

Crookfur Primary School and Nursery Class Parent Council

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Minutes

DATE:	2 nd October 2018 at 1900 hrs
LOCATION:	Eastwood High School
CHAIR:	Denny Henderson
PURPOSE OF PARENT COUNCIL:	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

Denny Henderson	PM	Michelle Wilson	PM
Sheena McGuigan	HT	Kari Gillies	PM
Wendy Durie	PM	David O'Gorman	PM
Claire Jamieson	PT	Allyson Gilchrist	PM
Waqas Waqar	PM	Adele Thomson	PM
Dawn Jamieson	PM	Gillian Plews	PM
Aisha Mahmood	PM	Conor Murphy	PM
Catherine McLatchie	PM	Shabana Hussain	CM
Beverly Stoner	PM	Ailsa Munro	PM
Alistair Gibb	PM	Cathie Wilkie-Thompson	CM

PM – Parent Member CM – Co-opted Member
HT – Head Teacher DHT –Deputy Head Teacher
PT – Principle Teacher

- CHAIR'S WELCOME AND OPENING REMARKS**
Denny welcomed everyone in attendance, confirmed any apologies.
- APOLOGIES**

John Brennan	PM	Kathleen McGeogh	PM
Claire Dowse	PM	Cara MacDonald	PM
Karen McGrady-Parker	PM	Kimberley Slorach	DHT
Lisa David	PT		

3. MINUTES OF PREVIOUS PARENT COUNCIL MEETING

The Minutes of the previous meeting (AGM) held on 6th September 2018 were approved.

3.1 Actions arising from previous minutes

- There are several actions outstanding from previous minutes:

ACTION:	Provide guidance to parents on which absences can be authorised (SMcG)
ACTION:	Pupil Council to discuss preferred items for the Activity Trail and report back (LD)
ACTION:	Share parent information leaflet relating to assessment (SMcG)
ACTION:	Share results of homework consultation with parents (SMcG)

4. COMMUNICATION

4.1 Internal Parent Council Communications

- Denny has emailed all communications as required.

4.2 Communications from the Parent Council to the Parent Forum

- At 2 October, there were 379 members of the PC Facebook group. The group continues to be popular with parents as a resource and also as a way to comment on matters relating to the school or nursery.
- Denny emailed the PC year-group reps asking them to make contact with their year-groups. Most Parent Council reps from the school have already introduced themselves via person, email or Facebook.
- PC reps for the Nursery have not introduced themselves yet but plan on doing so via the Nursery Class facebook page. Mrs Jamieson also asked whether she can include their names and photos in her next Newsletter introducing them on behalf of the Nursery. Kari and Allyson have offered to represent the Nursery AM group if required as all PC nursery reps are for the PM session.

ACTION:	Introduce nursery reps to nursery parents via newsletter (CJ)
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4.3 Feedback from National Parent Forum of Scotland/PC Chairs

- Denny was due to attend the PC Chairs meeting the following day (October 3rd). Denny had already forwarded an email from Joe McLachlan, the East Renfrewshire rep for the National Parent Forum of Scotland (NPFs), with an update on the Scottish National Standardised Assessments and the Education Bill.

4.4 Feedback from Equalities Forum

- Aisha attended the meeting on 18th September and represented Crookfur. They discussed the proposal to have Diversity Champions representing parents and that one from each school would be the ideal, but depending on volunteers, it might be one per cluster. Ideally, a Diversity Champion will be a parent to increase parental engagement. Mrs McGuigan is still awaiting the feedback from this meeting to be sent to her.

5. ISSUES RAISED BY PARENTS

Parent parking

- Stuart Maxwell, headmaster of Eastwood High School, has raised concerns regarding the parking of cars in the bus lanes in the High School car park, particularly at 9am and 1pm. There have now been a number of occasions where buses haven't been able to make it around the corner and park easily. In addition, a member of his staff who was asking people to move their cars received unwelcome responses from these parents when asked to move. There is also a significant safety issue for the Nursery/School children crossing the road safely if cars are parked in the bus lanes and obscuring the visibility.

- A number of suggestions were made including;
 - involving the children in educating parents might biggest and most positive impact;
 - improving the signage of the Crookfur Staff car park as at present the wording is not as clear as it could be
 - putting posters at the Nursery front doors highlighting the parking rules and a video could be created and put on to the Nursery website.
- The parking rules will also be communicated to new nursery parents at the next welcome meeting.

Mobile phones in school

- Mrs McGuigan is going to send out an email clarifying the school rules on mobile phones. At present the rules are that Primary 6 and 7 children are allowed to bring in their own devices as advised by their teachers, in line with the East Renfrewshire Council 'Bring Your Own Device' scheme. One of the benefits of BYOD is to teach the pupils responsibility and how to use their devices safely. Devices are to be used in the classroom only to aid their studies and they are not allowed to be used or seen outside the classroom. Children are encouraged to leave the device in a safe place (with their teacher) when not being used.

ACTION:	Communicate policy on mobile phone/device usage with parents (SMcG)
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- Children bringing mobile devices to school at any other time must have the device switched off and stored securely for the entirety of the school day. Any child who is found using their phone when not permitted will have it confiscated and the parent must collect it from the school.

Playground supervision

- Parents have questioned the level of supervision in the school playgrounds. Mrs McGuigan has assured that there are always at least 5 members of staff in the grounds supervising and at least 1 member of the Management team. There is also a member of staff in the lunch hall and there are lunch groups for the children to attend as well during the break. Prefects are also there assisting in supervising the younger pupils and they would be escorting P1s that needed to attend the toilet during the lunch break.
- Mr Weir, the school janitor, has been measuring up temporary fencing. This will be used to segregate the playground and will be used at the end of the MUGA path and at the container side of the playground to cut off the woodland area.
- Regarding security at the school, Mrs McGuigan informed us that the local Authority send out "Mystery" visitors to all the schools to assess ease of access and how quickly and effectively they are approached by members of staff.

6. School Report - roll, staffing, events, updates & news

- There are currently 447 children in the school. Primaries 4 and 6 still have spaces in them and are not at capacity. The nursery is full at 90:90, although there are still several children who will only start once they turn three.
- Staffing changes – Miss Black (Senior Child Development Officer) and Mrs Coyne have left the nursery. Interviews are taking place w/c 8th October for the Senior Child Development Officer role. There are still two temporary members of staff working in the School.
- **Events**
 - There is a planned P7 residential evening to Lockerbie Manor. They require a ratio of 1:10 adults to children and may be looking for volunteers for this.
 - W/c 1st October there was a House Spirit afternoon
 - There will be another Nursery drop in session for new entrants.
 - STV Kids Strictly Come Dancing will be featuring a boy from Crookfur Primary. Strictly Kids has arranged a 'Day of Dance' for the whole school in support of STV's Children's Appeal. This will be happening after the October holidays on 23rd October.
 - There will be further Coffee and Chat sessions (Primary 1-3 will be on the 29th October, Primary 4-6 will be on 26th November and Primary 7s will be in January)

- There will be a Cluster transition review of Crookfur on 5/6th November and Mrs McGuigan may be looking for volunteers for a Parent group for this.
- Other upcoming events will be Road Safety week, Book Week Scotland and Anti-bullying week.

7. Homework and Anti-bullying policy

Homework

- Mrs McGuigan is looking for feedback from the Parent Council with regards to the Homework policy
- A homework club is being set up, it will be after school on a Tuesday and Thursday for half an hour and 2 teachers have volunteered to run this. It will provide parents the opportunity to bring in their children and do the homework together at the club.
- Mrs McGuigan says that the current level of homework is a reduction to previous levels and feels the current level is the right amount. She will review this in the future.
- A Cluster information booklet and webpage is to be launched to help parents to support children with Numeracy and Mathematics.
- There will Literacy and Maths Parent information sessions planned.
 - 15th November for Early levels (Nursery and P1)
 - 14th January for Level 1
 - 15th January for Level 2
- It was mentioned that [Parentzone](#) is a good website for parents wanting to learn more about how they can support their children's learning. A link to this website will be put on the school's website and Denny will be putting the link on Facebook as well.

ACTION:	Provide links to Parentzone for parents on the school website (SMcG) and the PC Facebook page (DH)
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Anti-Bullying

There is a lack of awareness of the Anti-Bullying Policy for the School and this is to be addressed.

- There will be 3 lockable worry boxes put out around the school for pupils to raise any issues they are having. These will then be read by the Management team. The boxes will be in high traffic areas of the school so that the students don't need to go out their way to find them.
- Mrs McGuigan has drafted an Anti-bullying policy and is looking for feedback from PC members on this.
- A pupil information leaflet will also be produced
- The Campus Cop will be coming in to talk to the children and Bullying will be discussed at assemblies
- Mrs McGuigan expects a rise in "Bullying" reports as a result of these initiatives to raise awareness.

8. Cost of the school day

- Not discussed due to running out of time – will be considered at the next meeting.

9. GDPR

- Ms Gillies has emailed out a GDPR disclaimer to all of the Parent Council and has had a good response so far but is awaiting everyone else replying and confirming they accept and understand the statement.

ACTION:	Respond to GDPR email (all PC members) Complete PC survey (all PC members)
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10. School Clubs

- Parents have volunteered to run three school clubs - Contemporary Dance, Jewellery Making and Lego. All three of the clubs were full and had waiting lists. The three-week trial of the Lego club is due to be extended.
- There is a request for more “non-sporty” parent led clubs and any volunteers who may be willing to either run a club or help volunteer at a club in order to aid class size increasing (Lego club in particular).

ACTION:	School to email parents to request additional helpers for Lego club (LD)
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11. Fundraising Updates

- We will be re-applying to the Lottery for funding for the Activity trail and looking into ways to link it in with the Community in order to increase chances of getting it.
- The Fundraising committee are paying for the upgrade of the Hut in the P5-7 playground into a Quiet Zone. Meetings have already begun to plan the work.
- The Primary 1 disco was a huge success
- Upcoming events are:
 - 1st November is the date of the next discos
 - 30th November Christmas Fayre (6.30 – 8.30)
 - Volunteers requested for the “Task List” as well as the Fayre itself
 - Summer Fayre (date to be confirmed)
 - Ladies Night (date to be confirmed)

12. AOCB - none

13. Date of the next meetings

- Parent council – Thursday 29th November 2018
- Fundraising committee – Thursday 8th November 2018
- PC Chairs – Wednesday 3rd October 2018
- Equalities forum – Wednesday 23rd January

On behalf of:

Denny Henderson

Chair, Crookfur Primary Parent Council