

West Linton Primary School Parent Council

Minutes of Meeting

Date: 16 October 2007, 7.15 pm

Apologies: Jane Quinn, Cathy Grant

Present: John Barrie, Glenda Barton, Emil Berthelsen, Sally Bowie, Katrina Culshaw, Tom Davidson, Calum Greenhow, Mary Gunn, Margaret Hogg, Gail Jackson, Gerry McLachlan, Michael Pryor, Laura Robertson, Claire Shaw, Chris Tate, Sheila Warren, Steven Whalley, Alastair Young.

In attendance: Hilary Elliott.

[See key or urgent action items in blue](#)

1. Appointment of Officers

- a. Michael Pryor (MP) was elected Chairman with Steven Whalley (SW) appointed Deputy Chairman.
- b. Margaret Hogg was appointed Treasurer. There is a small budget of £175 this financial year from SBC for use by the Parent Council (PC).
- c. Chris Tate was appointed Secretary. It was agreed that the role of the Secretary will include approval of the minutes and prompt dissemination of these following meetings.
- d. It was agreed that the PC would seek to appoint a Clerk, using the stipend of £10 per month available from SBC for this purpose. MP will ask Denise Halcrow if she is willing to be the Clerk.
- e. Sally Bowie (SB) is the Chair of the PTA, and has a particular role as such on the PC.

2. Appointment of Class Representatives

Nursery: Glenda Barton

P4/5: Alastair Young

P1: Katrina Culshaw

P5: Calum Greenhow

P1/2: Tom Davidson

P6C: Emil Berthelsen

P2/3: Laura Robertson

P6G: Gail Jackson

P3: Steven Whalley

P7: John Barrie

P4: Gerry McLachlan

Additional Needs: Claire Shaw

Agenda item for next meeting: discuss and establish the role of the class representatives.

3. Other Members of PC

- a. Staff Members are Mary Gunn and Sheila Warren. Mrs Elliott (HE) expects to be able to confirm the Support Staff member by the next meeting. HE, as Head Teacher, attends PC meetings in an advisory, non-voting, role.
- b. There was some discussion of potential people who could be co-opted onto the PC. It was decided to consider this at a meeting at the beginning of 2008, once the PC is more familiar with the skills it already has among its members.

4. Winding up of the School Board

MP reported that this has been completed. HE confirmed that the small amount of cash remaining had been spent on photocopier paper for the school.

5. SBC welcome event for Parent Councils

This is on Saturday 17 November, 9.30a.m.-1p.m., probably at Council HQ. Two places are available, although since MP is already attending as Chair of the Parental Involvement Strategy Steering Group, it may be possible for us to have an extra attendee. It was agreed that SB would attend along with MP and that SW would go if an extra place was granted to us. Laura Robertson offered to be a reserve if any of the above could not ultimately attend.

6. PC Administration

- a. It was agreed that the PC will send copies of its minutes to SBC as requested, although we understand that we are not obliged to do this.
- b. We will also take a photo, probably at the next meeting, for use by ourselves and SBC in e.g. newsletters.

c. SBC has decided that it will not fund our PC to join the Scottish Parent Councils Association, which it described as a self-appointed national body. Members of the PC were interested to know what this body offers, and why SBC does not favour it. [It was agreed that the PC members attending the SBC event on 17 November would find out more about this issue.](#)

7. Additional Needs Resource

a. HE informed the PC that the school has been given funding for 105 hours worth of Additional Needs Assistant (ANA) time per week. This is 20 hours per week less than last year despite the level of need remaining the same. A 'Support for Learning' Audit is submitted by the school each March, but this is not a bid for funds. Members of the Parent Council felt that it did not appear to be transparent at school level how the final budget is decided by SBC. HE succeeded in obtaining, temporarily, an additional 3.5 hours following a meeting with a Council official at the school.

b. Last year HE topped up the 125 hours with an additional 16 hours from the school budget. Therefore, it appears that an appropriate level of ANA for this year is estimated to lie between 125 and 141 hours. [It was agreed that HE will work out a 'realistic amount' within this range, which the PC will then write to request from SBC. MP will supply a draft letter – used last year – to Claire Shaw who will draft the request.](#)

c. It was agreed that, after the request is made, the PC will invite SBC to make a presentation to a future meeting describing the process of allocation of ANA funding.

8. New School

The PC has until 7 November to submit a response to the most recent planning brief. It should be noted that this is not the same version of the planning brief that the Community Council responded to (CC will also be responding to the new brief).

The new school is planned to be a 10 classroom school (all classrooms suitable for maximum occupancy of 33 pupils), plus nursery space for 30 (i.e. 60 if fully occupied for both morning and afternoon sessions). The new school will also be designed to allow one additional classroom to be constructed at a later date.

HE told the PC that at present it is planned that the new school will be for West Linton Primary School only, since the community around Newlands School is objecting to the original proposal to amalgamate both West Linton & Newlands schools. Therefore, the consultation document does not assume that Newlands will be part of the new school.

Discussion highlighted that the PC perceives a problem in that the planning brief contains details of the proposed housing (46 properties) with related road access without containing any details of the shape, size, position and access for the school itself.

[It was agreed that Tom Davidson will draft a response to the planning brief. All members of the PC who wish to should make their points and suggestions to Tom by the end of Sunday 21 October.](#)

9. SBC Consultations

[To be on the agenda for the next meeting.](#)

10. Head Teacher Update

a. HE expressed appreciation of the PC's interest in the ANA issue.

b. Current vacancies at the school: 2 x ANA positions; Miss Stewart has been seconded as Depute to Kingsland PS, creating a **temporary** vacancy at WL.

c. HE expressed satisfaction with the recent follow-up inspection report.

11. Date of Next Meeting

Tuesday 27 November, 7.15 pm.

Meeting closed 9.30 pm.