**Parent Council Meeting – Tuesday 30th January 2024**

**Present**

Jim Dempster, Emma Herries, Ashley Weir, Rosi McQuarrie-Parks, Lee Syme, David Robertson, Daryl Moore, Kirsty Pearson, Sandy Kilpatrick, Greg Black, Lynne Shaw, Stacy Beattie, Steve Beattie, Danielle McNulty, Jillian Hamilton, Gemma Lewis

**Apologies**

Kerry O’Neill and Victoria Hastie

1. **Welcome and Introductions**

GB welcomed everyone to the meeting and thanked them for coming.

1. **Previous minutes**

These were approved as accurate by DMcN and seconded by LS

1. **Treasurer’s Report**

KP gave a brief overview of how much is in the account. The money from Foundation Scotland is still in the account for the sensory room.

The bank account has now been swapped to a Bank of Scotland account. This will make it easier to access funds and there will be no need for anyone to make online purchases with their own money.

**ACTION**

* KP to add in Treasurer’s report to minutes.

*School funding request*

SK requested funding for headphones with a microphone, to be used for kids speaking in SeeSaw videos. Videos were shown to demonstrate the difference in posts with and without the headphones and there was an obvious improvement in how clear pupils’ voices were when using the headphones. SK stated that the school would be looking to purchase 4 sets of headphones for each class and perhaps some spare sets to be kept at the office. The headphones cost approximately £12 per set. All present members of the Parent Council agreed that this would be a good use of funds.

**ACTION**

* SK will get back to the Parent Council with exact numbers required, the total cost and where to purchase the headphones from. The Parent Council members will then vote to ensure that they are happy to go ahead with the purchase.
1. **Chair’s Report**

*Feedback from DGPCF*

There is still ongoing consultation about the school estate. The results of the survey on this are now available. KB stated that she would email this to all Parent Council members. JD stated that he had had a meeting with Larann Foss who stated that both Sanquhar Primary and Kelloholm Primary would not be under threat from closure as the school role is healthy. He also stated that there is no immediate threat to Sanquhar Academy. JD also added that there is a proposal for 60 houses to be built in Sanuqhar which may increase school roles. Furthermore, JD stated that the Council has extended the repayment over 50 years for PPP schools.

*Additional support needs staff*

GB stated that at the DGPCF meeting, it was recognised that the money for additional supports need staff doesn’t meet the level of demand. SB stated that the school had undergone an SN review which had been positive and stated that the school was utilising staff to the best of their ability but needed more provision. Additionally SB stated that staff had to prioritise needs and sometimes have to remove support elsewhere when needs change. The school was advised to keep putting in requests for support to show there is more need.

*Google Drive*

GB stated that the Parent Council Google Drive is available to access and could help with planning events. Some of the PC members stated that they made need a training session for this.

**ACTION**

* KB to email school estate survey results to all PC members.
* GB to arrange training on using Google Drive.
1. **Secretary’s Report**

*Event planning resource folder*

KB stated that the office staff had kindly printed off Connect documents which give guidance on planning events. These have been put into a folder and will be kept in the school office for any PC or staff member to access. These can be added to with things including checklists for events or risk assessments.

*Curriculum group*

KB stated the curriculum group had met just before the Christmas holidays and this had been positive. The group discussed strengths in the current curriculum, improvements, homework and suggestions. SB stated that this had been fed back to the staff on the inset day. KB stated that another meeting would be arranged.

**ACTION**

* KB to arrange next curriculum group meeting.
1. **Headteacher’s Report**

*Introduction*

SB introduced Miss Lewis who has taken on AW’s old role. Miss Lewis stated that she was 3 weeks into the job and things were very positive. She spends 2 days in the Learning Centre, 2 days out and still does 1 day at North West Community Campus.

SB stated that AW was focussing on a programme of nurture in her new role and making nurture more sustainable. Both AW and SB stated the importance of nurture as it helps to deal with pupils’ emotions and challenges both in and out of school.

*Successes*

The Christmas Fayre had been successful and the school had made a good amount of money thanks to parents/carers supporting this.

The Christmas Extravaganza was also successful but the lighting issues for the show at night may need to be addressed next year.

GB stated that at the DGPCF, they reminded PCs to be mindful of the ‘cost of living crisis’ when considering charging for events.

*Staff changes*

Miss Lewis has taken on Ashley Weir’s previous role.

Mrs McGoldrick had an accident over the holidays and is currently absent, but she is recovering well.

Mrs Haddow left at the Christmas holidays to take on a new role in the ARC. SB stated that this job was advertised and there were a great number of applicants. 8 candidates were interviewed and Stephanie Grierson was offered the position. Mrs McGoldrick’s hours will be offered to the next best candidate.

*Disruptions*

The heating was not working after the Christmas holidays, therefore the nursery had to close for 1 day. This was resolved but it is now not working again. SB arranging for this to be fixed.

*Hydro Pool*

The hydro pool is currently out of action as it had been reported that a chemical had splashed on a pool user. Risk assessments have been carried out and changes have been made. SB has had to go on health and safety training courses. Once all risk assessments are complete, the pool will be ready to use again.

*Fire marshall training*

Simon Green will be delivering fire marshall training to the staff tomorrow. JD enquired about access for fire engines if the entrance to the scheme was blocked. SB stated that the fire engine could still get in via the top gate (next to Public toilets). JD was concerned about pupils being in the playground if the fire engine had to come into the school grounds but SB stated that the fire assembly points would be far enough away from the route the fire engine would take.

*ASN review*

Provision for ASN is 38.55%. The feedback from this review was positive. SB is still awaiting written feedback.

*Attendance*

Attendance is at 94.91% which is positive. This is the best in the cluster by about 5%.

*PEF spend and budgets*

These are on target. The PEF budget is £47000 and most of this is spent on raising attainment and nurture. Interventions are helping to raise attainment.

*Financial working group*

ACTION

* SB to arrange with KP to come along to the next financial working group meeting.

*School improvement plan*

SB stated that the curriculum rationale had been completed but staff were still working on the learning and teaching policy. The school is using the D&G learning pathways and they are finding this beneficial. This also helps when pupils move school within the region. SB showed a draft curriculum rationale poster but hoped that Kirsty Young at Carrottop would re-design this once she is back to full health.

Within the health and wellbeing section of the school improvement plan, some tasks were complete, some are still ongoing and some have still to be started. This may be a priority next year.

*HM Inspection Questions*

These surveys were issued to pupils and parents and the results were very positive. It has highlighted a need to look at homework across the school as 83% of parents think this is important.

*Upcoming events*

The Glee competition takes place in Hamilton on Tuesday 6th February. This is a national competition and Mrs Hastie has been working very hard with the pupils to prepare them for this.

1. **Issues raised by parent forum**

*Arrangements for PC run events*

It was agreed that, in line with the data protection policy, the PC would gather contact information for parents and details of any pupils’ medical or additional needs through a Microsoft Form. A Form should be generated for each event (eg, disco) and the information should be deleted after each event. This will also provide a register of all pupils attending. If pupil’s haven’t signed up to an event by completing the form, they can’t attend the event. Many of the PC members stated that they did not know the fire drill procedures. SB stated that he would ensure that PC members were given this information.

DMcN stated that she had a concern over running events without a staff member present as she felt that PC members did not know all kids well enough to deal with particular issues such as behaviour or medical issues. SB stated that he tries to be at most events but this is not always possible. DMcN suggested that when we arrange dates for events we should try to ensure that a staff member can always come along.

ACTION

* SB to provide fire drill procedure information to PC members as soon as possible.
* DMcN to create Microsoft form for Valentine’s Disco and send it to SB for approval before issuing to parents.

*Parking*

Parking on double yellow lines or inappropriate places around the school area is still an ongoing issue. SB stated that he has been out with his high vis jacket deterring people from parking where not allowed but as soon as he is not there, people are still parking where they shouldn’t. DMcN suggested that they get the pupils to produce videos stating why it’s important. It was also suggested that perhaps a staff member could organise a walking bus that went around the scheme to encourage more children to walk to school instead of taking the car.

**ACTION**

* SB to consider producing a video on parking with pupils.

*School road and crossing repair update*

JD stated that he had enquired about the repairs needed to the school road but as it’s a private road it’s the school’s responsibility to repair it. However, over the next financial year, the road will be resurfaced by the road’s management team, and it will then be their responsibility for the upkeep of the road.

**ACTION**

* JD stated that he would enquire about road markings (zebra crossing and no entry).

*Pupil Mental Health*

EH asked about how the school manages pupil mental health. SB stated that the school seeks the right support suited to each individual. Sometimes this involves external agencies, such as Jen from Still Scotland. They also have the nurture and emotion works programmes in school. EH asked if meditation could be incorporated into the school day. SB stated that he would look into this and could possibly deliver a course as a trial.

**ACTION**

* SB to consider including the inclusion of meditation into the school day and perhaps deliver a course as a trial.
1. **Social and Fundraising**

EH stated that the Valentine’s Disco plans were all in place. The volunteer list still has to be sorted out.

EH stated that she had lots of plans in place for the Mini Mudder event but needed to confirm a date. The group suggested Tuesday 19th March, during the school day. The group also agreed that this could be a sponsored event. It was suggested that Brown Brother’s and Shaw’s could be asked to sponsor the event. Tesco or Nisa could be approached to ask for fruit and drinks for the event. EH also stated that she had looked at purchasing headbands for the children.

JD stated that the Parent Council could apply to the Community Council for ‘common good money’.

The group suggested a possible date for the Summer Fete – Saturday 1st June. JH stated that she is unavailable on that date.

ACTION

* EH to finalise volunteer list for the Valentine’s Disco
* EH Mini Mudder plans to be finalised and date to be confirmed.
* Date for Summer Fete to be confirmed.
1. Parent Council Matters

*Sensory room update*

AW stated that a new purchase form had to be filled out to order the equipment from SpaceKraft as it was initially thought that the PC would be entitled to VAT relief but after seeking advice from Vanessa Morris, she has stated that this is not the case.

**ACTION**

* AW to fill out new order form and get GB and SB to sign it.

*First Aid training*

Fiona Thompson confirmed that she could deliver First Aid training to PC members but this would not be certificated.

**ACTION**

* GB to arrange with Fiona Thompson and the PC members, a suitable date and time for First Aid training.

*STEM Club*

KB and GB stated that STEM club was going well and pupils are enthusiastic and engaged. GB checked with the PC members that they agree to him applying for funding towards resources for the STEM club as resources are currently being funded or sourced by KB and GB. The group were happy for a funding request to go ahead.

**ACTION**

* GB to apply for funding for STEM club resources. KP to provide a bank statement to as part of the application.
1. **AOB**

JD gave an update on Bell’s Crescent Park. £125000 has been granted for the park. The updated facility will have an accessible park, changing places toilet and car park. Children from the school have been consulted about what they would like in the park.

Greg Black thanked everyone for coming to the meeting and the meeting closed at 8.25pm.