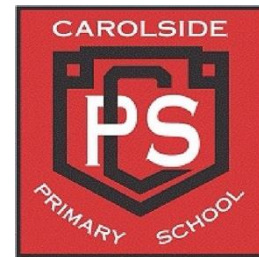


# Carolside Parent Council

## Meeting Minutes



Date: Tuesday 23 October 2018

Place: Carolside Primary School

### Present:

<i>Name</i>	<i>Initials</i>	<i>Year Group</i>
Jacqui McIntosh	JM	Nursery (am)
Nicola Edgar	NE	Nursery (pm)
Pamela Graham	PG	P1
Fiona McKenna	FM	P2
Jonathan Black	JB	P2
Christine Carswell	CC	P3
Deborah Wilson	DW	P3
Gillian Cox	GC	P4
Lesley Watson	LW	P4
Rebecca Nicholson	RN	P5 (Chair)
Sharon Henderson	SH	P5
Judith Currie	JC	P6 (Vice Chair)
Christine Kiltie	CL	P7
Lorraine Jenkins	LJ	P7
Bryan McLachlan	BM	Head Teacher
Jacqueline Dunn	JD	Depute Head Teacher
Gayle McDonald	GM	Depute Head Teacher
Cameron Stewart	CSte	Physical Education Teacher
Chris Cox	CC	Active Schools Co-ordinator
Annette Ireland	AI	ERC Councillor

### Apologies: Alison Young

#### 1. General Welcome, Introductions & Apologies

RN welcomed members to the meeting, staff and Cameron Stewart and Chris Cox who would be providing the PE & Active Schools Update.

#### 2. PE & Active Schools Update

JD provided an overview on East Renfrewshire Councils (ERC) physical activity plan – see PowerPoint presentation attached for more details.

JD highlighted that the Daily Mile will be relaunched within the school given the large number of new staff and that in January 2019 Mr Stewart would be leading parent PE Workshops to allow parents to experience the PE taught within the school.

CSte provided an example of a lesson plan for a class which he updates following each session noting the skills taught. He highlighted that this plan is linked to the class teacher to ensure there is

no duplication of activities. He advised that he offers a full skill set rather than specific sports and that the needs of every child in the class are considered to ensure that they all participate in their PE session.

CC updated members on the extra-curriculum activities (after school clubs) provided to children and that ERC aim was to ensure that every child has access to extra-curriculum activities through a sustainable programme which would encourage lifelong habits. He advised that there has been a focus to ensure that there were activities available to all year groups. He mentioned parent led activities and that he would welcome and encourage any parent who would be willing to run an activity within the school.

Members raised concerns about children not being chosen for extra-curriculum activities and JD advised that better tracking was now in place within the school to ensure that every child can participate in a club throughout the academic year. The tracking system also noted outwith school activities as some children may decline any extra-curriculum activity.

### 3. Actions outstanding from previous minutes

RN advised that she had discussed the concerns regarding the possibility of ordering P7 Hoodies earlier with the PTA and that they had advised that arrangement made would remain as is.

RN reminded members about Connect Training scheduled to take place on Tuesday 6 November 2018 within the school and of the requirement to sign up to the session to ensure that the session went ahead. RN highlighted that the training will include other Parent Council members from the Williamwood Cluster.

**Action: Members wishing to attend the Connect Training should do so online.**

RN provided an update on the correspondence sent to Mhairi Shaw of ERC on behalf of the Carolside parents voicing disappointment in the handling of the issue of the 'gender neutral' P1 and P6/7 toilet improvements. RN read a response which she had received on 22 October 2018.

Members discussed the response sent and were in agreement that a follow up letter should be sent to Mhairi Shaw thanking her for her response, noting her apology for the lack of consultation but advising that the Parent Council remain disappointed that no explanation has been provided as to why a consultation could not have taken place once the toilets has been refitted.

**Action: RN to draft letter to be sent to Mhairi Shaw.**

### 4. Head Teacher's Report

BM's Head Teacher's Report including staffing update, future Open Afternoons and HT Drop In on 12 November 2018 – see attached report for more details.

Members mentioned communication from the school advising that parents could drop in throughout the hour of the Open Afternoons which would be taking place the following week. BM highlighted that he understood that many parents were having to take time off work to come along to these sessions and that teachers would be happy to welcome parents for the full hour or in a drop in during the hour.

Members provided positive feedback regarding Mr Stewart attending the recent parent consultations and requested that Miss Meechan attend the March parent consultations to provide feedback to parents regarding Outdoor Learning. Members discussed the timetabling of classes to Miss Meechan and the requirement for children to have suitable outdoor clothing. BM agreed to email the timetable for Outdoor and PE to all parents to provide clarity on when outdoor clothing would be required.

**Action: BM to include Miss Meechan within the March 2019 Parent Consultations.**

**Action: BM to issue via email the timetable for Outdoor and PE to all parents.**

5. Communication from Parent Council

RN had asked members at the previous meeting to consider how the Parent Council could improve communication with parents. BM highlighted that he had included a paragraph about Parent Council within his Head Teachers Newsletter at the end of term which provided a link to the Parent Council minute from September 2018. Members discussed and agreed that using the Head Teachers Newsletter to update parents would be the most effective way and BM agreed to include Parent Council minutes within his monthly Newsletter moving forward.

**Action: BM to include Parent Council Update and Minute within Head Teacher Newsletter.**

Members discussed parent contact with Parent Council members and it was agreed that due to GDPR that a generic email address for Parent Council should be set up. Parents would be advised to contact their Year Group Representatives via the generic email address and DW kindly offered to administer the email account and forward emails to the relevant Year Group Representatives.

**Action: DW to set up generic email account for Parent Council and will administer forwarding correspondence to the relevant Year Group Representatives.**

6. Data Protection

RN advised members that under the new GDPR laws the Parent Council were required to develop a GDPR Policy. RN advised that a template has been developed by Connect which could be used by the Parent Council.

**Action: RN to produce PC GDPR policy**

7. Update on Parent Council Chairs Meeting

RN advised that she has attended a meeting of ERC Parent Council Chairs which take place every 6 months. She advised that the meeting had included a presentation from ERC Physiological Services.

RN made reference to the Self Evaluation Checklist for Parent Councils which each Parent Council is required to complete. Members discussed the completion of the checklist in the previous school year and it was agreed to discuss this again following the Connect Training which would take place at the beginning of November 2018.

**Action: RN to include Self Evaluation Checklist on agenda for the November meeting.**

## 8. PTA Update

GC advised that P6 and P7 Movie Nights would take place on Friday, 26 October 2018. The P2 to P5 Discos had been held at the start of October and were very well attended. Special thanks to the large number of teacher volunteers who attended. The feedback from parents on the new PFA Sway Newsletter was very positive. There is currently £3,306.00 in the bank – with funding of £225.00 requested for P7 Safety in the park event and £1,450.00 has been paid out for Class Wish lists.

Christmas Cards were sent to Cauliflower Cards before the October break and the PTA is now focusing on and preparing for the Christmas Fayre which will take place on Sunday, 25 November 2018.

## 9. AOCB

AI highlighted to members that ERC would be launching a review of its polling districts and places where people vote on Friday, 26 October 2018. Members discussed the school being used as a Polling Station and were agreed that the Parent Council should contribute to this review. AI advised members that if commenting details of alternative places that may be used as polling places should be given.

AI advised members that she had been unable to obtain any further information in relation to the proposed wide ranging TRO (Traffic Regulation Order). She highlighted that Sustrans were running an Active Travel event on 2 November 2018 which may be of interest to members.

AI also highlighted that the plans for the new early learning and childcare establishments were available for members to review on the ERC website.

## 10. Next Meeting

7pm Wednesday 28 November 2018 at Williamwood High School. Cake welcome.

### Appendices:

Physical Education Presentation

Head Teacher's Report