**Carolside Primary School Parent Council Minutes – 26 September 2017**

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| *Agenda Item* | *Minute* | *Action* |
| *1. Welcome and Apologies* | **Present:**  Bryan McLachlan (BM) (Head Teacher), Gillian Friel (GF) (DHT), Jacqueline Dunn (JD) (DHT), Alison Woodman (AW) (Chair), Judith Currie (JC) (Vice Chair), John Connor (JC), Lesley Watson(LW), Ansley Tracy (AT), Jonathan Black (JB), Alison Cameron (AC), Fiona Hall (FH), Debi Hosie (DH), Rebecca Nicholson (RN), Vanessa Taylor (VT), Lynne Docherty (LD), Kate Campbell (KC), Stevie Greer (SG), Jacqueline Duckett (JD), Councillor David Macdonald (DM), Louise Bennion (LB) (PTA), Julia Sargasti (JS) (PTA).  **Apologies:**  David Fisken (DS), Susan Lyden (SL), Councillor Alan Lafferty  AM welcomed everyone to this years Parent Council, particualy those new starts. A brief outline was given on the purpose of the Parent Council and its aims to develop and engage with the school, parents and children. A reminder was given that the purpose of the meetings was whole school issues and any indvicual concerns or issued should be be directly to the relevant part of the school managment team |  |
| *2. Previous Minutes Approval* | Minutes from the previous meeting had been issued in advance to all PC members and were agreed. |  |
| *3.* Head Teacher’s Report | Full report attached  BM welcomed everyone both the new and existing members of the Parent Council to the start of the new school year. He was very thankful and supportive of the Parent Council and to the wider parent forum to help bring about change and that they are of great value. They are essential for him and his management team o use as a soundboard to help bring about any new initiatives.  He proceeded to outline his new fixed management team, copy of his report attached. |  |
| *4.* Sub Groups | **FREEDA**  Update was given by Mr McLachlan. The Freeda group met with the school directly and will continue to work in direct partnership offering support on any diversity / freedom issues. They will not attend the PC Council Meetings. The school will continue to celebrate International Date on 15 March 2018 and have already started planning for it. They will provide input and assistance to the PTA on the upcoming Christmas Fayre.  The Groups next meeting is on 29 October 2017 at Costa in Clarkston. All welcome.  **Building Fabric and Environment**  The group will assist in the betterment of the school building fabric and external environment. There may need to change the name to be more reflective of the group purpose. AW requested any volunteers to contact her.  **Generally**  AW noted previously PC Sub Groups were formed from curriculum based needs, for instance literacy where help was given to establish new school and class libraries. Moving forward there many need to develop further sub groups based on needs as they arise. | AW |
| *5. PTA Update* | The P1 fun night was held later this week. The previous 90s night was held and quite successful and there has been several requests for similar nights, this is being considered.  The Christmas Fayre has been booked and the children’s Christmas Cards are out for purchase, so they can arrive in time. A family photo day being held on 7 November and there are places still available to book.  On funding, £3,000 was provided to P1. AW awaits final quotes for further staging provision in the new assembly hall. The PTA received circa £10,000 from and Est Ren Grant and this was spent on Sports equipment and a new PA system for the new hall.  The PTA are looking for suggesting and ideas of what parents and children want to be funded in 2017/18. There are no concrete ideas as yes but they are happy to continue to provide iPads, part fund swimming, wish lists and trips.  In respect of the PTA membership, there have been some new members this year with many staying on from last year. They are still looking for and will need help at many of the major events planned this year, and asked anyone to get in touch.  For information on funding from last year, it was confirmed that a total of £39,805.07 had been raised, with around £17-£18,000 raised from the East Ren Grant. | PTA / AW |
| *6. Traffic Sub Group Update* | SG continues to drive this group forward from last year. He outlined new initiatives from the past, e.g. red zone, bikeability, walk to school etc. This was to try and ensure our children have a safe environment for their journey to and from school.  The focus for this year will be the bus lane bay on Greenfield Road. This has been complained about as far back as 2004 and nothing was done about it. The bay is located at the busiest gate at school with around a third to a half of the children use this gate to access / egress the school. There have been ongoing issues of cars parking here to drop off and cars mounting the pavement etc. SG outlined that parking had been de-criminalised and the Council were not responsible, but wish to avoid confrontation.  Councilor Macdonald confirmed there are are only 18 community wardens with possibly only 6-9 on duty at any time to cover the whole of East Ren. The area of responsibility with contains approx. 100,000 + residents covering all issues from parking, dog fouling and litter etc.  The main transport related issues around the school are behavioral issues. TRO’s need to be put in place to deal with this but these take time and the Council are not keen to get involved with these.  SG spoke about Living Streets, who he had been in touch with last year. He confirmed he had been through all the hoops. There are funds available for road surveys but no matter what it’s difficult to have any positive impact on behavioral issues connect with parking / driving around the school. A new Schools Travel coordinator was appointed in June 2017 and SG has made contact. He has visited the school to look at the bus bay and spoken to SG. He was astonished that nothing had been done about it to date. Meeting is to be arranged and suggestions such as mini-cades for the bus bay have been made.  Councillor Macdonald acknowledged the issues were there. He outlined previous traffic issues and how these had been resolved at Busby with the support of the Busby Hotel. They had put signs up on lamp posts and asked visitors not to part on the pavement. This had effect and stopped overnight, even though the signs have no legal power.  A meeting was to be held with East Ren Council on 4/9/17 and SG sent email inviting the Councilor Macdonald. This was subsequently rescheduled by the council in order for all Clarkston Councilors could be invited.  SG advised if there were any parking issues etc, that these be reported to the Police, on 101, in order to lodge this formally, which would also help statistically for identify patterns or increased issues. Councilor Macdonald also asked for any issues to be addressed to him also in order he can keep abreast of such matters, and to help him address these with ERC.  A further meeting was to be around with ERCs Road and Transport Co-ordinator has been arranged for next Tuesday. SG to feedback.  It was raised by others attending issues surrounding the Lockerbie Manor buses and it was confirmed by Mr McLachlan and the management team that they have learned from this years and will have new plans in place next year.  The pupil JRSO’s are also very aware of the issues raised and will continue with the themes of safety & wellbeing, traffic plans, sustainability, bikeability and the general school environment. It was noted that we have to be careful in how we use the children for messages aimed specifically at adults.  Suggested actions included email to all parents, paper letter, though this has limited impact, protest day, children to be involved in this by way of projects etc.  It was agreed to take many of these issuesoffline to another smaller Traffic meeting. Councilor Macdonald will continue to offer his support to this issue. | SG  BM  SG/AW/JD |

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| *7. Issues for Discussion* | **Carolside Visions and Values**  Mr McLachlan has a short term action to refresh and to ensure the schools vision and values were appropriate to our school now. Our current drafted in 2010. It was noted there had been significant change in personnel since then and the emphasis was on the school and respecting the needs of the community outwith the school. It was now the time to revisit these.  He noted that they should also continue to be refreshed regularly to fully reflect the school and current issues.  A questionnaire has been issued to all parents / carers, with regards to School visions, values and aims. Mr McLachlan noted there were only 88 responses from parents so far. The results to date were displayed to the meeting and held some fascinating results. The pupils have also been asked to complete the same questionnaire and results were also shared with the meeting. Mr McLachlan is holding an open afternoon on this subject and hopes to get more feedback from another issue of the questionnaire. Ipads will also be available at parent consultations to attain more responses. The results of this will be out after October break.  The focus was on the school now and in the future and what the focus for the school should be. Many themes were a key focus for both children and parents, for instance rich learning opportunities to positivity and fun. There was a number of values, 20No, with optional questions through to their view of the vision and direction of the school.  There were strong responses from Parents around relevance of everyday life and to have fun and enjoy. Pupils want to be challenged and kindness as a popular key thread.  Mr McLachlan asked the meeting for their input.  Points form the general discussion included:   * Nurturing environment * Parents just don’t want their children to be attaining they want them to be happy * Williamwood support and linkages * Carolside well supports children of different abilities * How can our kids become the best they can be at all levels and not just those who need additional support, equity v equality * All children reaching their potential * Positivity, can do attitude * Children’s attitude to be reflected as not corporate, simple phrases and language * Relate it to the life and work of the school * Confidence, Respect and Responsibilty   ERC Education Department have their own set of visions. This was refreshed 2 years ago a focus was based around “Excellent Experiences” and “Rich Opportunities”.  Mr McLachlan Noted there would be a creative launch for the new vision and values to empower all the children.  **Internet Safety Evening**  This was organized by the PC last term and was very well supported. It was found to be very beneficial to all those attending. Due to the success and excellent feedback received it is hoped that another can be arranged for the coming year.  **PC involvement from JRSO, Pupil Council**  Last year strong links were developed with Pupil Groups in the school. AW keen to support this continuing and the Pupil Council have been invited to present at the next PC meeting.  **Vandalism**  Issues of vandalism have been noted in the school. Alison Cameron spoke about the “burning bin” issued that had arose recently. This is still being investigated and the CCTV is being reviewed at the Thornliebank Depot. All were asked to continue to be vigilant. The school janitor is constantly out early mornings cleaning up before school and the playground. A quote is being drafted for the repair to the playground as a result of the fire.  **PC Website**  AW is hoping that more content can be added and that this can be brought up to date.  **Lost Property**  AW had been approached by a parent willing to come in to school once a month to help repatriate lost property items. AW asked for some pupil assistance if possible and it was agreed this should be established.  **Improvement to School Fabric**  Mr McLachlan is liaising with ERC on toilet refurbishments and improvements to certain other areas. As with all departments the education has a small budget to use across the entire education estate. Mr McLachlan has made a bid for capital funding and awaits a decision. This budget is not just for toilets. The school internal fire doors are to be considered also but may be funded differently.  **Grant**  Potential Grant monies available from Stamperland fund when tennis courts were removed several years ago. AW to catch up on this again.  **New Community Policewoman**  Mr McLachlan has already spoken to her and it is hoped she can assist in current traffic issues.  **Safety Issue**  Following several incidents the Nature Lab is out of bounds. An email will be issued.  **GLOW**  VT raised the use of Glow and that parents would be interested in knowing a bit more about this. Staff are getting additional training. The school are identifying tools required and then will consult with parents. Such possibilities as bring your own device to school for educational purposes may be considered. | BM  BM  AW/JC  AW/BM  AW  AW  AW/ BM  AW  BM  BM/MGT Team |
| *8. Actions outstanding from previous minutes* | None discussed |  |
| *9. Next Meeting* | Next meeting Tuesday 24 October @ 7pm  Home baking or cakes always welcome |  |

Carolside Primary School and Nursery Class

**Head Teacher’s Diary**

**26th September 2017**

Six very busy weeks have passed since our return to the routines of school life. I trust you all had an enjoyable summer – I’m sure it feels like a distant memory now. I trust that this brief update offers you some helpful information regarding the life and work of the school. Much has taken place over these recent weeks, so what I am about to share with you is just a ‘flavour’ of what has been a very fast start to the new session.

**Staffing**

As is often the case at this time of year, the new school session has brought with it a number of staffing changes. I hope that this overview keeps you up-to-date with all of the staffing changes that have taken place over these recent weeks.

Firstly, we have been delighted to welcome Miss Jacqueline Dunn to Carolside. Miss Dunn was one of the two successful candidates for Depute Head Teacher before summer time and began with us at the beginning of the session. There have been some additions to the teaching staff over the summer holiday: we are delighted to welcome Mrs Cheryl Robertson, teacher in Primary 4a, who has joined us on a permanent contract. In addition we have welcomed five Newly Qualified Teachers this session, so extend a warm welcome to Mr Canning (P6b), Miss Neely (P5a), Miss McVitie (P4b), Miss Reynolds (P3a) and Miss Ahmed (P2b). All have made a very positive and settled start to their time here in Carolside and we extend a very warm welcome to them all. Mrs Nicole Fishwick joined the teaching staff from our permanent supply pool and, in the nursery, we welcomed back Miss McFarlane (CDO). Mrs Shiva Mackinson has joined the clerical team on a temporary basis and we welcome her to Carolside.

Some of these changes are as a result of staff moving on from the school. During the summer time Mrs Claire Stewart left to take up post as a teacher in Carlibar Communication Centre on a permanent basis (she had previously been on a temporary contract). We congratulate her on this appointment and thank her for her service to Carolside over the years. Also soon to leave us, will be Mrs Carolyn Matteo. Mrs Matteo will be resigning from her 0.5 post here in Carolside to take up a full-time post in the ASN sector of a neighbouring local authority. Again, we thank Mrs Matteo for her service here in Carolside and wish her well as she moves into her new post next month. Mrs Kirsty Gardener has been seconded from her post as Senior Clerical Assistant, hence the change to the clerical staff, but she will re-join us next month. Mrs Lyndsey Gillian left us last week to go on maternity leave and she will be joined on maternity leave by Mrs Nicole Fishwick in a couple of weeks’ time. We wish both well at this very exciting time in their personal lives.

As a result of all of the above, and some other staffing issues that need to be resolved, we have recently placed an advert for both a Principal Teacher and a classroom teacher over the last few weeks. We had 13 applications for our Principal Teacher’s post and 13 applicants for our teaching post. Next week we interview five candidates for PT and the following week we interview 7 candidates for the teacher’s post. I’ll let you know the outcome of this recruitment process at the next meeting.

The school roll, as it stands today, is 836.

That is all of the staffing information for this month.

**School Improvement Planning**

Before the summer holidays I shared a draft of the School Improvement Plan with all of you. I can confirm that this draft has been accepted by the local authority and I have copies available this evening for any who are interested. The substance of the document hasn’t changed since June and outlines the following improvement agenda items:

1. To refresh our Vision, Values and Aims;
2. To develop our approaches to engaging with parents, using ERC’s Family Friendly criteria to measure progress;
3. To develop our approaches to the use of digital technologies when sharing pupil achievement and communicating with parents;
4. To update long and short-term planning;
5. To develop approaches to assessment, moderation and tracking pupil progress;
6. To develop playful pedagogies in the Early Years, and;
7. To ensure equitable outcomes for our more vulnerable learners, using Pupil Equity Funding.

I’m pleased to report that we have already made a good start to some of the work outlined in the plan. Approaches to short term planning are being piloted, with solutions to long-term planning being investigated at this time.

You will be aware, I’m sure, that we have begun consultation with all stakeholders with regard to the refresh of the Vision, Values and Aims of the school. I’ll say a few words about this later in the meeting and would encourage you to complete the questionnaire if you haven’t already done so. This work will be further developed and will be finalised by the time we meet again next month.

Our work with teaching staff on the importance of assessment, moderation and tracking pupils has already begun and members of staff are fully engaged with this at this time. I am confident that this will provide more opportunities to share and understand standards and ensure that we are making accurate judgements about pupils’ progress through the curriculum. Members of staff have been involved in moderation, with all contributing to inter-school moderation later this session and some contributing to inter-authority moderation as the year goes on. I trust that this will help us as we seek to make the robust, evidence-based judgments about pupils’ progress that will benefit them all.

The development of playful pedagogies is already underway, with the link between our nursery and Primary 1 being developed and resourced. Two more members of our P1 teaching staff have embarked on training and those of you with children in P1 will have noticed the change in approach as you visited during Meet the Teacher.

Our use of Pupil Equity Funding has been directed towards additional staffing who are working with pupils whose academic performance would benefit from further input. The target group for this piece of work has already been identified and work is beginning to help these pupils achieve better outcomes in their learning. As I have already explained, Carolside has not received very much money through the PEF fund, but it is no less important that we direct the money to those pupils who need it most.

Finally, the use of digital approaches has been a focus for us over recent weeks. Those of you on Twitter will have noticed that the feed is much more active now than it used to be and I trust that you are all enjoying the daily updates from school. I hope that this very simple mechanism of communication gives you all an insight into the daily work of the school. The teaching staff have a development session next week about the use of GLOW and Office 365, which will help us utilise the various improvements to our ICT capabilities in school.

The work detailed on our School Improvement Plan will continue to be developed in the weeks to come and I’ll make sure that I keep you updated in future meetings.

**Other News**

Much has happened during the last six weeks and, while it is very difficult to cover everything that’s been going on, I hope that this brief overview will help you to gain a sense of all that’s been going on here in school.

The session started with two very useful and beneficial staff training sessions relating to HeartStart. This is a programme that we had previously discussed at Parent Council and all of the teaching and support staff are now fully trained and can implement this training with their pupils. The life skills associated with this programme of work are of great value and we’re very grateful to the Parent Council for your support in helping to organise this.

Our Primary 7 pupils had a great trip to Lockerbie Manor a few weeks ago. Although the weather was a bit damp, the children had a great time and some pictures of the week are available on the Twitter feed. The children represented the school very well and I must also express my thanks to the twelve members of staff who gave up their week to help staff the event. My thanks also goes to Miss Dunn who led the trip.

Meet the Teacher was just a couple of weeks ago and we are very grateful to all who were able to pop into school to support this informal opportunity to see the classroom and meet the teacher. The format was a bit different this session and the feedback seems to have been very positive. My thanks to all who were involved in this event.

Maths week was the week before last. In schools across the country Numeracy and Mathematics was a real focus and things were no different here in Carolside. Again, some of the details can be found on Twitter and my thanks to Mrs Friel and the rest of the staff for all of their hard work during maths week.

Looking ahead, we have Parent Consultations the week after next and then we’ll finish the term with our Inclusion Assembly in Greenbank Parish Church. The details of these events are already with you, or shortly will be, and we look forward to seeing you all at these times.

To conclude, can I thank all of you for your willingness to contribute to the important work of the Parent Council this session. It’s been good to see such interest in fulfilling this important role and I look forward to working together with you as we seek to improve the school for our pupils.

**Carolside Parent Council Meeting – 26/09/17**

**Carolside FREDA Group Update for Headteacher**

Carolside FREDA Group for Carolside Parents, aims to to:

• Acknowledge and celebrate diversity and inclusion at Carolside

• Raise awareness with the school community about equality and diversity related issues and concerns

• Help build relations with affected families to be more confident and aware of how to engage the school community effectively.

**Religious Festivals Support**

The Freda Group has supported two inputs around the Islamic festivals of Eid Ul Fitr and Eid Ul Adha at school assemblies through interactive information presentations with religious artefacts to help create awareness of the faith. Furthermore the annual Eid Ul Adha early years workshop was facilitated with festival dress up and crafts. In the third year of this workshop a lesson plan and resource list and presentations have been developed for nursery and primary stages for staff to use, ensuring the Eid Ul Adha work is becoming mainstreamed into school practise and focus for parental involvement in future delivery of the these religious festivals. The Freda group will be developing similar resources and presentations for Diwali and Vaisakhi, representing the Hindu and Sikh faiths in the school which we aim to be delivered through the assemblies programme and workshops.

**CAROLSIDE PTA XMAS FAYRE**

The Freda group is looking forward to working with the PTA again this session with parental involvement at the Xmas Fayre and support towards the Good Life event.

**International Day 2018**

From the success of International Day 2017, a date has been set of Thursday 15th March 2018. We will be building on the model of the direct partnership of staff, pupils and parents. A report is currently in draft with the aims, methods and evaluation of the event which will be circulated by the Education Department other schools. A summary report is available and can be requested from the school. Carolside International Day was covered by local press and the Scottish Parent Teacher Council to help share and celebrate the good practise. Planning for next International Day has begun and the context will be widened to include migration.

**East Renfrewshire Education Department Equality Forum – 14/09/2017**

The Freda Group has met with the new Equality and Diversity Education Improvement Officer from the Education Department David Gordon. David invited the group and the school to present International Day to the forum with an overview from pupils and feedback from staff and parents. There was a live question and answer the summary report was given to all whom attended. The meeting then continued with a presentation by the Mearnscastle Cluster on the Councils annual Diversity Day event where schools come together to learn about the diverse religions and beliefs in East Renfrewshire. The council then updated on the current equality outcomes and is currently developing a new equality and diversity plan which will produce new outcomes which will be produced in the coming year.

**Equality and Diversity Statistics**

The Freda group will be supporting the school with planning equality an diversity work where required. Reviewing the statistics from the annual data check will help to understand the makeup of the Carolside community annually and inform such work. One observation was that no family disclosed any pupil having a disability despite the growing ASN community at Carolside. Therefore the group will be supporting the school on raising awareness around more disabilities/additional support needs to help promote the social inclusion model of disability.

**Religious Observance and Opt Out**

We will be continuing to work with the school to support any developments around religious observance and religious worship at school.

**Conversation Cafe**

The group intends to meet in the last week of each school month, rotating between Friday mornings and Wednesday afternoons. The meeting is open for all parents to attend and discuss equality, diversity and inclusion at Carolside. The next meeting will take place on Friday 29th September at 10am at Costa Clarkston.

Vision, Values and Aims