

Minutes

Darvel Primary School Parent Council 2021/2022

Date of meeting: 2 November 2021

Time: 7:00pm

Location: Via Zoom

Attendees: Louise Smith (LS), Gillian Harman (GH), Laura Hodge (LH), Kari Fulford (KF), Sarah Riley (SR), Heather Jones (HJ), Stephen O'Neill (SO), Moira Stephenson (MS), Laura Dodds (LD) Kirsty Doncaster (KD), Kylie Cassels (KC)

Apologies for absence: Joanna Wilks, Lorraine Dougan, Nicola Quigley, Laura Emery, Claire Douglas, Jacqueline McNally

Distribution: All in attendance, those absent, the wider parent forum and school colleagues.

Welcome

LS welcomed everyone to the meeting.

Previous Minutes and Matters Arising

Photography Update

The photographer, Scott Walker, is booked in for 16th and 17th November for pupil photographs. LE spoke to Scott about class photos. Whilst these could not be fitted in during the November slot, Scott can come back early next year to take class photos if parents are interested in this. It was agreed we would carry out a poll on the Facebook page to gauge interest (or alternatively via the School App).

Action GH: Poll to be set up on Facebook page / School App.

Parking

A message was sent out on the School App to remind parents about parking around the school.

Class bubbles

It was agreed it was great that children could now mix more freely in the playground. KD advised that some children were finding mixing out with their own class a bit daunting, however the school are monitoring this and supporting any children who are struggling.

Finance

Morag Logan, a former member of the Parent Council, has agreed to audit the accounts.

Action JW: To share accounts for 2020/2021 with Morag.

Parent Council Constitution

The updated Constitution has now been shared on the School App and via the Facebook page. As no further comments have been received, we will accept the Constitution as having been approved.

KD advised that two teachers have shown an interest in joining the Council as co-opted members (in addition to KC) which the group were pleased to hear. As there are only 2 teacher spaces available on the Council, the group agreed that it was happy for the teachers to alternate between meetings. However, it was noted that only 2 (out of the 3 teachers) could vote at any one time.

Action KD: To discuss/agree a rota with the teachers.

Fundraising

NQ spoke with the local Co-op about their loyalty card and how the school could take part in this. To be revisited in spring 2022 when the scheme is accepting new applications.

Head Teacher Update

Class Newsletters

The second round of class newsletters have now been issued via Glow. The parent forum have given positive feedback and have commented that the newsletters were helpful and informative.

Monthly School Newsletter

The first school newsletter had been well received. KD wanted to remind the parent forum that they can send in wider achievements of their children which could then be shared in the newsletter. A link has been issued via the School App for parents to share achievements.

Homework

There was discussion over the location of homework and newsletters on Glow. KD will try to ensure there is greater consistency across classes so that updates can be easily found.

Staffing

Miss Hughes, a catering assistant at the school, has been appointed as the new clerical assistant. In addition, two classroom assistance posts have been filled: Miss Stewart who works in the school has been appointed to the long-term temporary post and Ms Collins, from out with the school, has been appointed to the permanent post.

Teacher/Parent's Night

It was noted that parent/teacher telephone appointments will take place in the last two weeks in November - weeks commencing 15th and 22nd. Like last year, a form will be issued via the School App to request an appointment and slots will be allocated.

Refurbishment in School

A variety of refurbishments are going to be taking place within the school over the next five years. In the first year (commencing summer 2020), the focus will be on refurbishing the flooring, blinds and wall coverings in the younger children's classrooms, as well as redoing the main small hall. The focus will then turn to other areas of the school.

Lunch Hall

The children are now in their second week back in the lunch hall and are getting into the routine. As with playground mixing, some children have found the transition back a bit tricky particularly the noise levels. There is a quiet space for some of the younger children who are struggling with the change, but on the whole it is working well.

PEF money

The total funds available, including last year's carry forward was £80,210. Of this, £65,877.08 has been spent on staffing and £6,077.17 has been spent on other resources. A balance of £8,255.75 is left which the school plans to put towards the outdoor space/facilities and purchasing iPads.

School Improvement Plan

Details of the school's key improvement plan priorities have been shared in an easy-to-read document on the School App.

Darvel Lottery

The group were delighted to note that Mrs McGregor's application for funding from the Darvel Lottery had been successful. The £5,000 of funds will go towards improving the outdoor area of the school. This is a real boost to the school and we're very grateful for the contribution from the community.

Finance Update

There has been no change since the last meeting, no funds in and no funds out. Online banking is being progressed.

Parent Council Updates

Confirmation of New Members

With the Constitution having been approved, new members can now be confirmed. Moira Stephenson was automatically selected as a full member as the only representative for P6. The other 3 new parent members will be selected at random by LS and GH following the meeting. The remaining 2 parents will become associates.

Action GH/LS: To confirm new member positions on the Council.

School Website Update

Information for the Parent Council section of the school website has now been pulled together. LS suggested that it would be nice to include photos of members on the website to allow the parent forum to put faces to names.

Action LS: To send web information to KD for approval / to upload to website.

Action All: For those that are happy for their picture to be included, to send headshot photo to LS.

New Facebook Page

A new Parent Council Facebook page, which will be used to share school and Parent Council information and to request parent helpers etc, has been set up and will go live shortly. Parents/carers will be asked to confirm their child's teacher and room and will be asked to agree to adhere to group rules.

Action GH: To launch new Parent Council Facebook page.

Fundraising

Christmas Raffle

The group have been busy seeking donations/prizes for the upcoming Christmas raffle. So far, over 20 prizes have been confirmed. Given how busy the run up to Christmas is, it was suggested that the raffle should take place in early December, perhaps w/c 6th. The raffle will be advertised online in the coming weeks. A sub-group will be set up to finalise logistics around the running of the raffle and the process for selling tickets.

SO advised that Kilmarnock FC had very kindly agreed to donate a number of tickets for around 50 adults and 30 children to attend a match. KD thought this was a fantastic offer, however, at present with the current restrictions the school was unable to go on trips out with the local area. SO agreed to speak with the Club to establish how long tickets would be available, and if they needed to be used at one time. If they can be used separately the group would look into whether the tickets could be put into a separate raffle.

Action All: To confirm prizes/donations.

Action SO: To speak with Kilmarnock FC about use of tickets.

Sponsored Event

The group have been discussing ideas for a sponsored event and wondered if it could tie in with COP26. KD explained that the majority of classes were talking about COP26 and Mr Orr was covering this in his virtual assemblies, however, one of the teacher was keen to lead on COP26 across the whole school. KD will discuss the Parent Council's ideas with the teacher and establish whether we could build in some form of sponsored event around this. If this is not possible, the group will consider other sponsorship options.

Action KD: To discuss sponsored COP26 event with teacher and confirm with group.

Tesco Blue Token Initiative

It was agreed that the Parent Council would submit an application for funds from the Tesco Blue Token Initiative. The group discussed what the funding application should be based on, and it was agreed that we would apply for funds to develop a children's garden area with raised beds where fruit, vegetables and plants could be grown.

Action LS: LS would prepare/submit application following approval from KD.

Children In Need

HJ wondered if the school would be doing something for Children In Need this year. It was agreed that the school would mark the day with perhaps a non-uniform day and some class competitions. KD advised that donations would be entirely voluntary. Rather than the school gathering donations, a link to the Children In Need website link could be shared on the School App for parents to donate directly if the wished.

Action KD: To confirm plans/arrangements for Children In Need day, and share via School App.

Remembrance Sunday Wreath

It was agreed that the Parent Council would purchase a remembrance wreath on behalf of the school. This will be purchased from the Poppy Shop, with all profits going directly to the Royal British Legion.

Action LS: To discuss arrangements for the placing of the wreath at the Darvel War Memorial with KD.

AOB

None.

Date & Time of Next Meeting

The next Parent Council Meeting will take place on 7th December at 7pm via Zoom. A reminder and request for matters to be raised will be issued in advance.