

# Crookfur Primary School and Nursery Class Parent Council

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## Minutes

**DATE:**

Thursday 6<sup>th</sup> September 2018 at 1900 hrs

**LOCATION:**

Eastwood High School

**CHAIR:**

Ms Denny Henderson

**PURPOSE OF PARENT**

The School Boards (Scotland Act) Act 1988 and subsequently the Scottish Schools (Parental Involvement) Act 2006 established partnership bodies of parents, school staff and co-opted members involved in the running of the school. They have a number of specific statutory rights and obligations. The main function is to promote contact and the exchange of information between the school, parents and the wider community. They should help to improve parents' understanding of what the school is trying to achieve, and they should carry out all their functions with a view to raising the standard of education at the school.

## IN ATTENDANCE

Name	Role	Name	Role
Denny Henderson	Chair – Parent Council	Kari Gillies	Deputy Chair – Parent Council
Sheena McGuigan	Staff – Head Teacher	Claire Dowse	Parent Council
Kimberley Slorach	Staff – Deputy Head Teacher	Michelle Wilson	Parent Council
Claire Jamieson	Staff – Principal Teacher	Adele Thomson	Parent Council
Aisha Mahmood	Parent Council	Dawn Jamieson	Parent Council
Shabana Hussain	Parent Council / Fundraising Committee	Allyson Gilchrist	Parent Council
Wendy Durie	Parent Council	David O'Gorman	Parent Council
Gillian Plews	Fundraising Committee	John Brennan	Parent Council
Conor Murphy	Parent Council	Jillian Findlay	Fundraising Committee
Christian Norman	Fundraising Committee / Staff	Glen Cartwright	Parent
Sarah Macleod	Parent	Ivan Loh	Parent
Felicia Loh	Parent	Karen McGrady Parker	Parent Council / Fundraising Committee
Stephen Parker	Parent	Gillian Leitch	Chair – Fundraising Committee
Ailsa Munro	Parent Council	Cathy Wilkie-Thompson	Parent Council
Kathleen McGeogh	Parent Council		

In addition, some of the senior pupils and their parents attended the first section of evening.

**1. CHAIR'S WELCOME AND OPENING REMARKS**

Ms Henderson welcomed everyone in attendance. Item 7 on the Agenda (House System) was to be moved to the start of the meeting to allow the pupils and their parents to leave once they were finished.

Dawn Jamieson kindly agreed to take the minutes for the meeting.

**2. APOLOGIES**

Cara MacDonald	Parent Council
Alistair Gibb	Parent Council
Lisa David	Staff – Principal Teacher

**NOT IN ATTENDANCE**

Beverly Stoner	Parent Council
Waqas Waqar	Parent Council

**3. HOUSE SYSTEM / PREFECTS**

- House and Vice Captains introduced themselves and the Crookfur values: Respect, Kindness, Honesty, Friendship, Fairness
- They introduced each house and provided some information on each house name; Fleming [red], Slessor [yellow], Livingstone [blue] and Stevenson [green].
- Pupils can earn house points by displaying good manners, fair play, teamwork, dressing for excellence, being a good friend and honesty. Pupils are given a coloured token when they earn a house point which they can place in the tubes at the main entrance at the end of the school day. Token totals are shared at assembly.
- There is a house reward afternoon for the winning house each term, and a day trip for the winning house at the end of the year, which was a trip to the Five Sisters Zoo in 2017/18.
- House Spirit afternoon termly – provides opportunity for meeting as a house and getting to know each other.
- The newly-elected Senior Prefects explained their responsibilities and those of the other prefects.
- Senior Prefects supervise all prefects and have regular meetings to improve their systems.
- Prefect responsibilities include: general wellbeing, help build friendships, equipment containers for playground activities, door duty for playgrounds and bathrooms, playground games, supporting at lunch and tuck, MUGA games and equipment, corridor safety.

**4. MINUTES OF PREVIOUS PARENT COUNCIL MEETING**

- The Minutes of the previous meeting held on 18th May 2018 were approved.
- The Parent Forum had been advised of the change in AGM date from May to September with no comments received. There was unanimous support to amend the Constitution to reflect the September date going forward.

**5. ELECTION OF COMMITTEE & OFFICE BEARERS**

- Ms Henderson confirmed will continue as Chair, Ms Gillies confirmed will continue as Deputy Chair, Secretary - Vacancy.
- Fundraising Chair - Gillian Leitch, Treasurer - Gillian Plews, Secretary - Vacancy.
- Welcome to new members of Parent Council Ailsa Munro (nursery), John Brennan (P1), Conor Murphy (P1), Dawn Jamieson (P1) and Gillian Plews (P4)

## 6. REVIEW OF 2017/18 SESSION INCLUDING FINANCIAL STATEMENT

The Parent Council discussed many matters during 2017/18 including:

- Safe Routes to school and parking continues to be the most popular topic with parents. Issue discussed with council, emailed roads department and council members. Signage for staff carpark to be improved when the school budget allows. Yellow lines around school are a great improvement. The presence of the community wardens to police new parking zones is helpful and greatly improves the situation when they are present. The signage and bus lanes at Eastwood High School were discussed as many parents from Crookfur and Eastwood use the bus lanes to drop off, or park. Some appear to be unaware that this is not permitted. It is understood that the council has not yet formally adopted the car park, and so the road marking and signage are unlikely to be improved in the immediate future.
- Communication via social media – A Facebook page and Twitter account were set up and have proved popular with parents. Currently 361 Facebook followers. Parents are generally very positive about the increased communication via Facebook.
- Cost of the School Day - Although education is free, there are a lot of hidden costs of children attending school. 16% of children in East Renfrewshire live in relative poverty (defined as living in households with less than 60% of median household income). The Parent Council will continue to work with the school to identify costs and consider way to ensure that no Crookfur child is disadvantaged.
- Ms Gillies surveyed parents for views on after school clubs. A number of parent volunteers to run future clubs including art and crafts, dancing, jewellery making and coding. There was a successful trial of a parent-run arts & craft class in June and several parent-run classes will run in Term 1.
- Coffee and chat for different stages was successful and will continue this session.
- The Chairs of all East Ren Parent Councils meet with the Education department three times a year for an update of council plans and to meet within cluster groups. Updates from these meetings are presented to the Parent Council group.
- Parents raised a number of issues with the Parent Council in 2017/18 via email, face to face or Facebook Messenger. Issues are discussed with the school and reported back to the parent concerned.
- Mrs McGuigan gave a presentation on the Local Improvement Plan which will partly determine the annual School Improvement Plan. The Parent Council have the opportunity to discuss and feed into this process.
- ERC Budget proposals. Parent Council submitted a response from Crookfur after consultation with parents.
- Assessments in school. The first Scottish National Standardised Assessments were run for P1, P4 and P7. In addition, the East Renfrewshire Standardised Assessments were sat by P3, P5 and P7.
- Scottish Government Empowering Schools Consultation received a Regional PC Chairs Response.
- Discussed BYOD – Bring your own device for P6/7 pupils.

The Fundraising Committee had a very successful year in 2017/18.

- Fundraising - £5,771 net income from events including disco, Christmas fair, raffle, family fun day, sports day refreshments, Summer Fun Day and Christmas cards.
- In addition, the committee manned the book stall at both parents' night which raised around £1,400 of commission for the school.
- Expenditure - £3,687
- Items purchased included Crookfur's Got Talent prizes, benches, waterproofs for P1 and P2, DVD, CD Players and P7 party donations.
- New surplus - £2,084. Closing bank balance £5,406 with £1,400 still to be paid out.
- All of the volunteers who had given their time and resources during the year were thanked.

## 7. HEAD TEACHER REPORT

- Broad overview of School Improvement Plan provided with all documents circulated at meeting available on school website. Parents will be issued with a summary. Standards and Quality Report provides details of School and nursery self-evaluation of progress

for last year referencing parent questionnaire including quotes from parents' evaluations. Each year improvement plan updated which works on three-year cycle. Audit each year and move to next phase. How Good Is Our School 4 and How Good is Our Early Learning and Childcare are self-evaluation tools used to support improvement planning. Also influenced by broader National Improvement Framework, Local Improvement Plan and Government strategies.

- Three areas are reported on within the Standards and Quality Report. The school grades provision on a 6-point scale, weak to excellent. Mrs McGuigan can provide evidence for grading.
- Area 1-How Good Is Leadership and Approach to Improvement– Good, strengths and areas for improvement.
- Area 2- How Good is the quality of care and education we offer? Good, strengths and areas for improvement
- How good are we at ensuring the best possible outcomes for all learners? Very Good, major strengths

Main priorities for School Improvement in 2018/19 are:

- Raising Attainment in reading. Carried on from last year to embed improvements through staff training, and team teaching and enhanced learning experiences
- Raising attainment in Numeracy and Maths as currently below East Renfrewshire average. This is a focus for this year. Implementing ERC numeracy and maths strategy YEAR 1, professional development sessions for teachers and ELC practitioners, cluster initiatives, parent website and parent workshops
- Ensure all children are achieving and attaining through excellent experiences which involves adapting Curriculum for Excellence to suit Crookfur. School will review curriculum design within current context. Consultation to formulate proposals for learning pathways and devise action plan to develop skills academy approach to inter disciplinary learning - pilot term 4
- Self-evaluation strengthen use of HGIOS4 and HGIOELC to support self-evaluation by Continuing to develop skills in data analysis, develop learner participation
- Excellent experiences-Family Friendly Accreditation Silver, now going for gold, Increase pupil participation in context for personal achievement, develop outdoor learning and enhance learning through effective use of digital technologies, hope to achieve digital schools award

**Action: SMC to share parent information leaflet relating to assessment.**

## 8. PARENT SURVEY RESULTS

The Parent Council sent out a survey seeking parents' views for 2018/19 priorities. There were 85 responses.

- Parents were asked to score the importance of current PC topics out of 5. The average scores were;
  - Road safety 4.36
  - Lunchtime / after-school clubs 4.00
  - New activity trail 3.84
  - School Improvement Plan 3.78
  - Cost of the school day 3.43
- Additional feedback included comments on mindfulness/wellbeing/mental health. This highlighted a need to share what school offers with parents.
- Parental engagement for working parents was also a concern.
- Info for P1 parents on learning through play and how to get teacher feedback
- Homework survey results will be on website for parents to view
- Parents mostly aware of communication methods used by the Parent Council and Parent Council will continue to share methods for contact.
- Parents mainly confident the Parent Council represent their views - 3 no 25 not sure, 32 quite confident, 25 very confident.

**Action: SMC to make the results of the homework consultation available to parents.**

**9. PRIORITIES FOR 2018/19**

- Continued focus on the core topics of Road Safety, Clubs, Activity Trail, School Improvement Plan, Cost of the school day.
- Work with the school to improve parent understanding of school policies for:
  - homework
  - mental wellbeing and mindfulness
  - Assessment and reporting information
  - Absence and illness policy
  - Usage of mobile devices
- Help the school to update the school handbook
- Communication with parent forum
  - Coffee and Chat in stages
  - Year group Parent Council Representatives
- Fundraising priorities – the replacement Activity Trail will cost in the region of £15,000, lottery funding application submitted for £10,000
- Crookfur on Co-op shortlist for funding
- Parent council fundraising email [Crookfurparentcouncil@gmail.com](mailto:Crookfurparentcouncil@gmail.com)

*On behalf of:*

Ms Denny Henderson  
Chair, Crookfur Primary Parent Council