

**Marykirk Primary Partnership**  
**Minutes of Meeting**  
**Wednesday 18<sup>th</sup> September 2019, following on from AGM**

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**Present:** Katrina Suer (Chair), Morag Williamson (Treasurer), Fiona Thomson (Head Teacher), Ian Simpson (teaching staff), Carrie Diack, William Brown

**Chaired by:** Katrina Suer

1. **Apologies**  
As per AGM
2. **Minutes of previous meeting**  
Proposed for approval by Morag Williamson & seconded by Katrina Suer.
3. **Matters Arising**
  - 3.1 Accounts audit: Insurance Policy cover does not state that the auditor has to be a chartered accountant.
  - 3.2 Length of meetings: This has been an ongoing issue and is clearly affecting attendance. A balance needs to be struck between dealing effectively with sometimes lengthy agendas yet not having meetings frequently stretch on for two hours and more.  
The focus will be on sticking to agenda items and only covering the broad detail of proposed events such as dates & timing. Detailed event planning will be reserved 'til closer to event date.
4. **Financial**
  - 4.1 Budget: Some sort of projection of anticipated funding requests from the school would be useful for financial planning. Breaking that down into categories such as equipment, trips etc would also ensure that funds raised by the MPP best meet the desired aims of the MPP. **Action: KS, MW, FT**
5. **School Improvement Plan**

This is not yet 'live' but will be shortly.

The key objective for the forthcoming year is raising levels of attainment and achievement. Some children are not reaching their potential. Learning isn't a passive process and it is hugely important that children properly engage with their education to gain the full benefit of it.

The three main areas continue to be 'Numeracy', 'Literacy' and 'Health & Wellbeing'.

Working Groups for each of the above will be set up amongst the pupils. Suggestions from the children are being used to construct Action Plans for each of the groups. The plan is to involve parents in assisting the Working Groups carry out those plans.

It is also planned to have the Pupil Council interact with the MPP in order to gain some insight into how each of them can benefit from the other.

  - 5.1 'See-Saw': This is essentially a digital replacement of the paper-based "Personal Learning Plan" or PLP. Besides being cumbersome and time consuming to compile, these were not always well understood by parents. It is hoped that 'See-Saw' will allow parents to see how their child(ren) is/are engaging with their learning in a clearer manner.

It is still in the process of being rolled-out within the school but is expected to be ready for parents to access by the October holidays. Further updates will be communicated along with all necessary instructions.

6. **School Staffing**

The new set-up with the three class groups has gone better than had been anticipated although the winter months and less friendly weather will no doubt present minor challenges.

Feedback so far has been positive but any thoughts or comments on the set-up are welcome throughout the academic year.

7. **Fund Raising & Events**

- 7.1 Halloween Disco: Provisionally scheduled for Friday 1<sup>st</sup> November, 6-7.30pm. Run along same lines as last year.

Pass contact details of Hall Booking Secretary to committee. **Action: WB**

Contact Hall to check availability. **Action: KS/MW**

- 7.2 Christmas Coffee Morning: Provisionally scheduled for Saturday 30<sup>th</sup> November. Again, will need to check hall availability as well as any potential clash with other events.

Contact Hall to check availability. **Action: KS/MW**

Advertise for potential interest in companies interested in a stall. **Action: MW**

Santa's Grotto. The school will put out a groupcall message asking for any potential volunteer Santa's to get in touch. **Action: FT**

School Pantomime trip: Rationale for the choice of His Majesty's Theatre was down to recent poor experiences at the Webster Theatre. The MPP had agreed to partially subsidise the increased costs of attending the HMT panto.

8. **AOCB**

- 8.1 Code of Conduct: The mood and spirit within the parent forum has always been both constructive and co-operative. However, to safeguard this, it is as well to put measures in place now. The Code of Conduct, in conjunction with the MPP Constitution, would help address any adverse situation should it arise.

9. **Date of next meeting**

Tuesday 29<sup>th</sup> October, 3.15pm.