

Crookfur Primary School Parent Council

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Minutes

DATE: Monday 7th December 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.

1. Welcome and opening remarks

2. Present and Apologies

Role	Name	Present	Apologies	Role	Name	Present	Apologies
FC	Catherine McLatchie	X		P5	Kari Gillies	x	
FC	Krys Kujawa	X		P5	David O'Gorman		x
P1	Maaham Ahmad	X		P5	Allyson Gilchrist	x	
P1	Sarah Penny	X			Denny		
P1	Amna Munir	X		P6	Henderson	X	
P2	Lynsey Williams	X		P6	Gillian Plews	X	
P2	Melanie McPhail-Smith	X		P6	Fraser Strachan	X	
P2	Ailsa Munro	X		P7	Wendy Durie		x
P3	Conor Murphy	X			Karen McGrady-		
P3	Dawn Jamieson		x	P7	Parker	X	
P3	Jenny Andrew	X		Co-opted	Alistair Gibb		x
P4	Michelle Wilson	X			Sheena		
P4	Beverly Stoner	X		HT	McGuigan	X	
					Kimberley		
				DHT	Slorach	X	
				DHT	Claire Jamieson	X	
				PT	Lisa David	X	
				Clr	Charlie Gilbert		x

3. Minutes from previous Parent Council meetings

3.1 Approval of the previous minutes

Still to be approved.

3.2 Actions arising from the previous minutes

Minutes will be reduced in size for future meetings to make them more readable, instead of them covering everything discussed, it will note key points, decisions and actions.

- Gillian and Denny will have a look at budget and its spending over the year, but there is less pressure now due to the money raised from Mini Mudder as essential spend will be able to be covered.
- Mrs McGuigan believes that it is possible to send school emails to all parents, not just one email per child. However, there is a cost implication with sending text messages, and only one text per family will be sent unless in emergencies.
- Kari has reviewed the Parent Council Health check and will feed back on actions required at the next meeting.
- Denny has sent the Social Media Communications policy to the school to go on website.

Action	Responsibility
Approve minutes from meeting on 21 October 2020	all
Fundraising budget to be prepared and agreed with the school	Treasurer
Parent Council Health check actions to be discussed at the next meeting	Chair / Vice-Chair
Slides from recent Connect meetings to be shared to Parent Council members	Chair

4. Recent meetings and events

4.1 Parent council chairs 25 November

Focus of meeting was on recovery. Discussing the various ways they are trying to support learning and getting the schools and education back to normal.

Action	Responsibility
Forward PC Chair minutes to Parent Council members when received	Chair

4.2 Equalities forum

Allyson Gilchrist attended the virtual meeting of the Equalities Forum on 30 September 2020. Key points arising were:

- Karen Young (Racial equality and rights) led the meeting, she spoke a lot about how most schools are focussing on diversity next year.
- Promoting anti-racist teaching as opposed to non-racist teaching.
- Ethnic minorities are currently underrepresented in the teaching industry in Scotland.
- A desire for parent council and school to support the teaching of diversity and to encourage parents to be more accepting and supportive.
- The curriculum for excellence allows the opportunity to teach more about these areas.
- Look at using other subjects to also teach more about diversity (such as maths and science) so that it becomes more normal for it to come through in all kinds of teachings in the school.

4.3 Other events

- Parents and teachers both appreciated the opportunity to speak over the phone recently at Parents' Evening. Parents feel they got a lot of information.
- Photographs – generally positive feedback from the school photos.
- Mrs Nisbet has used her vouchers to buy a new coffee table and thanks everyone again for her generous gifts.

5. Financial Report

		£
Balance from previous meeting		5,576.76
Money out:		
	Ties	(614.00)
	Panto trial	(15.00)
Money in:		
	Mini mudder cash	7,828.15
	Present room transfers	53.00
Bank balance at 7 December 2020		12,828.61
Cheques to be cashed:		
	Mini mudder expenses	(105.91)
	Musical instrument purchase	(2,047.06)
	High-viz vests purchase	(38.39)
	Committee badges purchase	(304.70)
Money still to be received:		
	Mini mudder from PTA events	1,316.65
Money available to spend		11,649.20

- There is now a good amount of money in the account and Gillian feels the money should be spent by the school, instead of sitting in the account.
- Mrs McGuigan says she can consult with the children and parents to come up with ideas.
- Replacing the gazebo would be a large expense, but it is need of replacement. The outdoor classroom / hut in the upper school playground is also in need of replacement.
- The possible future expansion of the school would also need to be considered if buying items for the grounds and ERC would need to be consulted.

Action	Responsibility
School to consider spending of funds after consulting with pupils.	Head Teacher

6. Head Teacher's Report from Mrs McGuigan

6.1 School roll

490 (Family centre 133 in total across the span of the week)

6.2 News/Events

- Christmas activities, present room, pantomime, class parties (next week).
- Primary 1 and 2 are looking to upload a Christmas performance.
- Transitions - Online registration for P1 is now open and a letter has been sent out regarding P7 applying for S1.

6.3 Budget

- Mrs McGuigan is meeting the Business Manager this week and hopes to have a request for essential spend on a new reading scheme for the school approved.
- Mrs McGuigan thanked the Fundraising Committee for their help with the pantomime, present room (gift bags), Santa gifts, Christmas party treats for the children and for purchasing the musical instruments.

6.4 Staffing

- Mrs Melville's contract ends at the end of this year, she will return to her substantive position at Hillview primary.
- Mrs Grieve's post is currently being covered by 2 part-time temporary staff. Mrs McGuigan hopes to have a full time temporary staff member shortly. No baby news yet!
- Mrs Rattray is still off and Miss Wallace will continue to cover the P1c class.
- As highlighted in a recent weekly round-up, Mrs Iddles, a pupil support assistant and one of the longest serving Crookfur staff members, has retired.

- Mrs Stewart in office is taking early retirement after Easter, post to be advertised.
- In the Family Centre, Mrs Walker has been appointed as Deputy Head of Centre so there is now a vacancy for the Senior CDO position. Both of these roles will be 52-week posts. The business support assistant has been appointed but there is still a part time position to be filled.

6.5 COVID-19 responses update

Only a few children are having to self-isolate and there have been very little cases within the staff and pupils.

7. Family Centre Update

Transition visits are ongoing and have been going really well. There are still some snagging issues to be corrected. The Centre will open on Monday 14th December. Photographer and Councillor O'Kane (Education Committee Convenor) are visiting the FC tomorrow (Tuesday 8th December).

8. Correspondence with parents and carers

- [P7 Residential – will it go ahead and if not what will the alternative be?](#)

At this time, it is unlikely that we will be able to undertake a residential trip with P7 this year. We will look to arrange an alternative experience, perhaps similar to the P7 experience last year but hope to utilise the local area. This would be dependent on cost and Covid19 restrictions

- [Now that the weather is getting worse, will indoor shoes be allowed?](#)

Yes, children may bring a change of shoes/socks in their schoolbags (plimsolls/black trainers). These should be taken home each day.

- [The vegetable/salad sides on the menu don't appear to be served with every meal. Are the vegetables/salad automatically put on the child's plate or do they need to request these?](#)

P1-3 – Vegetables/salad/fruit are handed out to the children. P4-7 - Vegetables/salad/fruit portions are located beside the drinks and cutlery/trays for children to help themselves. All portions are individually wrapped and we do remind the children to take them as well as a drink.

- [Some parents are concerned about how muddy the children are getting at woodland. Quite a few parents have reported having to replace clothing which has a cost impact.](#)

Children may get muddy outside which is why the school ask that they come suitably dressed in clothing for outdoors. It is disappointing to hear that some items have been damaged and Mrs McGuigan is happy to hear about these on an individual basis to establish how this happened.

- [Are children allowed to bring in cards and gifts for their teachers? Some other schools in the authority have discouraged this.](#)

If children would like to give a card or gift for their teacher then of course they may, but no one should feel any obligation or pressure to do this. This was last discussed with the PC in 2018.

Following discussion, the PC believe that parents/carers should have the choice of whether they want to give a gift but parents/carers should not feel pressurised to contribute to a group gift. Mrs McGuigan discourages larger amount (such as £10) being donated from each person when donating towards group gifts as she feels this is too much and puts a lot of pressure on families of more than one child. Council staff also need to declare any gifts received over a certain amount. The staff reiterated that no gifts are expected, and staff would be delighted just to receive an email (or card) from families, but there is no pressure to send anything.

- [Parents are keen to see a calendar with dates that the Family Centre is closed so that they can make alternative childcare arrangements.](#)

A calendar will be produced and issued when the Family Centre opens. This will come via the Family Centre rather than the ERC website. Dates for Christmas have been issued on weekly round up (4/12/20) and will be communicated to Family Centre parents.

- [Indoor play – do the children need to stay in their seats or can they mingle with their friends in the classroom?](#)

Children are asked to stay in their seats so that seats and desks aren't being contaminated, if a child is allowed to sit with a friend in another seat, it needs to be cleaned down afterwards, they aren't allowed to move around multiple chairs.

- Will the school consider keeping the policy of wearing PE clothes to school on PE days in the future?

Mrs McGuigan wouldn't mind this as she feels the black bottoms and red tops still look smart enough and it speeds up getting ready for PE. However, as mentioned in the weekly round-up, some children are using PE days as an excuse to wear their own clothes, such as hoodies which are not what is expected. Children should, where possible, wear a school jumper over their PE kit.

Action	Responsibility
Change of policy on indoor shoes to be communicated to parents/carers	Head Teacher
School to communicate with parents/carers about the benefits of outdoor play with advise on suitable clothing. Management to discuss parent concerns with teaching staff.	Head Teacher
School to communicate with parents/carers about Christmas cards/gifts for staff. Parent Council members to communicate with parent forum to ensure parents do not feel pressured to contribute to group gifts and that gifts are not excessive.	Head Teacher All PC members

9. Subcommittee updates

9.1 Fundraising group

Discussed above in financial statement.

9.2 Diversity group

- 13 parents and staff members.
- Nobody wished to take up the Diversity Champion role, as different group members have different areas of interest and experience. The group will take on the role as a whole.
- Mrs McGuigan has had discussions with ERC on obtaining information about the diversity of Crookfur. She showed an example of information that had been produced for another school which covered areas such as ethnicity, gender split, SIMD (Scottish Index of Multiple Deprivation) data, free school meal entitlement, (ASN (additional support need) requirements, languages spoken etc. It was agreed this type of information would be useful to get a better understanding of the diversities within Crookfur.
- They would like to create a mission statement, so the school community know what they are focussed on. Everyone can shine and flourish will be central to their statement.
- Mrs Nasar has updated the group on the Heartstone Odyssey project in P5.
- The group is working towards is an online global festival in 2021.

10. Any other business

- Well done to Catherine McLatchie for her individual win of Beat the Street.
- The school have opted to spend their £600 of vouchers from Beat the Street in Decathlon to obtain more PE equipment as this is not currently being shared.
- Bikeability – will hopefully happen in the Spring for P7, a First Aider needs to be arranged to cover it. Currently being looked into. P5 and P6 will do their Bikability 1st level in the summer term as usual.

Approved by:

Denny Henderson
Chair