

## **MPCC– Wednesday 7 November 2018 @ 18.30**

### **Minutes of Meeting**

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**Present:** Heather Herd (Chair), Fiona Thomson (head teacher), Morag Williamson (Treasurer), Kim Tait, Lesley McNamee, Willie Brown (Secretary)

**Chaired by:** Heather Herd

#### **1. Apologies**

Leanne Hill, Karen Stather, Katrina Suer, Greg Stewart

#### **2. Minutes of last meeting**

Minutes were proposed for approval by Morag & seconded by Fiona.

#### **3. Matters Arising**

3.1 Halloween Disco: All went well. Some items left over but nothing perishable. Approx. 60 bags of sweets sold. Well attended but as yet no idea of takings. Ideas for next year's event include the possibility of offering a combo ticket deal where price of a snack & drink is included in ticket price. Prizes for the different games could be done via a 'lucky dip' style bucket to make it a little more fun. No idea as yet what the takings were so will have to chase this up for the accounts.

3.2 Handover: Having a few problems migrating control of the MPCC email account due to Google's dual-factor authorisation. In the meantime, Leanne will forward any mail (which tends to be infrequent) on. The MPCC account books are due back soon from the accountant. Once received back, Karen will contact Morag to carry out handover.

#### **4. School: Vision, Values & Aims**

Fiona outlined plans for developing the Visions, Values & Aims for the school which having been in place for 3 years, are due for review & revision. The Pupil Council is also involved in this. Fiona then ran a brainstorming session with the MPCC to develop sets of keywords that describe various associated themes e.g. "What do we want learning to look like in our school?". Ultimately, a questionnaire will be sent around parents to rank the keywords and these will be used to produce the new set of Visions, Values & Aims.

#### **5. Adverse Weather: notice of school closure**

Clarification had been sought on school closures due to bad weather. In particular, whether the closures were co-ordinated with other schools in the area and whether more notice could be given that the school would be closed.

Fiona responded by stating that generally, Aberdeenshire Council does not allow school closures to be decided upon nor announced the evening before. This means making decisions early on the morning of the day in question. Obviously, this is not always a simple decision due to the various factors involved.

Procedures regarding whether schools are to be closed are co-ordinated with the other schools in the local cluster and the decision to close or remain open is made collectively. The Aberdeenshire council webpage is the prime source for the most up-to-date information on the official status of school opening during poor weather with other sources taking their lead from this. There is also the option to register with Aberdeenshire Council to be informed by email when a school updates its closure status.

6. **MPCC Constitution: GDPR implications**

Fiona explained that Aberdeenshire Council make a contribution of £250 to each school's Parent Forum towards running & administration costs. This year's contribution has come with a request that we submit our constitution for review as Aberdeenshire Council part of that, they are wanting to review our constitution especially in regard to GDPR requirements. A template constitution was also sent along with further information of complying with GDPR legislation.

As we are still working towards applying to become a Charitable incorporated organisation, a draft constitution has been prepared as part of that process. However, in the short term, it will not do any harm to see how the model constitution compares with the current one as there may be improvements that can be made. To this end, it was decided to review the template constitution and compare it with the current one. Any significant differences and potential changes will be highlighted and circulated.

**ACTION: WB**

7. **Charitable Application: trustees**

William had sent on information about the duties & obligations of a Trustee to Heather & Morag. There is a lot of information but essentially the main duty of a Trustee is to ensure all decisions taken & actions are done with the best interests of the SCIO in mind.

Given the amount of information, it may be quicker and more instructive for the candidate trustees to get together and go over the information together.

The draft SCIO constitution allows for four trustees. As a fourth trustee, it was agreed that we ask Katrina Suer if she would be willing to take that on.

**ACTION: WB**

8. **Christmas Coffee Morning update**

Plans are well underway for the Coffee Morning. Entry fee is £3 for adults, £1.50 for children.

Heather reported that 10 stalls have been taken up by sellers. The MPCC will be running the usual home baking stall, raffle, chocolate tombola & bottle stall. The school will be running their own enterprise stalls under supervision of the teachers.

It had been hoped to offer a "Santa's Grotto" but sourcing a volunteer to act the part of Santa has not gone as well as hoped. It was decided that if we couldn't get a firm commitment within the week, that the Santa's Grotto would not go ahead.

9. **AOCB**

9.1 Village Hall

There is a meeting of the Hall Committee on the 3<sup>rd</sup> December. The following issues are to be raised by the MPCC representative on the Hall Committee. **ACTION: WB**

9.1.1 Ask re possibility of storage space in annexe.

9.1.2 Crockery spec. white cups & saucers; any possibility of long term loan by school?

9.1.3 Scaffolding in the main hall: when is it going to get taken down?

10. **Date of next meeting**

Wednesday 9th January 2019 @ 18.30