

**Minutes of Friends of Low Port (FLPPS) SCIO**

**Wednesday, 19 January 2022 at 7pm held on Zoom**

*Attendees*

Kate O’Hara (Chair), Rebecca Holmes (Vice Chair) Michelle Fathi (Clerk), Rebecca Smallwood, Emma McGroarty, Lucy Wilson, Lisa McGarry, Patricia Clark, Gillian Reynolds, Kate Sleight, Sian Morrison, Rachel Colgan

*Staff* - Mark Wheelhouse (Head Teacher), Natalie McCartney (Principal Teacher)

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| **Agenda Item/Notes** | **Action** |
| 1. **Welcome, Introductions and Apologies**  * KO welcomed everyone to the meeting with introductions * Apologies received from Steve Rowntree |  |
| **2. Minutes of last Meeting**  Minutes were approved |  |
| **3. Declaration of Interest**  None |  |
| **4. Head Teacher’s Report**  The Head Teacher’s Report was circulated to the parent body ahead of the meeting. MW expanded on his report at the meeting and answered a couple of questions raised by members. |  |
| **5. Treasurer’s Report**  Profits   * Christmas Cards - £248.91 * School Uniforms (including P7 hoodies) - £669.85 * Tea Towels - £200.43   Bank balance of £6712.70. This includes the reserve fund of £1000, £1600 for the P7 camp places, £1000 for the new tools/shed and £2000 for library shelves/books.  Available to spend £1112.70 |  |
| **6. Spending**  Budgeted costs approved by the Trustees   * Bingo up to £50 for bingo tickets/prizes * Gala Day £250 |  |
| **7. Covid Air Filters**  KO said that this had been raised for discussion by one of the parents initially in the school year WhatsApp Group and then by approaching the school.  MW said he was delighted to look into the Hepa Filters to see if there was any benefit and welcomed a discussion around this. He reported the overall cost to install within each of the classrooms would be in the region of £2000/£3000. There was a discussion around whether these would add any value and if it would be any different to having natural ventilation by opening up all windows and internal doors. A member who has a filter at home said that the advice they were given is that they should not been seen as a substitute to having natural ventilation and they are still required to open windows at home. MW highlighted that it would also not eliminate any transmission through the objects in classroom being handled by the children.    Following a careful discussion at length it was agreed that there was a fairly limited benefit since school already have good natural ventilation. MW will collate a response to this effect to the parent who raised this. | **MW** |
| **8. Unsold Tea Towels**  KO thanked SM for all her hard work. SM said that there was a lot fewer tea towels sold this year than in previous years although a profit was still made. It was agreed to put the unsold tea towels back on sale and gift ones to the teachers etc who are on the tea towels. | **KO** |
| **9. Library Fundraising**  MW had updated everyone on the ongoing works in the Head Teacher’s Report.  It was suggested waiting to see how much school needs and then look to hold a Read-a-Thon which would be an appropriate fundraiser.  MW will reach out to parent body looking for donation of books they no longer need which are also in good condition. | **MW** |
| **10. Events planned for the year**   * Bingo   To be held online via Zoom on Friday, 4th February. KO to buy bingo books/envelopes which will be handed to the children for them to take home. KO will also buy prizes from Mac’s who are currently holding a £15 voucher (an earlier unused prize)   * Quiz   To be held in the Black Bitch pub on Friday, 25th March. Will require money for a prize and to buy a bottle for David Paterson. Amount to be budgeted for at next meeting. Entry tickets at £5 per head. LW offered to organise event. MF offered to check Covid guidelines with venue.   * Gala Day   Is on Saturday, 18th June. LW offered to set up a WhatsApp Group for those who were interested in helping out.   * School Disco   It is hoped that this can be held in School on Friday, 6th May. RH agreed to organise this and recalls that £300 in the past has been budgeted for school discos. RH to check and confirm at next meeting. | **KO**  **LW**  **MF**  **LW**  **RH** |
| **11. Easy Fundraising**  KO said there was no update this evening.  KO also said that she spoke with RC to see how we can promote the website more. Following a discussion RC offered to make a fundraising calendar and said she will reach out on the WhatsApp Group for key dates.  [**https://www.easyfundraising.org.uk/panel/**](https://www.easyfundraising.org.uk/panel/) | **RC** |
| **12. Amalgamation of LPFP and FLPPS**  KO said she had sent out communication to the parent body inviting new members to the meetings along with advertising the vacancy of Vice Chair. As no one came forward RH then offered to take on the role. | **RH** |
| **15. Any other Business**  MW said he would appreciate any help in communicating with the parent body and forming a group of parents for the quality improvement visit. RH offered to help coordinate this.  KO said that they have been approached by another uniform provider which is closer to home. GR is going to look into to see if worthwhile considering.  KO said that they are also looking for someone else to help out with the uniform orders. GR said that Lisa is stepping down and she is looking for someone else to step in and help share the workload. She also gave a brief outline of what would be involved.  KO said that she was approached by a small local business that makes hair bows in school colours. After concerns shared about the possibility of children losing them, the costs and not being very eco-friendly, it was agreed to politely decline. | **RH**  **GR**  **KO** |
| **16. Date and Time of next Meeting**  Wednesday, 9 March at 7pm over Zoom. |  |