

# Crookfur Primary School and Nursery Class Parent Council

Telephone: 0141 570 7120

Website: <https://blogs.glowscotland.org.uk/er/Crookfur/>

School email: [schoolmail@crookfur.e-renfrew.sch.uk](mailto:schoolmail@crookfur.e-renfrew.sch.uk)

Parent council email: [CrookfurParentCouncil@gmail.com](mailto:CrookfurParentCouncil@gmail.com)



## Minutes

**DATE:** Wednesday 17<sup>th</sup> June 2020 at 1900 hrs

**LOCATION:** Zoom Call

**CHAIR:** Mrs 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.

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

### 1. Welcome and apologies

Denny thanked everyone for giving up another evening to attend this extra meeting but given all the changes going on it was good to keep strong communication between parents and the school.

### 2. Minutes of the previous meeting

The minutes of the meeting of 2 June were attached to Mrs McGuigan's weekly update of 5 June. The minutes were approved.

### **3. Parent Council 2020/21**

This is the last meeting for Alistair and Adele as the P7 reps, Alistair will become a co-opted member as he has younger children through the school. Denny thanked Adele for her years of contribution to the parent council.

In line with the Parent Council constitution, the term of the nursery reps ends automatically when the child finishes nursery. Therefore, Catherine and Maaham have finished their term, but will hopefully apply as P1 reps in the news session when their children start in P1. Due to the move to the Family Centre, Krys and Georgina were also asked about their ongoing roles. Georgina has stepped down as she has no older children in the school.

The Parent Council constitution document will need to be changed next session as it is for 'Crookfur Primary School and **Nursery Class** Parent Council' and the nursery class is moving to the Family Centre. Whilst this is being changed, there is also the opportunity to change other rules such as the rule that there is a limit of 3 members per year group. Denny asked whether now is the time to open up membership so everyone has the opportunity to have a place. Mrs McGuigan wondered whether there is a need to change it – have we needed to turn people away before? Denny and Kari explained that there has been more interest in recent years and lots of people with current P1 children applied, but as there could only be 3 P1 reps, the other applicants were assigned to a year group where another of their children attended and that currently, all spaces are filled. Gillian suggested that maybe it would be appropriate to have a cap to avoid the Council being driven by a particular agenda and to maintain a suitable balance of representation. This matter will be considered further and a decision taken early next year. Mrs McGuigan wonders if some of the larger schools have cap. It was suggested to look at attendance possibly as a way to control numbers.

Denny has spoken to Mrs Jamieson and Mrs McGuigan and agreed that it makes sense for the new Family Centre to have a separate parent group. There is no legal obligation for an early learning centre to have a parent council. Mrs Jamieson envisages keeping the nursery Improvement Group in place as the new parent group. However, the staff were keen that there were still some links between the School and Family Centre from a parent perspective. Krys will stay on the Parent Council as the Family Centre rep and going forward, this role will be considered to see whether it is one that will be continued. The current Fundraising group will only run events and raise funds for the school.

#### *Fundraising Group 2020/21*

Gillian Leitch is standing down as chair of the Fundraising group next year. We will need a new chair to replace her. So far there has not been any volunteers for the role. Denny will supervise from afar but does not have the time to chair both groups. Denny thinks it might be good move to have a Year Group rep for each year in Fundraising to ensure that every year group is represented.

### **4. Recent meetings and events**

Denny and Kari attended the ERC Education Department Recovery Plan presentation for Parent Council Chairs on Monday 8 June.

A summary of that meeting was included with Mrs McGuigan's weekly update of 12 June, as well as the frequently asked questions document prepared by the Education Department as a result of the many questions submitted by PC chairs in advance of that meeting.

### **5. Treasurers report**

Two cheques have been written for £73.33 (P7 Lockdown lodge snacks) and £242 for P7 autograph books, they haven't been cashed yet though. School ties will be paid for in August. No other changes to the balance.

## 6. Head Teachers' Report

### *Transitions*

Transitions work started this week for Nursery and P7s, it has been going well so far and there is a real buzz around the school. It is providing an opportunity to execute social distances and test the plans for August. Crookfur are in a strong position to host half of the school at any one time due to the classroom sizes and space in the school. The staff have been busy working on the Cohort lists and also for the new class lists (P1 – P4). Individual circumstances have been taken into account where possible, also the balance of boys/girls and friendship groups have been considered. The staff have worked hard to try to balance all of these things and the needs of the families has been priority. They are in a position to now share these lists with class teachers, who will set up Google classrooms for next year and will create some videos to introduce themselves and their new classrooms.

The teachers have been working long hours to create safe and friendly spaces in the classrooms for next year. Over the next week, teachers will be working on their plans for how to teach their classes next year, how to rotate resources to make sure there is no cross contamination. Those with care plans will need to be reviewed and teachers will need to meet and discuss how to care for the transition of those children.

### *Staffing update*

Mrs McGuigan feels the teachers are happy with their class allocations from next year. There will be 3 newly qualified teachers joining us next year. There will be new member of staff next year - Miss Bishop will be returning from maternity leave on a part time basis, so Mrs Jean Hutchison will be moving from Carolside to take up the other half of this role in a part time position. Mrs Hutchison will have a class and will be working alongside Mrs O'Meara. Mrs Hutchison is passionate about art and music and will hopefully offer the opportunity to develop music in the school in the future.

Miss Wallace (temporary) and Miss McKendrick (NQT) will finish in Crookfur in June Miss Gourley is also leaving as she secured a full time position with Glasgow city council. Mrs Falkner (PSA) is retiring in June. Mrs Grieve and Mrs Lamont will be going off on maternity leave (due in November) and Mr MacMillan's wife is also expecting around this same time so he will be entitled to Parental leave. We don't know their supply teachers yet.

Miss David and Mrs Denholm will be returning in August from their maternity leaves. Mrs McGuigan is looking at her budget to see if there is the chance to increase management time as it is expected management will have more class time as well as looking after the Family centre.

### *IT*

Mrs McGuigan has been looking at purchasing more Chromebooks, as the school has loaned most of the current stock to pupils during lockdown, but she anticipates that families will be able to retain these devices until school resume full time (apart from P7 who will be asked to return any devices borrowed). There are only about 25 Chromebooks in the school just now so more are required. Around 30 would probably be bought, which is a large investment.

### *Recovery Plan Phase 2*

Mrs McGuigan expects that on Monday she will be able to share more details with parents about the recovery plan for August including details of allocated Cohorts, school plan and staggered start times etc. From what she can tell, almost all of the parent preferences have been met.

Key worker provision will be centrally managed by ERC based on the Scottish Government key worker guidelines. Both parents (or the sole parent) will need to be key workers to be entitled to provision, and Category 1 and 2 keyworkers will be prioritised. ERC have asked for applications to be submitted by Monday 22 June. Crookfur is one of the busiest key worker hubs and the size of the school will be an issue for hosting the current level of provision once other children are back in the school for blended learning. The provision needs to be a last resort and the hope is that employers

will do all they can to be flexible so that it is not needed. Mrs McGuigan stressed that key worker places cannot be guaranteed, so will need to work on a priority basis.

Mrs McGuigan said that the current expectation, which will be confirmed in the communications to parents next week is that the staggered start times for the cohorts will be as follows:

- Early start/finish: P2, P4 and P6 and key worker provision (8.50am start, 2.50pm finish)
- Late start finish: P1, P3, P5 and P7 (9.10am start, 3.10pm finish)

This is so that there aren't too many children trying to come in through the doors at the same time. Although it is best that children only arrive at their allocated start time, the school will explore the possibility of Playground supervision for a small number of siblings so that parents don't need to wait for the later group to go in. Siblings have all been put into the same Cohorts, however it has not been possible to give them the same start times, as there were too many factors to balance. It is hopeful MACs will help accommodate this problem for children who attend MACS. More information will be provided when Mrs McGuigan send out the Cohort info. Mrs McGuigan asks that if dropping off children at different times, the parent and later child wait in the car and not on the school grounds. Parents not being allowed into the school grounds will be a loss from a community point of view, but this will be a temporary issue.

It was asked whether the activity trail will be allowed to be used by children at break/lunch. Hygiene measures, control of numbers and supervision will be put into place to enable children to access it.

#### *Lost Property*

Lost Property – there is a lot of this at the moment due to the sudden closure of the school. There are quite a lot of "left" items that are labelled, it is hopeful to reunite people with these items safely, the school will arrange a pick up and lay it out on the bike track, to give everyone the chance to pick it up. If it has not been collected by the end of term then it will be disposed of. The school will send out communication in relation to this.

#### Parent Questions – School:

- *Will the letter from ERC about Key worker provision, be posted out to the parents of children starting P1 in August as they are not on the email system yet, so might lose this opportunity to apply by the deadline?* The letter will be posted but Kari will put it on the new P1 Facebook page and Nursery will also send the letter out as well. It will also be put on the school website for new P1 parents.
- *What support can the school provide for working single parents?* Whilst the school is sympathetic to families in this situation Mrs McGuigan unfortunately can't offer any support with this, if they aren't a key worker.
- *When children return to school, will their place in MACS be considered when allocating which days they will attend school?* Mrs McGuigan says, no this hasn't been a factor in deciding attendance and that should be taken up with MACs with regards to them being able to offer places for the kids based on their days in school. Mrs McGuigan needs to meet with them to discuss the staggered start times etc, so it is hopeful they will be flexible and everything can be ironed out before the end of term.
- *Will a family with one key worker parent be eligible for the additional key worker provision?* No, it has to be both parents (or the sole parent) who are key workers in order to qualify.
- *Have ABC Kidz Out of School Care been in touch with Crookfur about pick ups and drop offs?* This is a provider which is offering out of school care for Crookfur children for the first time next session. Mrs McGuigan isn't aware of them as they haven't been in touch yet. Mrs McGuigan wonders how they will be transporting the children as its too far to walk? There is no information on this yet.
- *What will social distancing look like in the classroom?* Mrs McGuigan stressed that for the older years, the desks are not been set out "exam style" but are being arranged more in a horseshoe shape. For P1-3 who adopt a more playful approach, there will be fewer desks in the classroom. Guidance from the government regarding early years learning including early primary, states that physical distancing is not practical for this age group and that small groups and good hand hygiene will help protect them. There will also be measures to control numbers in each zone but play based learning will still be the focus as well as outdoor learning. The P1 garden will be split

up so that each bay will have their own section that will prevent classes mixing, there will still be the chance to have free flow from classroom to outdoor space.

- *Playground social distancing – what will that look like?* This is still being planned, luckily there is plenty of space given the number of children attending at one time and the staggered playtimes, so it doesn't look like rules will need to be created such as restricted group sizes. Playground equipment will be allocated to certain days to limit it mixing too much. The fact that there are less numbers in school should help with this.
- *What happens if a child becomes unwell at school?* If there is a child unwell, a room has been allocated for this purpose, it is well ventilated, and they can be cared for here until they are collected. Temperatures will not be taken by the school.
- *Will children be required or permitted to wear facial coverings?* Children won't need to wear masks, teachers have the opportunity to wear them if they want, but it will be a case of bring your own. There are masks and gloves in the first aid supply, and they are/will be used when required.
- *Will school uniform be required in August?* Uniform should be worn as usual, however, there will be a lot of outdoor learning, so Joggers, polo shirts, trainers can all be worn. It should be a school sports type kit. As soon as the school starts operating normally again, then uniform will be mandatory again.
- *Will indoor shoes be needed?* Initially, the answer is no, unless children are wearing wellies due to bad weather (then it would be good if indoor shoes were sent in with them that day to change into), they will not need to change from outdoor to indoor shoes. Plimsoles have been removed from the P1 requirements for next year.
- *Will the small number of children from P3 and P4 suffer due to being separated from the rest of their year group?* There has been some parent concern around the new composite class. Parents are worried about that the P3 class will be unsettled, particularly as their class has been changed each year since they started. Only 10 children from the current P3 will be in the composite and parents are worried they will be segregated and not as attached to the other p3 classes. Mrs McGuigan understands that there is an anxiety regarding this as it is new, the P4 (and P3) children will all still be having play and lunch time together with the other children in their year group. They will not be at a disadvantage because of this. There is also no guarantee they will stay in a composite as they move up the school. Normally a composite class would have been discussed more before it was brought in and more communication would have been issued to parents, however due to these unique times this hasn't happened. However, the school will be in touch with the affected families to discuss this before the end of term. Every class in the school has children with a wide range of birthdays, and a wide range of abilities and a composite class is no different.
- *Is there any issues with P7s bringing in presents for their teachers in the last week of term?* No, this won't be an issue and will be permitted.
- *Could the cycle track be used for parents to meet children after school, to help keep them safe from the road?* Even with just the key worker provision children currently attending, it is quite congested at the staff car park entrance for collection at the end of the date. Mrs McGuigan repeated that P1 and P2 parents can go into the grounds to collect the kids but for older children they would prefer parents to meet the children at the cars in Eastwood High or for parents to stand further away from the school. She said that it is certainly an option to have a certain number of children meet on the bike track, but this would need to be limited e.g. P3 parents. Crossing patrols will be back in August. Markings will be spray painted on to the pavements and school paths to outline the route up to and around the school and also heart shaped marking to help with distanced standing of parents when waiting. School staff will be there at the end of the school day to help keep an eye on the children reuniting with their parents.
- *Is there an anticipation that exams in secondary school be affected or delayed?* Mrs McGuigan doesn't have this information; however it is not anticipated that there will be any delay in the exams set for next year.
- *When will the results for the standardised testing come out?* They will most likely be issued in August and the P7s will be issued them by the High Schools.
- *Can you access Google Classroom for your previous year over the summer holidays?* Yes, they will still be open and will have all the information and posts on it still. However, staff will not respond to any comments over the summer holidays.
- *Will a Google Classrooms for P1 be set up before the summer?* No, they won't be set up before the summer as the children aren't officially registered to Crookfur until they start P1, but they will

be set up after the summer for the new term. Google Drive will be used to share videos and the like for this year group in the meantime.

**ACTION:** Ensure key worker provision letter is made available to new P1 parents

### *Family Centre*

No significant update at this time. Models will be similar to school – full days not half days. Staff across the establishments are working collaboratively to make sure siblings in nursery and primary are in on the same days. Timings may be different but the days attending will hopefully be the same. There may be some staggered start times and it is expected they will be in for 8hr days in the beginning (eg 8am till 4pm).

The 1140 is being adopted where possible, it will be asked in the short term that parents provide snacks and packed lunches as food won't be provided by the centres at this time.

### Parent Questions – Family Centre:

- *Uniforms for nursery – would they wear Crookfur nursery uniform to the other temporary centres?* Mrs McGuigan says hold off buying just now as a new badge is being created for the Family Centre, so they will have a different Crookfur nursery uniform in the future. A plain red polo shirt could be purchased and that way the change of badge won't be an issue. They will be allowed to wear existing Crookfur nursery polos to each of the new nurseries and it is allowed to also use old uniform handed down from older siblings.
- *Is there any update on a completion date?* There has been no communication yet from ERC or the builders about FC deadlines. However, the school have been talking to the council about storage as all the current nursery equipment needs to be stored until it opens.

### *Other comments*

Mrs McGuigan said that the Google classrooms for next term will be set up by the middle of next week so children can “meet” their teacher for next session. Hopefully all questions will have been answered by then.

The Celebration of Achievement will be posted on Friday on Google Classroom at 10am for P7 and later in the day for the rest of the children.

Next Friday will be the screening of the Primary 7 performance, the attendance times for this will be staggered.

### **DATE OF NEXT MEETINGS**

None planned until next term.

Denny Henderson  
Chair