

Crookfur Primary School and Nursery Class Parent Council

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AGM Minutes - September 2019

DATE: Tuesday 3rd September 2019 at 1900 hrs
LOCATION: Crookfur Primary 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.

1. Welcome and opening remarks

Denny welcomed all present and thanked them for their attendance. The role and purpose of the Parent Council was briefly outlined as well as the importance of the relationships between parents, school staff, pupils, the Council and the wider community.

2. Attendance and apologies

<u>Present</u>		<u>Present</u>		<u>Apologies</u>	
Class	Name	Class	Name	Class	Name
Nursery	Maaham Ahmad	P4	Kari Gillies	Nursery	Catherine McLatchie
Nursery *	Georgina Rodgers	P4	Allyson Gilchrist	P4	David O'Gorman
Nursery *	Krys Kujawa	P5	Denny Henderson	P5*	Fraser Strachan
P1*	Ailsa Munro	P5	Gillian Plews		
P1*	Melanie McPhail-Smith	P6	Wendy Durie		
P1*	Lynsey Williams	P6	Karen McGrady-Parker		
P2	Conor Murphy	P7	Adele Thomson		
P2	Dawn Jamieson	P7	Alistair Gibb		
P2*	Jenny Andrew	HT	Sheena McGuigan		
P3	Michelle Wilson	DHT	Kimberley Slorach		
P3	Beverly Stoner	DHT	Claire Jamieson		
P3*	Lisa Selman				

* Newly appointed member

3. Minutes of the previous Parent Council meeting

The minutes of the meeting on 22 May 2019 were approved. Actions from this meeting will be considered at the next full PC meeting on 18 September 2019.

4. New parent council members and election of office bearers

The Parent Council constitution limits membership of the parent council to three members per year-group. However, all parents who indicated they would like to join the parent council have been fitted in to represent a year-group of one of their children.

The Parent Council members for 2019/20 are:

Class	Name	Class	Name
Nursery	Catherine McLatchie	P4	Kari Gillies
Nursery	Maaham Ahmad	P4	David O'Gorman
Nursery ^{NEW}	Georgina Rodgers	P4	Allyson Gilchrist
Nursery ^{NEW}	Krys Kujawa	P5	Denny Henderson
P1 ^{NEW}	Ailsa Munro	P5	Gillian Plews
P1 ^{NEW}	Lynsey Williams	P5 ^{NEW}	Fraser Strachan
P1 ^{NEW}	Melanie McPhail-Smith	P6	Wendy Durie
P2	Conor Murphy	P6	Karen McGrady-Parker
P2	Dawn Jamieson	P7	Adele Thomson
P2 ^{NEW}	Jenny Andrew	P7	Alistair Gibb
P3	Michelle Wilson		
P3	Beverly Stoner		
P3 ^{NEW}	Lisa Selman		

New members are marked with ^{NEW}.

The office bearers for 2019/20 are as follows:

- Denny Henderson was re-elected as Chair
- Kari Gillies was re-elected as Vice Chair
- Gillian Plews had been elected as Treasurer at the Fundraising Committee meeting on 29 August 2019.
- Ailsa Munro and Wendy Durie agreed to share the Secretary role.

Allyson Gilchrist agreed to be the Equalities Representative, and Beverly Stoner indicated she was also willing to help if Allyson couldn't attend meetings.

5. Review of 2018/19 Session including Financial Statement and 6. Priorities for 2019/20

Review of the Parent Council activities in 2018/19

Denny explained how the Parent Council had covered the priorities that had been identified at the 2018 AGM.

Priorities per 2018 AGM	Action in 2018/19
Continued focus on core topics – Road Safety etc.	Road safety, parent-led clubs, activity trail, school improvement plan and cost of the school day were discussed throughout the year.

Priorities per 2018 AGM	Action in 2018/19
Homework	Worked with the school to issue clearer guideline and set dates for homework
Mindfulness/mental health & wellbeing of children	Visit from Ricky Munday organised for all school children To be taken forward in 2019/20
Consider communication of school/nursery policies with parents e.g. <ul style="list-style-type: none"> - School Handbook - Assessment & Reporting information - Absence & illness policy - Usage of mobile devices 	Worked with the school to review parent guides to various school policies
Communication with the Parent Forum <ul style="list-style-type: none"> - Coffee & chat - Year group PC reps 	Continued use of Facebook/Twitter/email to communicate with parents. Hosted coffee & chat sessions with the school.

Parent Council priorities for 2019/20

A survey was issued to all parents to understand their priorities for 2019/20:

- 62 responses to recent parent survey
- Parents broadly in support of Parent Council continuing to monitor core topics of School Improvement Plan, Road Safety, Parent-led Clubs and Cost of the School Day.
- 95% of respondents would like the Parent Council to organise a mindfulness/mental health & wellbeing workshop
- There were some other comments/issues from the survey that will be discussed at the next full Parent Council meeting on Wed 18 September with responses to be included in the minutes.

Review of the Fundraising Committee activities in 2018/19

The main priority of the Fundraising Committee in 2018/19 was to raise funds to install an Activity Trail, which was successfully installed in July 2019. Various events were run by the Fundraising Committee in 2018/19 including discos, Christmas Fair, Family Fun day, raffle and sports day refreshments. It was also the first time a Ladies' Night had been run and it was a big success.

Denny thanked everyone who had taken the time to organise events and volunteer at the events in 2018/19. Events can't take place without the volunteers.

Financial Statement for 2018/19

Denny and Gillian introduced the financial statement for 2018/19 which has been checked by an independent examiner.

	2018/19 £	2017/18 £
Opening bank balance at 1 August 2018	5,405.51	3,321.90
Net surplus from events / donations	11,808.02	5,770.78
School/nursery purchases	(5,175.84)	(3,627.17)
Committee expenditure / licences	(190.54)	(60.00)
Petty cash	25.02	-
Cash to be banked	2,130.17	-
Closing cash & bank balance at 31 July 2019	11,847.15	5,405.51
Less: Activity Trail contribution	(9,795.08)	
Less: Cheque not yet cashed	(25.00)	
Cash available at 31 July 2019	2,027.07	

Key points from the financial statement are:

- Significant increase in fundraising income from events due to focus on Activity Trail
- Increased amount of school/nursery purchases including welly sheds, class trips subsidy, P7 gifts/party, PA system, external visitors, Christmas parties/gifts, skills academy etc.
- Residual bank balance of around £2,000 once the activity trail is paid for.

Fundraising Committee plans for 2019/20

Denny, Gillian and Mrs McGuigan reviewed a document setting out a proposed budget. This document identified recurring school/nursery expenditure of around £3,000 that was paid for from funds raised by the Fundraising Committee.

The school has asked for funds to improve the playground and outdoor experience for the children. This will be funded from additional funds raised and also from the balance of the money from the Co-op Local Cause Fundraising which is due to be paid in November 2019.

The Fundraising Committee held a planning meeting on Thursday 29th August. Events planned for Term 1 - P1 disco, P2-7 discos, Christmas Shopping Night plus the school will organise a Present Room/Christmas Crafts with support from the Fundraising Group. A meeting will be held in November to plan events for the rest of the year.

7. Head Teacher Report

Mrs McGuigan spoke about the number of new pupils and staff that had started the session, but that everyone was settling in well. The current school role is around 460 pupils. The new staff are working hard to build their profiles with pupils, parents and the rest of the school community.

The new P1 classes are split between the existing P1 room (3 classes) with a class in the newly refurbish ICT suite. East Renfrewshire Council had provided significant investment to set this new classroom up.

Open afternoons have been arranged for each class in September. These events are a chance for parents to see their children working in their class environment and for parents to look around the classroom. Although the teacher will be present, these events are not designed as Meet the Teacher events, as the teachers will be leading the class activities.

Parents evenings will take place in November and March this year. The dates have slightly changed from previous years as many parents were unable to attend directly before the October/February holidays.

The parent survey issued by the school in June identified some similar concerns to the Parent Council survey such clubs, trips etc. so the school will work together with the Parent Council to address some of these issues.

Mrs McGuigan gave a copy of the Standards & Quality School Evaluation Report for 2018/29 and the School/Nursery Improvement Plans for 2019/20. Summaries of both documents will be issued by the September weekend and the full versions will be available on the website.

The priorities identified for 2019/20 are raising attainment in Numeracy and Mathematics, consistently delivering high quality learning experiences, developing a culture of professional enquiry for staff and working to close the attainment gap between the most and least disadvantaged children. The improvements to the playground and outdoor area which will be funded by Fundraising activities is part of the priority to deliver high quality learning experiences.

There are a number of other ongoing aims for 2019/20 such as achieving the Gold Sports Scotland Award and achieving the Digital Schools Award.

8. AOCB

Maaham raised an issue that a number of P3 parents were concerned that they didn't know what their children would be covering throughout the year, in terms of curricular areas. She believes that some parents would like to know in advance to be able to better prepare and support their child.

A general discussion followed about the ways in which parents find out about what their child is learning – through homework, parents evening, jotters coming home etc. Children within a class will all be working at different levels, which would make it tricky and time consuming for teachers to prepare individualised learning plans, but Mrs McGuigan will take the suggestion/concern away to consider how more information about learning could be shared with parents. She also reminded everyone that if you have any concerns or questions about your child's learning, you can always make an appointment to see the class teacher and don't need to wait until parents' evening.

9. Date of next meeting

The first full parent council meeting takes place on Wednesday 18th September 2019 in the meeting room at the Eastwood High School Sports Centre.