**Minutes of meeting held on Wednesday 13th September 2023**

**at 7pm in Catrine Games Hall**

**Present**: Judith Govans – HT, Roberta Schendel - DHT, Jill Ferguson – Teacher, Vicki Laing, Dawn Kilday – Chair, Maureen Fulton – Secretary, Kimberly Lennox, Bonnie Reynolds

**Apologies**: Amy Paterson, Ashley Shankland – Treasurer, Claire Wilson and Gillian Pyman

**Welcome** – Dawn welcomed everyone to the meeting. Discussions took place regarding new/existing roles within the group and the following was agreed:

Dawn will remain as Chair and Ashley as Treasurer:

Proposed: Judith Govans

Seconded: Bonnie Reynolds

Maureen will take on the role of secretary

Proposed: Dawn

Seconded: Kimberly

**Chair’s Report** - Dawn suggested to start putting dates in the diary for discos/events so we can be organised. This will be under AOB.

**Treasurer’s Report** – delivered by Chair

* 125.00 Connect Insurance

Mr Beast/prime raffle made £210.00 so current total is £1855.79

Mrs Govans informed the group that the school trip in December to the Cinema has increased from £5 to £7 per pupil – the committee agreed that the Parent Council could subsidize this and pay £2 per pupil. Ashley will arrange payment to the school.

**School update -** 15 pupils left in P7 and 20 new P1 pupils plus 5 new pupils enrolled

Current roll of 136 with two potential new pupils starting soon

Free play in all areas of the playground, and timetabled use of the wild garden area that was set up by the ECC

Still separate area for P5-P7 football for safety reasons!

Loose parts play in playgrounds – pupils loving it!

4 x School Captains – voting organised by Mrs Schendel. Pupil voting and staff interviews. Very democratic process and great new Captains appointed

Assemblies, Fun 31, Committee Groups and Home Circles started back up.

Home Circles – one per month – 1 x RRS question and 1 x school focus question. One houses jotters photocopied and displayed in school to share answers.

Committee Groups started today – 7 groups. Six sessions across the year

RRS – Miss Burleigh and Miss McLean – aiming for Silver award and reviewing Respectful Relationships policy

John Muir Award – Mrs McCaig – family learning and outdoor focus, aiming for whole school award

JRSO – Mrs McKenna – safe school environment and School Streets focus

Reading Leadership – Mrs Cook and Mrs Robertson – continuing to set up school library and aiming for Reading Schools status

Music – Mrs Ferguson and Mrs Goudie – auditing current school music provision and resources

STEM – Mrs Campbell and Miss Brown – working with Maidsafe Foundation to investigate STEM activities

Inclusion – Miss Caughie and Mrs Watt – aiming for Silver Inclusion status (formerly DFS)

Full list of Term 4 dates on GLOW and app - Open Morning, Harvest Service and Parents Nights all started back up.

**Staffing -** 6 classes with Miss Caughie in P3/4. Teaching student in P1 until end of Term 1, and another 4 x students coming in across the year

Mrs McCaig is in 0.6 (3 days) and is team teaching with classes to support specific children and groups to raise attainment. Works closely with DHT as ASN coordinator. Working very well.

CA, PEF funded – Miss Carolyn Brown

**PEF Funding -** CA PEF funded until end of Term 4 in June 2024

Core CA allocation cut from 41 hours to 31 hours so CA Mrs Goudie works 27.5 hours – 4 hours Core CA allocation and 23.5 hours are PEF funded

School PEF has renewed Twinkl subscription for next two years

**School Improvement Plan -** Submitted to EAC in June. Will be shared on GLOW and app. Written in consultation with all staff members. Condensed version displayed around school and ECC.

Raising attainment in Literacy and Numeracy

* Whole school focus on Reading – auditing resources and assessments, purchasing new class novels
* Apply for Reading School Status and incorporate ERIC (Everyone Reading In Class) into weekly timetable
* To continue with writing moderation process and updating termly focus to ensure quality and progression
* Continue to embed National Numeracy Initiative as homework
* To create whole school Number Talks assessment format
* To create two year outer maths progression planner

Increased in sustained positive destinations and employability skills

* Whole school and family participation in John Muir Trust Family Award through focused Committee Groups and activity sessions
* Continue to further links with the wider Catrine community – ‘Maw Broon’s Larder, Catrine Community Action Plan Group and Catrine History Group

Ensuring the health and wellbeing of all young people

* To focus on embedding new CATRINE values of Community, Achievement, Teamwork, Respected, Included, Nurtured and Excellent across both centres and communities
* Continue to embed MWB throughout school to promote resilience and prompt discussions around emotions and feelings
* Whole staff participation in NME training with Educational Psychologist to highlight strategies and interventions to support pupils

Closing the poverty related attainment gap

* Use PEF to supplement for 1.9 CA posts to support most vulnerable pupils and raise attainment
* Restart afterschool homework clubs for families to provide digital access
* Continue with Uniform Swap Shop throughout the year to enable families to access appropriate uniform for their child

**ASN – Mrs Schendel -** ASN Calendar of commitments in place

August – confidential and ASN pupil info shared with staff, Health plans updated and shared, EAST termly meeting

September – ILP TAC meetings organised with parents/carers, Educational Psychologist timetable agreed and shared with staff, draft ILP targets set, ILP TAC meetings held with involved staff, parents/carers and external agencies involved and P3 Quest screener.

**Events and Dates in school-**

P6/7 pupils – brass instrument tuition every week

Other focus weeks planned for throughout year – Book Week, Digital Learning, Scottish focus month, Road Safety and Walk to School, World of Work and Health Week

Outdoor Learning Day (now called John Muir Day) – four planned across the year

P7 – Dolphin House residential trip in January 2024 – all P7s signed up

List of Term 2 dates issued after October holiday

**AOCB** – fundraising and events for session 23/24 – the following dates were discussed and agreed:

Halloween disco: 26th October DJ Billy, Tuck Shop – it was agreed that the times for all the discos will be 6pm-7.30pm now.

Make Catrine Sparkle – Sunday 3rd December 2023

Xmas Fayre (stall for Parent Council) – 14th December in school – ideas were tombola/guess the name of the teddy/elf

Spring Disco – 21st March 2024

Summer disco – 20th June 2024

Potential duck race/bonus balls to be organised and a prize bingo in 2024

**Date of next meeting and AGM**: Wednesday 8th November 2023 at 7pm in Catrine Games Hall