**Dunlop Primary School Parent Council/Parent Association**

**Meeting: 26th August 2020**

**MINUTES**

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|  | PC Members | DPS | Parent Forum |
| Present | Emily Bennett; Diane Brown; David Caulfield; Shona Cooley; Amy Donellan; Aileen Dunlop; Jennifer Gaskin; Lee-Anne Johnstone; Linda Lamberton; Kate McCallion; Jess McCormack; Claire McGugan; Carol Mclelland; Kate Murray; Hazel Salt; Debbie Simmers; Claire Tooze; Anna Wilson; Daniela Young; Justine Young. | Mrs. Wilson | - |
| Apologies | Lee-Ann Dalziel, Martin Brogan; Caroleann Maclellan; Pamela Young. | - | - |

**Parent Council Annual General Meeting**

1. ***Ratification of 2019 AGM Minutes***

Minutes were agreed.

1. ***Chair’s report***

PC pleased with the inspection result.

The arrangement for setting out meeting discussion points ahead of each meeting has worked well. Main topics this year have been:

* Respect Me – parents have attended training
* ECC situation – re provision of increased hours
* Homework policy – lots of discussion and the school developed documents to supplement parent/carer understanding of what pupils are doing.
* Lockdown – steep learning curve for everyone adapting to online learning through Teams and See-Saw. Resilience in adjusting to these ways of working was demonstrated.

The PC gained 8 new members last year. This year: Martin Brogan has stepped down as vice-chair but remains on the parent council; and Heather Allen, Pamela Young, Carole Blackmore and Lynne Friel have stepped down. All were thanked for their contribution.

Three fundraising events were held this year (hampered by lockdown). These were:

* Fun-run (a record 58 runners for the 5k). Thanks go to all the community members who helped on the day and donated prizes.
* Halloween party
* Christmas coffee morning

Funds were also raised through selling Christmas cards, and the Participatory Budget Funding. Funds were spent on school playground equipment; ECC outdoor equipment and clothing; Santa books; School ties; Rainbow pin badges. There is now a standing agenda item for staff to put forward bids for funding. Caroleann Mclellan has volunteered to look into alternative sources of funding. Our aim is to focus on fundraising when a specific need is identified.

1. ***Headteacher’s report***

Each year DPS prepares a Standards and Quality Report. Mrs. Wilson talked through some of the highlights:

Children and staff have been so resilient in these times of change and Mrs. Wilson is proud of all the school staff for going above and beyond to ensure that all kids had good quality tasks during term-time lockdown. Normally at this time of year attainment figures would be examined but due to lockdown these are not available – instead teacher projections are being used.

One of the improvement priorities this year has been numeracy:

* There has been staff training from ECC to P7
* PEF money was allocated to provide a classroom assistant for 17h/week, and this intervention has proved successful
* Numeracy blueprint boards were purchased just prior to lockdown. Mrs Wilson is hoping to arrange a remote learning workshop for this
* The numicon resource has been topped up
* Bookmarks and parent helpsheets were prepared
* Projections says that 90% of pupils achieved their CfE level
* Up to September weekend there will be revision, consolidation and gap-plugging taking place in school.

Another of the improvement priorities this year has been Health and Wellbeing:

* Outdoor learning is a big part of this. Mrs Wilson thanked the PC for the ECC outdoor wear. P6/P7 will do the John Muir award. DPS are awaiting guidance re. parent/carer helpers.
* Respect Me – there is a strong team in place and this will still be a priority but it will look different due to Covid.
* Visions and values – revamped with the pupil council. House token system changed and working well.

There will be a focus on high quality learning experiences this year – with use of the EAC Tapestry programme. There are three staff training sessions for this and after each, a follow up staff meeting is held to disseminate the information. Last year two of three staff training sessions and follow-up staff meetings were held. DPS are waiting to hear when the final training session will be held.

This year has been extremely busy, especially due to the inspection and Covid. Mrs Wilson noted how parents and carers have really embraced their role at home supporting pupils with learning. The “Hut assemblies” were popular, with approximately 190-250 views/week. Ben Fogle made a guest appearance and Nicola Sturgeon write to Mrs. Wilson to congratulate her on the assemblies. To celebrate P7 leaving there were goody bags and, a yearbook, and a video featuring goodbye messages from lots of pupils. YouTube was used to help new starts – including clips of ECC staff telling stories, and a tour of the school. Mrs Wilson noted how the parent forum had been really supportive in backing all the covid arrangements and the HMIE visit in November and there was a general “pulling together” of the community, with supportive emails and coffee treats for the staff.

Mrs Wilson noted that the PC has been a good support and special thanks go to Jen. The school values the role that the PC plays in the school.

1. ***Treasurer’s report***

The report was prepared and sent out in advance of the meeting and is appended to these minutes. Unknown spending for the forthcoming year (due to Covid uncertainty) includes Dux prizes and P7 party.

1. ***Election of new members to the PC***

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| **Name** | **Proposed** | **Seconded** |
| Claire McGugan | Carol | Daniela |
| Leeanne Johnstone | David | Justine |
| Daniela | David | Shona |
| Lee-Ann Dalziel\* | Jen | Anna |

*\*post-meeting*

1. ***Election of Office-bearers***

Kate McCallion has volunteered to act on behalf of the PC for “ECC liaison”, supported by Jess McCormack. Once the ECC is on its new site there may be a separate PC for it, so it is useful to start with this role at this stage.

No-one has volunteered for the role of vice-chair. This role will be appointed as soon as someone comes forward.

*Post-meeting note - Roles (formal and informal) for this year are therefore as follows:*

*Chair – Jen Gaskin (final year in the role)*

*Vice-chair – to be appointed*

*Treasurer – Kate Murray*

*Secretary – Anna Wilson*

*ECC Liaison – Kate McCallion*

*Alternative funding sources – Caroleann Mclellan*

**Parent Council (non-AGM matters)**

1. ***ECC provision***

Mrs. Wilson has not had any updates regarding the expected date for the new ECC building.

15/36 ECCS in EAC are waiting to go to 1140 hours, and the timeframe for this is awaited from EAC. Circa. 300 staff across the county need to be recruited, including some staff for Dunlop. Mrs Wilson will share any information as soon as it is received.

1. ***New Printer***

Anna applied for funding for a new printer through the “Enabling Rural Communities” fund and the application was successful. The printer is due to be delivered in the next few weeks. This means the PC doesn’t have to rely on workplace/school printing/personal printers from now on.

1. ***Other business***
2. Meeting format – Mrs. Wilson is happy to receive a list of suggested topics for each meeting from the PC, or come up with a list that the PC could pick from. From this list, a topic can be selected in advance of the meeting to allow everyone to prepare.
3. The topic for the next meeting will be **outdoor learning.** A brief discussion was held re the current issues with outdoor learning – including shelter/clothing in inclement weather. PC could look into funding to support this. Currently, there is approximately £1.9k in unallocated funds this year.
4. The next meeting will be 7th October, and a list of the remaining meetings will be sent out after that (approximately 6-weekly).
5. Communications – a WhatsApp group will be set up by Anna to replace the Facebook Messenger Group as this has been found to be a bit cumbersome.
6. Jen asked all member to send a photo of themselves so that the PC members info sheet that is displayed in school can be updated.

**Parent Association**

1. Potential need to fundraise to support outdoor learning. Carolann Mclellan may be able to find some funding for this.
2. Work needs to start now on Christmas items, e.g. cards/teatowels/other. Last year this was organised by Carole Blackmore. This needs to be taken on by other members this year.

**Next meeting:**

**Date:** Provisionally 7th October, Online.

**Items for the agenda include:** Outdoor learning; fundraising; Respect Me; Staff funding bids.

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| Minutes submitted by: | Anna Wilson (Secretary) |
| Approved by: | Jen Gaskin (Chair)  |

