**Glenbervie School Partnership (GSP)**

**Meeting Minutes**

**(02/11/2020) via Microsoft Teams**

Attendees: Dawn Campbell (DC), Jenny Glennie (JG), Elaine Morrison Jures (EMJ), Moira Marson (MM), Tracey Smith (TS), Alana Thomas (AT), Aileen Davidson (AD) (minute taker).

Apologies: Rachel Cuthbert (RC), Claire Ramsay (CR), Yvonne Baddeley (YB).

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| **Item Number & Title** | **Discussion/Action** | **By/ When** |
|  | **Approval of previous minutes / Review of action points**  **Virtual Panto**  Carried forward action; School will raise a request for a cheque for this when Mrs Wilson is back on Wednesday. EMJ can then provide a cheque for the this.  **Easy Fundraising**  Carried forward action; look for other alternatives to Easy-Fundraising to see if there are more generous ones that could be used. | JG (KW), EM-J  RC |
|  | **New Roles and Handovers**  Secretary Handover; AD has sent RC a couple of documents about the secretary role – but not had a chance to chat through these yet.  We now have a vacancy for the Parent Liaison role for the younger primary classes (P1-4).  School will put out a message to encourage a parent to come forward to do this on Wednesday. | AD/RC  JG |
|  | **Approval of Accounts and Appointment of Administrator**  Accounts Statement (see Appendix 1 for further detail):   * Opening Balance @ 04 Oct 2019 was £3,158.09 * Fundraised £,1783.06 * Received 2 grants (totalling £11,145.55);   + AC – (this is due this year again) - £280.35   + Wind farm funds £10,865.20. We were the conduit for the funding for this as the school cannot apply directly. * Bank interest was £1.58 for the year. * Expenditure £12,865.20 paid out to school. * Closing Balance £3,223.08   This is good considering we only had half a year in school. No activity between May and now.  The accounts are still to be verified. EM-J spoke to Christine Maclennan from Aberdeenshire Council about this and she confirmed it is not a formal audit that is required. It’s a review by someone independent, checking the accounts are accurate.  Need someone to look through the bank accounts. Haudi Hayati reviewed the accounts last year and could be approached again.  As a review of physical copies of bank statements is problematic currently owing to Covid, EM-J will provide these to school so that they can be scanned after being quarantined.  The 5 other Committee members attending the meeting all voted to approve the accounts pending verification.  The accounts will be put on the website when they have been verified. | EM-J  EM-J  EM-J |
|  | **Signatories to Bank Account**  Cheque for £500 was issued just before the holidays. JG confirmed this has been put into the bank. It is assumed the bank have processed it.  EM-J spoke with previous signatories Angela and Gillian about the changeover and they have kindly agreed to give whatever help is needed to get the bank to accept the change of signatory application form. EM-J has a copy of the form previously submitted to RBS before Covid.  5 members of the committee agreed with the proposal to keep the same signatories that were requested in the previous form (DC, CR, MM and EM-J). EM-J will progress the changing of signatories, working with Gillian and Angela to write to the bank to progress this change. The problem previously seems to have been that we were removing our signatories completely and this led to a problem validating the changes requested. Thereafter can remove Angela and Gillian as signatories.  EM-J identified that it would be good to change banks and look at online banking. | EM-J |
|  | **PJ Dress Up For a Day (previously planned for 5th November)**  Pyjama Dress up Day had been planned for Friday 5th November. It appeared in the newsletter. However that would mean 3 dress up Friday’s in a row (Halloween, PJ Day and then Children in Need day). It was decided that the PJ day should be cancelled.  A message will be put on the GSP Facebook page to say we’ll cancel PJ day and instead there will be Children in Need dress down day the following Friday.  Children in Need – is a Non-Uniform/sports gear optional dress up day. Children in Need branded wear can be worn but is not mandatory. | DC |
|  | **Insurance**  EMJ has been in touch with Christine Maclennan at Aberdeenshire Council, and it has been confirmed that the Council have paid the insurance via the Connect account. The council are not sending out paper versions of the insurance policy – but EMJ has access to the electronic version.  EMJ will send a copy of the electronic version to the Glenbervie GSP email address ([Glenberviesp@gmail.com](mailto:Glenberviesp@gmail.com)) and the school (for filing in the Parents area of the School website. | EM-J |
|  | **Club100**  DC has shared the letter from Mill O Forest school detailing their Club 100.  AD has checked back through the minutes and previously we had information from G Lawson on how this was to be operated. DC will check if she has any further info on this.  Ad confirmed that it was detailed in previous minutes that Club 100 raised £445 in 17/18. | DC |
|  | **AOB / Matters Arising**  **Taqa Funding Application**  Potential Funding from Taqa being progressed by TS. Need to get an application in before end of year. £500 for forest school is being targeted. Mrs McConnachie has started the wishlist. TS will need to come back to EM-J on bank details as Taqa do a direct transfer of funds and a photo of a pay-in slip or cheque is needed.  **Covid Education Recovery Group**  JG highlighted the work of the Covid Education Recovery Group; new guidance came up over the last week. JG thanked everyone for adopting face coverings at drop off and pick up – this is one of the biggest changes.  There are 2 other major impacts;   1. Close contacts for more than 15 minutes – which covers anything within 1m of distancing. This means the class teachers will need to wear face coverings which they started today. Please be patient with the teaching staff as they are trying very hard to follow the guidance which is quite challenging. This will likely also mean more outdoor teaching. 2. PE now allowed to be operated indoors and outdoors. However, there is limited indoor space within the school. P1/2/3 still using hall as extra teaching space – but we now have option of moving activity into the classrooms if weather is very poor.   Still a lot more teething probs to go through. A lot of the guidance is for tier 3 and tier 4 schools – so as we are in tier 2 our measures are not as strict. They’ll announce the tiers every week – so we’ll know where we need to go. It is the first time this guidance has been updated since August – when the prevelance of Covid 19 was very low. It is about protecting staff, pupils and everyone in school.  **Ghost Hunt and Raffle**  DC expressed that GSP wanted to thank Lisa Taylor, Rachel Cuthbert, and Alana Thomas for all the efforts in organising the ghost hunt, pumpkin trail and raffle (which is currently still running) .  JG had some very positive feedback too that it was very nice considering Halloween was different this year. 2 of our new families were v impressed by the trail and the sense of community that there is in the village. | TS |
|  | **Next Meeting**  Mon 18th Jan – Meeting 7pm | ALL |

**Appendix 1**

