Hannah Polson (Teacher) and Elaine Thornton (Depute Head)		

		ACTION	**DUE BY**
1	Actions carried forward from 23 November 2015: No actions carried forward.		
2	**Matters arising:** Homework structure A query was raised on whether the current structure of homework (issued on a Monday for return on a Friday) could be changed to Issue on a Friday for return on a Thursday. Mrs McKechnie will consult with staff. Meeting scheduling A query was raised on whether meeting nights could be varied. It was agreed that after August the meeting days would be varied. It was further agreed that as there is a parents evening on 29 March the meeting would be moved from 6.30pm to 7.00pm.	**SM**	**Next meeting**
3	**<u>Headteacher Update</u>** The gym hall has been partially renovated. The floor and ceiling has been completed but the markings on floor to still be done. The new tables are in place and have made the dinner process much easier.		

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	New cycle shelters are being installed outside the office window. These have been part funded by SUSTRANS through the Safer Route to Schools and the council. The coming in service days – All staff will be learning about the Support for Learning for Aberdeenshire, further work on Big Writing will be carried out after witch the literacy policy will be revised. Staff can also participate in Outdoor Learning or attend the Learning Festival at the AECC.		
4	**<u>Pupil Council</u>** Pupil Council are meeting this week. There are no further updates but a discussion on Playground Improvement will take place.		
5	**<u>Project Update</u>** <u>Playground Improvements</u> There will be a Minion Movie night on Friday 19 February held at Portlethen Academy. A revised quote has been received for the MUGA which is being negotiated. PIP will hold a further meeting on 4 February to discuss future events. <u>Fundraising / Grant Updates</u> £36k has been awarded to PIP from the Developer Fund. A follow up with the council to discuss when the £36k funding will be received had a response stating that the monies have not yet been received from the developer and we may have to wait. Agreed that £500 from the PPP bank account would be transferred to PIP.		
6	**<u>Treasurers Update</u>** The PIP bank account currently sits at £24,768. This includes £200		

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	from ASDA green tokens, £265 from Christmas sales, £400 from Burns Supper, £80 from Portlethen Golf Club, £185 from P6 Enterprise and less £150 refundable deposit for film night. The PPP account currently sits at £588.		
7	**<u>AOB</u>** Road safety and school crossing patroller (Pamela Gartshore) update – The crossing patroller is now in place. Discussion took place on janitorial cover. Our janitor is still on sick leave. It was agreed that Ian Bruce would contact Hazel Hall to query if we could have full time cover. The school have assistance 3 hours a day at the moment from Bob McCabe. Discussed school policy on lateness. Mrs McKechnie advised that the teacher will write out absent children. Office staff will collect notifications then compare to telephone messages. Any names not corresponding will receive a telephone call to the parent. Next meeting will be Tuesday 23 February at 6.30pm in the Staff Room.	**IB**	**Next Meeting**