

**Ralston School Parent Council meeting minutes**  
**16 November 2022**  
**1730**

**Attendees:**

Ralston School: MrsN, MrC, MrsR

Parent Council Chair: JWS

Parents: SN, TH, AR, DM

**Item 1 – Introduction of attendees**

MRSN welcomed all attendees and introduced all present

**Item 2 – Review of previous minutes**

-The minutes of the meeting taking place on 12 Oct 22 were reviewed and found to be correct. DM asked to confirm that the numbers mentioned in Para 3 were updated. MRSN confirmed this had been done.

**Item 3 – Learning from the Land.**

-MRSN outlined the background behind the 'Learning from the Land' project as a means for students to undertake hands on learning for 'real life' problems. This project has been a whole school endeavour with details updated on the project website (<https://sites.google.com/prrd8.ca/ralstonschoolproject/home?pli=1>). MRSN showed the parent council the details on the page including the podcast and work completed by each of the school divisions. MRSN outlined that, as part of the PRSD exhibition of work, Ralston School will be presenting an exhibition of work from this project to parents on 26 Apr 23.

**Item 4 – What a parent council meeting is and what it is not.**

-MRSN showed a copy of the Alberta Schools guide to what a parent council is and what it is not. This can be found on their website:

(<https://www.albertaschoolcouncils.ca/public/download/files/181387>). MRSN explained that, as a result of the transient nature of the community in Ralston, not all of the traditional roles on a school council, as described in the document linked above, are always filled. However, the Ralston School Parent Council will always have a chairperson to ensure there is a link between the school and the base. It was noted that a school council is not for resolving: school governance, employment issues, school management or a forum for listening to complaints.

-JWS asked if there was a need to increase the participation on the school council, specifically for fundraising/treasurer roles. It was agreed that the current model, of ad hoc fundraising committees being set up for individual events, was sufficient.

-AR asked whether the class reps (brought up in Oct 22) had been actioned. MRSN advised that it hadn't but that a letter would be drafted to parents asking for volunteers from each class.

**Item 5 – First Aid**

-MRSN aimed to clarify the school's stance on first aid treatment during the school day. It was explained that the Albertan and British policies on first aid in the school (commonly referred to as 'safeguarding' in the UK) were different and therefore some expectation management from parents familiar with the British education system should be exercised. MRSN introduced the school's First Aid policy (to be linked on the website in due course) and explained the different actions on a minor or major injury. In the event of a major injury, incident forms would be completed and parents would be informed. A minor injury (cuts, bumps, bruises), would not necessarily trigger an incident form however, if one was completed, parents would be informed. It was agreed that over-communication on first aid matters would never be an issue.

-MRSN confirmed that most of the staff were First Aid trained (less new starters) and that a First Aider was always on the playgrounds during recess periods.

-MRSN reiterated that first aid guidelines for all staff were detailed in the staff handbook and that staff meeting time had been devoted to refreshing all school policies on First Aid and parent communication for all staff.

-MRSN advised that the school has purchased an additional First Aid kit which is placed inside the G1/K entrance as it is the closest to the playground equipment. Given Albertan weather, it is impractical to keep First Aid kits outside.

#### **Item 6 – Report cards**

-MRSN advised that report cards were due out to parents this week. Parents are reminded that the first port of call for any question on report cards is the class teacher.

#### **Item 7 – Electronic payment options.**

-MRSN advised that previously parents didn't want to pay electronically for school items/events as few had Canadian bank accounts, so cash was deemed the most appropriate method. The Parent Council advised that for many, cash is now not so easy to get hold of and that most parents do now have Canadian bank accounts so an option for online payments may be useful. MRSN advised that a survey would go out to parents to ask which form of payment they would prefer.

-JWS and DM advised that the 'school cash' app was available on the school's website and seemed relatively easy to sign up for. MRSN confirmed that the school staff would look into the app to see how it would work and what it could be used for. All agreed that if both cash and e-payments could be accepted this would likely be the best option.

#### **Item 8 – AOB**

-MRSN said that the recent 'Puck Stop' lunch had been well received by all. SN asked whether there were any other options that could be looked at for hot lunches like baked potatoes with various toppings. SN advised that the Puck Stop staff had been consulted and they were able to provide this. The school will look in to it.

-DM asked whether there was any further information available about the breakdown of the school budget and what the MOD contributions went towards. MRSN advised that the school budget was available in the school education plan. TH explained that there was an agreement between BATUS and CFB Suffield for how school fees were paid. The MOD contribution is paid into the central pot so there is no direct link between the MOD funding and UK pupils however, all benefit through association.

#### **Item 9 – Date of next meeting**

-The next Parent Council meeting will be on 18 Jan 23 at 0900. AR will take notes and write up the minutes.