



**Minutes of Ballater School Parent Council Meeting
14th November 2022, 7pm, Ballater School**

Present: Clare Whitehead (Acting Chair), Nicole Gildea (Acting Secretary), Louise Duckworth, Heather Davidson, Vicky Clark, Vicki Smith, Gordon Smith.

1. Welcome

Clare welcomed everyone to the meeting. Agenda amended slightly, HT report to be at end of session.

2. Apologies

Apologies were received from Gemma Dey, Lorraine Wildblood, Rachel & Ian Christie, Sarah Anderson, Ashleigh Gordon, Elaine Fraser.

3. Minutes of last meeting

Minutes of last meeting still to be submitted.

4. Treasurer's Report

Submitted by email & reported by Chair

Expenditure since last report:

£585.93 on gardening club/prizes for school prizegiving/water & fruit for sports day & sundries from last school year

£33 on renewal of school National Geographic subscription

£90.59 on cooking club

Income:

£288 so far for tea towels (expenditure to be submitted)

Closing Bank balance: £4482.50

Cash: £20.00

Total: £4502.50

5. Christmas Fair

The fair is being held on 3rd December, 10:30-1pm, school hall. Parent Council will have a stall with the following:

Wreaths - Elaine & Vicky to make; a few pre-orders in already. They might ask for help with decorating.

Raffle

Lucky Dip - tbc

Decorated Bags - tbc Nicole to ask Lorraine

Teas - We'll take on teas but will need more volunteers. Vicky Clark to ask Craigendarroch for shortbread or other baking donation for the teas. Vicky Smith to ask bakers.

Email needs to go out re can people volunteer for an hour on the day. PC will get together on the 21st Nov to do more planning & organise volunteers etc.

Clare to organise looking through PC cupboard to see if there's tea bags etc. Can also spend some of Community Resilience Fund on supplies if needed.

Action - Elaine & Vicky Smith (wreaths); **Nicole** (bags); **Clare** (send email to PC re meeting on 21st; looking through PC cupboard for supplies tea bags etc); **Vicky Clark** (baking donation Craigendarroch); **Vicky Smith** (baking donation bakers); **All** - planning at meeting on 21st

6. Breakfast Club

This is part of the 2022/23 Aberdeenshire Community Resilience funding. Elaine, Vicky S & Gemma chief organisers. Vicky C & Nicole can both help with a morning, Mrs. Duckworth & Mrs. Davidson to help as well. 26 forms back so far. Vicky to collect numbers at end of play tomorrow. If anyone else would like to volunteer to help, contact Vicky or Elaine.

Action – Elaine, Vicky S, Gemma.

7. Tea Towels – doing the tea towels instead of calendars this year has been really successful and more affordable based on the quote we got for printing calendars which had gone up quite significantly. Vicky Clark organising; initial order sent in today, so should be back in about 2-3 weeks. 100 sold. £116.50 profit for PC fund. Any last-minute orders could be added on; need to let Vicky know by close of play Tuesday 15th.

Adding an extra 20-30 to the order also to sell at Xmas fair.

Might do calendars next year; possibly alternate year on year so not the same thing being offered each year.

Action: Vicky Clark

8. Funding Applications

An overview of what funding has been applied for in last couple of years & what we could aim to apply for going forward. Successful applications were made to:

Aberdeenshire Community Food Fund 2020/21 (to support Breakfast Club; healthy snacks initiative; Hygiene courses for parent volunteers for cooking club etc; gardening club - completed)

Mar Small Grant scheme 2020 (for outdoor classroom, almost complete)

Aberdeenshire Community Resilience Fund 2022/23 (to support Breakfast Club + gardening club – ongoing until March '23).

Looking at application & closing dates, we could potentially apply into the Community Food Fund for 2022 for some activity linking to community – afternoon tea for pensioners or etc. Needs further discussion. Application would be Jan'23, with activity that term/up to Easter.

Community Resilience we could apply for again in April '23.

Mar Small Grants – we're too late for this round as spend has to be done by end Feb '23, but perhaps we could apply spring '23 for activities in next academic year.

There is also an Education Scotland fund, Food for Thought, which we could potentially apply to closing date June 2023, for school garden/polytunnel idea. We'll look at this in the new year.

Action – All - discuss Community Food Fund at meeting on 21st; **Mrs. Duckworth** (contact clerk of works to get a conversation going about practicalities of possible polytunnel installation/Food for Thought fund)

9. Christmas Film

As there's no panto trip this year, considering PC funding a Christmas film screening for the school, organised by Ballater Films. Ade Scripps sent through quotes for both in school & in Victoria & Albert halls options. Decided to go ahead with this, and to opt for a trip out to the Halls, something different for the kids. Whole school will go, including nursery, staff, etc.

Will take place on an afternoon in last week of term, probably from 1pm, tbc with Ballater Films. Estimated cost £270. May need volunteers on the day, tbc.

Action – Nicole (liaise with Ade Scripps + school to finalise dates, film etc.)

10. Head Teacher's Report

Presentation to parents on how the school uses feedback in teaching & learning to be given by Mrs. Duckworth; scheduled for next PC meeting. Will be advertised to all parents via PC Facebook page in advance.

In service: teachers will be looking at attainment tracking & moderation across the school on Thursday; Friday taking part in online Learning & Teaching events & CPD with Aberdeenshire Council.

School staff updates: 2 of the kitchen ladies are leaving, Jenny & Aileen. Jenny going to a new job in cleaning supervision with Aberdeenshire Council; Aileen is retiring. Both leaving before Xmas.

Mrs. Higgins will also be leaving the nursery, she has been promoted, going to a senior role at Kingsford Nursery. Her post has been advertised internally; if no appointment made it will then be advertised externally.

A new facilities manager for Aberdeenshire has been appointed; they're coming to see Mrs. Duckworth tomorrow.

Action – Nicole or Vicky S (advertise next PC meeting in Jan)

11. AOCB

Outdoor classroom – benches still to be installed. This is the only outstanding piece of work under the Mar Small Grant, but all materials have already been bought. Stephen Clark has materials. Stephen to message Gordon Smith; Stephen & Gordon to organise the making & installing between them, hopefully soon, weather dependent.

PC Parent Survey – Unfortunately not a great number of responses to the survey. Louise to forward returned surveys to Clare.

Action – Gordon & Stephen C (installation of benches in outdoor classroom);

12. Voting in new Committee

There was a discussion about the urgent need for a Chair, Vice Chair & Secretary as these roles are still vacant. We can't receive monies from e.g. Aberdeenshire Council without a named Chair. Rotating duties as a possible solution was discussed. None of the positions require that much work, but it is important to have them to join all the different activities up under one umbrella and for admin.

Proposal that people could take on roles from now until Easter and then change for summer term, & perhaps into autumn. Can be discussed again/reviewed at Easter.

Vicky Clark put herself forward to be Secretary, with back up from Clare Whitehead for any meetings she isn't able to attend.

Nicole put herself forward for Chair, with Vicky Smith as Vice Chair.

This was agreed. Gemma Dey remains as Treasurer.

Chair (until Easter 2023): Nicole Gildea

Vice Chair (until Easter 2023): Vicky Smith

Secretary (until Easter 2023): Vicky Clark

Treasurer: Gemma Dey.

Confirmation of Ordinary Members Academic Year 2022/23: Lorraine Wildblood; Clare Whitehead; Rachel Christie; Ian Christie; Sarah Anderson; Ashleigh Smith; Gordon Smith; Elaine Fraser.

Date of Next meeting – Monday 23rd January 2023, 2 – 3:15 pm (Mrs. Duckworth to join at 2:30), to be held in school.