

Beaconhurst Parent/Teacher Association

Meeting held on 27th May 2008 at 7.15pm in the Dining Room, Beaconhurst School.

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| Present: | Annie Beckham | Chairperson |
| | Iain Kilpatrick | Headmaster |
| | Graham Scott | Treasurer |
| | Diane MacKenzie | Minute Secretary |
| | Kim Clingan | Member |
| | Karen Fletcher | Member |
| | Uli Schlafli | Member |
| | Rachel Vevers | Member |
| | Pamela Knight | Member |
| | Dawn Haughton | Teaching Staff |
| | Mike Bray | Teaching Staff |
| Apologies: | Lorna Jackson | Teaching Staff |
| | Suzanne Teed | Member |

1. **Coffee Morning 27th May** – thanks to CLP's for promoting and to Annie/Suzanne for leafleting. Reported 16 parents had attended and requested this be regular event. Agreed 1st Tuesday of each half term but if this is the first day back to school, recommend delaying for a week. Dates to be included on school calendar and to be uploaded onto web-site.

2. Minutes of Previous Meeting held on 29th April 2008

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| Amendments: | Re display boards in reception – should read 'previous 'Heads of School' donated by F.P. Association. 'Labels for Kids' funds raised should go to Swap Shop as promoters not PTA. AOCB – should read 'Psychometric' Testing |
| Matters Arising: | No matters arising. |
| Approval of Minutes: | Proposed by Annie Beckham; Seconded by Dawn Haughton |

3. Headmaster's Report

Walk to school week – fantastic week and enjoyed by all. Still working out who walked the furthest and the overall school total. Staff were impressed with the creativity of the young people and noticeable difference to the parking along Kenilworth road. Young people appear to be enthusiastic about maintaining new routines. Unfortunately still many cars in car park belonging to local parents.

Website – parent's section contains information and news. Exam results and leaver destinations for the last three years have been added.

Open Day 7th June 08 – opportunity to meet Mr Angus Weir, Deputy Head from August '08'

Staffing – full complement for next year but in process of seeking additional member of staff in junior school to enable Miss McCluskey to more easily fulfil her role as Head of Junior School/ implementation of 'Curriculum for Excellence'. Within the Administration Team, Lorna Deans has left to join the Police and Diane Keith has moved to 'Assistant Bursar' and now looking to employ new Administrative Officer.

Newsletter – School Newsletter will have change of format to include F.P. section.

Marketing – Central FM is to be used to broaden publicity to cover ‘who we are’ and ‘where we are’, with two ‘call to action’ campaigns featuring scholarship exams, bursaries and open mornings. This will enable school to maintain profile within community while school roll remains high.

HMIe – invited History Department to give presentation on the ‘Battlefields’ which is a great accolade for the private sector.

PTA – Thanks to all the members of the PTA for all the work done throughout the year. The school is extremely grateful for the monetary benefits but almost more beneficial to have the open forum of debate and discussion.

4. **Teacher’s Report**

Dawn gave an update on fund-raising and reported Morton House Gadget Fest brought the total raised to approx £881 with funds from the disco still to come. Further to the request from the last meeting for ‘bids’ for funds, the Jazz Band are favouring sweatshirts and Mr Bain is favouring ‘drop downs’ for music stands.

5. **Treasurer’s Report & Allocation of Funds Raised during 2007/8**

Annie and Graham had meeting on 23rd May and agreed balance of funds to be £4,700 (without income from Bag-to-School or Sport’s Day). Agreed to keep £1000 in reserve and distribute £3,700.

Meeting had previously agreed to match fund the Charities supported this year by each House and the funds raised by them is as follows:-

Brown House to receive £300 for charity of choice in view of ‘War Memorial Fund’ reaching target;

Cameron House to receive £450 for Scottish Society for Autism;

Morton House to receive £1000 for Children from Chernobyl;

Plant House to receive £250 for World Vision Child Sponsorship.

Meeting further agreed to provide

£350 to meet Mr Nash’s request to create orienteering map of school for use by Geography, Outdoor Education and P.E. Dept.

£350 to Music Dept. to purchase sweatshirts for the Jazz Band.

**ACTION – Dawn to advise Houses and Bursar of decisions.
Graham to issue cheque to Bursar for distribution.**

This leaves £1000 remaining and meeting agreed to donate this to the Library for new books to be purchased.

Work has already started to improve physical space and invest in new cataloguing system. Plans are in place to develop an audio library to encourage independent reading for a wide range of users. The ‘Scholastic Book Club Newsletter’ has raised £375 from commission on £1900 spent by children on books since Christmas.

5000 books are desirable for School Library of this size and 1800 good books are available at present.

Meeting agreed ‘Library Book Fund’ is to receive any fund raised during 2008/9.

Graham enquired how many canvas bags remain unsold and advised around half remain and are in the care of Mrs Reed, J6.

Graham queried whether Houses will expect match funding next year and agreed to support the decision of this meeting.

6. Future events

Sport's Day – 17th June '08 and PTA are providing refreshments/ Tuck Shop for pupils. **ACTION - Annie/ Diane/ Iain to meet to discuss requirements. CLP's to arrange volunteers.**

Plum has 100 bottles of water from last year and Highland Spring have offered water for event this year. **ACTION – Annie to contact.**

Kim still trying to meet with Clive Ramsay to advise him event taking place and Coffee Shop at Uni likely to be busy. **ACTION – Kim.**

Litter collection – Dawn will arrange litter collection/ plastic recycling. **ACTION – Dawn.**

New Parent's Breakfast – 1st event of new term and agreed will take place on 22nd August 08 at 8.30am. This will be communicated to new parents during summer mailing. **ACTION – Iain/ Annie**

List of CLP's names to be displayed at Breakfast. Copies of all class lists to be brought along for distribution. **ACTION CLP's.**

CLP's for classes listed below agreed:-

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| Nursery 1 | Dawn Haughton |
| J3 | Karen Fletcher |
| J6 | Dawn Rooney |
| Trans | Annie Beckham |
| S2 | Diane Mackenzie |

ACTION – Remaining CLP's to be nominated.

Diane raised matter of communication of CLP's to new parents. Iain confirmed consent to have child's details included on class lists mailed to all parents on joining school and then up to parents to complete and return. Completed form is then passed to appropriate CLP by Annie.

Graham asked if CLP's profile could be raised at parent's evenings/ welcome evenings and this was agreed.

It was acknowledged that for children starting during the year it could be difficult to integrate but new parent's coffee morning should improve this. However, only one parent from N1 attended recent coffee morning.

ACTION – Iain will clarify with other Headmasters whether anything else on offer.

All Parents' Breakfast – 26th August 08 & 4th November 08

PTA Meeting - 26th August 08

AGM & PTA Meeting - 11th November 08 – ACTION – Annie will email all committee members prior to this event re nominations (Please note- Annie and Diane will be resigning from the committee following 5 years and 6 years service respectively).

Bonfire Night – Proposal for social event/ fund-raiser for Library Fund to be held in Dining room to watch Bridge of Allan fireworks.

ACTION – Sub-committee formed – Rachel, Pamela, Kim (?), Iain/ Angus, Karen – to meet after summer hols.

Bag-to-School – Kim reported reasonable amount loaded into van but no confirmation of amount at present. **Next collection will be 15th/16th October 08.**

7. AOCB

- **PTA Newsletter** - Thanks to Uli for compiling the newsletter on behalf of the PTA.
- **Lunch-time Concert** – Iain advised the school will be performing on 20th June at 1pm in the MacRobert Centre Foyer. All parents invited. (In view of losing one week this term due to Easter Hols it has not been possible to host an evening concert.)
- **Cameron Hall** – Kim has been asked by a number of parents about the plans for the Cameron Hall, planting/ landscaping in the area of old dining room – Iain reported this has been raised with Governors and work is underway to create time line for grounds & buildings maintenance for whole school. This area is unfinished because decisions still need to be made regarding future building development.
- **Car Park Lighting** – This matter was raised with Kim at Coffee Morning and it was felt by some parents to be inadequate. Iain replied if Health & Safety were an issue it would need to be considered but school not obliged to provide car parking.
- **Junior School Trips** – Again this was raised at coffee morning with some parents feeling three trips in one week was too much for J1 – 3 and could they not be spaced throughout the year? Iain reported the feedback has been excellent with great reviews of the 'Transport Theme Week' involving an Open Top Bus trip, Falkirk Wheel, Discovery Dundee and cycling. Only comment to consider was to avoid younger ones bringing bikes to school when older ones heading off on three day trip with all their kit and car park congestion.
Iain reminded parents the purpose of activity week was to build on the formal curriculum to develop confident, responsible citizens who are effective communicators and successful learners.
- **School Calendar** – Query as to whether this could be optional rather than automatically added to school fees – Iain replied this is given to all parents free of charge at Christmas time.
- **School Uniform** – A few parents have enquired when did the PTA approve the changes to the senior girls uniform and is this a downwards spiral to having no uniform? Iain confirmed the schools commitment to school uniform and the changes were brought about to incorporate some consistency into the senior girls uniform. The views of pupils were canvassed and there was unanimous support to wear a reverse collar blouse with no tie. If wearing shirt, must wear tie. Further uniform details on web-site.

8. Date of next meeting

The date of the next meeting will be Tuesday 26th August 2008 at 7.15pm in the Dining Room.

Diane MacKenzie