

# Crookfur Primary School Parent Council

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## Minutes

**DATE:** Tuesday 26<sup>th</sup> January 2021 at 2000 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		P6	Denny Henderson	x	
P1	Amna Munir	x		P6	Gillian Plews	x	
P2	Lynsey Williams		x	P6	Fraser Strachan	x	
P2	Melanie McPhail-Smith	x		P7	Wendy Durie		x
P2	Ailsa Munro	x		P7	Karen McGrady-Parker	x	
P3	Conor Murphy	x		Co-opted	Alistair Gibb	x	
P3	Dawn Jamieson	x			Sheena McGuigan	x	
P3	Jenny Andrew	X		HT	Kimberley Storch	x	
P4	Michelle Wilson	X		DHT	Claire Jamieson	x	
P4	Beverly Stoner	x					

### 3. Minutes from previous Parent Council meetings

**3.1 Approval of the previous minutes**  
 The December 2020 minutes were approved.

### 3.2 Actions arising from the previous minutes

Minutes still outstanding for approval from October <sup>1</sup>. Parent chairs minutes have still not been issued, so will be shared once they have been. <sup>2</sup> Fundraising “action” regarding setting up a budget for the year will be investigated when the school is back open again, it is not a priority at the moment. Connect slides have been shared.

## 4. Recent meetings and events

- **Equalities forum** meeting is rescheduled for March.
- Gillian Plews attended a **Connect training online workshop** for “Social events and fundraising”. Raised the question of “should PC/social committees focus on organising events just now, aimed at reconnecting people, building relationships between school and families, tackling isolation, including families who may be not included over the objective of raising money”.
- Suggested options were:
  - normal events taken online (discos online, P7 Prom online, online coffee mornings, evening socials;
  - sharing skills for children or families; and
  - health and wellbeing evenings.
- Fundraising committee are fully behind this and will begin looking into organising such events.

## 5. What can the Parent Council do to help parents/carers during home learning?

The school has sent out a questionnaire to assess how families are coping with Home Learning, what support is needed, how everyone feels about the balance.

From Parent communication so far, the biggest issues seem to be Technical and the school have had lots of positive feedback.

Neilston Primary has prepared a page of links to lots of different educational sites that they have offered to share with other cluster schools. Mrs McGuigan showed us an example. There is a Literacy page with lots of links for different website and apps (also for Numeracy etc). Neilston happy to share these with Crookfur, it would be put up on the school website. This could be useful for those parents would like more work for their children. There would need to be reassurance that it was purely optional and not a requirement.

### Feedback from Parents

<ul style="list-style-type: none"> <li>• P2 Rep feels there is enough Google Meets at the moment (for P2 level) as it is quite restrictive with regards to planning your day or getting out for fresh air/playtime</li> </ul>
<ul style="list-style-type: none"> <li>• P6 Rep – There are many different platforms being used for all the types of learning, each one seems to work better on different devices, meaning that parents are needing to juggle different pieces of technology to access all the work, this is causing extra stress.</li> </ul>

### QUESTIONS FROM PARENTS

Q) The kids get a real boost from the Meets sessions, is there a possibility for P6/7s to read stories to the younger years? (To increase face to face time and interaction)
A) This will be investigated as it ties in with the Schools Home Learning policy
Q) Will there be a Google Meet set up for Family Centre?
A) The Family Centre staff would like this (a live Bookbug), but it is difficult due to GDPR and security. Under the ERC digital policy, the account being used to access a live session needs to sign a disclaimer not to record/take any photos of the session. Although Family Centre children do have a Glow account in the ERC system, they are too young to be issued a password. It may be possible to do it through a Parents Google account (they are then consenting instead of the child). It will be investigated.
Q) Will there be more Live sessions with the teacher?

<sup>1</sup> These have subsequently been approved and issued.

<sup>2</sup> These have subsequently been received and shared.

A) It is difficult to reach all the relevant children online live at the same time, especially when there is more than one child in the home sharing devices, or when there are connectivity issues. There is no ability to record these sessions, so anyone who couldn't attend, would therefore miss out on that lesson. It is important there is a balance that fits for the majority of families and offers them flexibility. Therefore, recorded lessons are being used to teach new concepts, so that everyone has the opportunity to access these at a time that suits them, and re-watch them as needed.
Q) Could an entertainment be arranged as an end of term treat for the kids (along the line of the online Panto)?
A) Everyone thought this was a great idea and it will be taken forward by the school / Fundraising Committee.
Q) Could the children do an activity collectively – such as a jointly written story, to help them engage with each other and feel united?
A) Mrs Jamieson says yes this can be investigated as the collective activity is a great idea.
Q) Is there a meeting room for Google Meets? We have had technical issues getting into the Meet and by the time we got in, the story had ended, so the child missed it.
A) This is being investigated already as it has been raised by other parents/carers. At the teacher meeting last week, this was discussed and there will be 5-minute grace period at the beginning to give people time to log on.
Q) Could the tasks for each day be issued a little earlier, say 8am, to allow parents to see exactly what is required before they start work at 9am?
A) Yes, this is possible and has been actioned from w/c 2 Feb.

ACTION	RESPONSIBILITY
Look into Upper school reading stories to the younger school to increase face to face online contact. (Mr McMillan would like a House quiz to be organised, but this could possibly be used to set up the story idea.	Mrs McGuigan
Look into whether there can be live sessions for the Family Centre	Mrs McGuigan/Mrs Jamieson
Look into whether collective activities can be organised to increase child interaction (such as jointly written stories)	Mrs McGuigan/Mrs Jamieson
Look into arranging the coffee and chat for each year group so that Parents can share problems/solutions/offer support to each other.	Parent Council reps
Create a document with tips and suggestions that can help with technical Home Learning issues	Kari
Arrange a daily practice session for children/parents to practice logging in to Google Meets (to help reduce stress when it comes to live sessions)	Mrs McGuigan
Request and upload Neilston Primary's Drive information with links to additional learning activities on to Crookfur's website	Mrs McGuigan
Look into online entertainment for each class for the end of term	Mrs McGuigan / Denny / Fundraising

## 6. Financial Report

		£
<b>Balance at 7/12/20</b>		12,828.91
Money out		
	Mini mudder expenses	105.91

	Mrs Nisbett gift	305.00
Money in		
	Present room additional payments	68.00
	PTA Events payment for Mini mudder and Mrs Nisbett collection	1,621.65
	Present room cash	922.00
<b>Bank balance 26/1/21</b>		<b>15,029.65</b>
Cheques to be paid		
	Cash for Kids	953.62
	Present Room expenses	89.39
	Musical instruments	2,047.06
	High vis bibs	38.39
	Committee badges	304.70
	Books for nursery and P1	234.00
	Christmas events including pantomime, Christmas crafts and party snacks	1,062.00
<b>Available to spend</b>		<b>10,300.49</b>

## 7. Head Teacher's Report from Mrs McGuigan

### i. *School roll*

- 490 children in the school and 132 in Family Centre.
- Key work provision: 5 classes in the school, 1 playroom in Family Centre. There are around 80 children in the Hub over the course of the week and 24 children attending the Family Centre.

### ii. *News*

Children are bringing in their own devices and attempting to do all schoolwork during the hub session. Active schools are coming in to do PE with the kids twice a week. A remote learning Policy has been created and the school is working within the parameters of this.

- P1 applications closed on 22<sup>nd</sup> January and are currently being finalised
- Nursery applications close on 28<sup>th</sup> February
- Registration for S1 closes on the 31<sup>st</sup> January

There may be some amendments to the 1140 models available from the recent consultation for Family Centres. It has gone to the Education Committee to approve and discuss. According to the form now live on East Renfrewshire's website, you can now apply for the Core model (5 days of 9am till 3pm) at the Family Centre for children starting from August 2022.

### iii. *Events*

Global Festival is the main event in the next few weeks. It will run online and will celebrate the different cultures of our school, food, stories, art, books. The school are looking for families to offer tutorials. Mrs McGuigan will mention in the next Newsletter, looking for volunteers. It will

be used to connect all the families within the school. Hopefully happening around the start of March.

**iv. Budget**

Meeting with business support this coming week to discuss finances. Essential spends only currently, looking to carry forward any funds into the future. Budget meeting with Local Authority for all the Head Teachers has been delayed, so not sure when that funding will come in. Mrs McGuigan's hope is to replace the Reading materials, it will probably happen in the new tax year, so would come out next term. Approval needed from above for this spending as it's a large investment. Staff are currently looking at all the options available, to work out what the right reading model might be for Crookfur. A focus group may be set up to make final choice.

**v. Staffing**

Mrs Walk is a supply teacher covering Mrs Grieve's Maternity leave (started 5<sup>th</sup> January).  
Mrs Bryers has been appointed as Senior CDO of the Family Centre  
A CDO position will need to be advertised for the Family Centre  
Full time Business support manager has started now at Family Centre  
Gillian Plews has been appointed as part time business support assistant at the Family Centre

**8. Family Centre Update**

Usual build snagging, some outstanding building work to be done (snow guards still to be fitted).  
Staff are trying to do some team building, inducting new staff, development.

**9. Correspondence with parents and carers**

Correspondence from parents was collated in advance of the meeting and sent to the school for its response.

Topic	Questions	Response from the school
Home learning	<ul style="list-style-type: none"> <li>Could the tasks for each day be issued a little earlier, say 8am, to allow parents to see exactly what is required before they start work at 9am?</li> <li>Are you planning to increase the number of "live" lessons where children can learn from their class teacher in real time?</li> <li>A few parents are concerned that attainment gap and how children might be falling behind. Could you provide some detail on how you might plan to close the gap? Is the volume of home learning comparable to what a child might have completed in school? There is some worry that other local primary schools have considerably more work to complete in a day than the children at Crookfur – is the amount of work provided not standardised across the authority?</li> </ul>	<p>Yes, we will look at this.</p> <p>Not at present.</p> <p>Learning loss and any attainment gap is of national concern. Our approach to addressing it will be detailed and long term. Recovery and renewal are likely to be the main focus of school planning well into the next session.</p> <p>We have taken steps to ensure equity so that children are not "left behind" This includes personalised learning programmes, regular contact with parents and family support, allocation of devices, places in school if necessary. We are tracking and monitoring engagement and will take necessary steps to ensure children are able to access and benefit from remote learning.</p>

		<p>Remote learning does not replicate the school day. The curriculum is considerably narrowed, with a focus on literacy and numeracy with one other curricular area per day.</p> <p>I couldn't comment on the provision of other schools. Tasks and activities are based on teachers' planning and are in line with what the teacher would have planned to teach these weeks. They are not standardised across the authority as we plan to meet the needs of our own learners.</p>
Family centre	<ul style="list-style-type: none"> <li>Is it possible to have something like a private Twitter page to share photos of the children without it being on a public forum?</li> </ul>	<p>Photos of children are added to learning stories within the children's learning journals. These are private to children and their families.</p> <p>Our social media accounts share the excellent work of our centre and are an important part of how we communicate what we do.</p> <p>We have no plans for any private social media platforms or accounts.</p>

## 10. Subcommittee updates

### 10.1 Fundraising update

- Looking into running events for free that won't be about making any profit such as a Scavenger hunt which would be free of charge. Families could print off at home or use on phones and clues would be in the local area. Aiming for Easter holidays.
- Previously, there had been an idea for P1 to design a tea towel which families could purchase. This is now being considered as an end of year activity, perhaps for whole classes and the whole school might do this.
- Autograph books for P7 leavers will go ahead as usual (in a COVID-19 friendly way)

Spending requests discussed –

- New gazebo quotes were looked at (the current gazebo is quite rotten and will need replaced at some point)
- Skin toned pencils (a request from the Teachers),
- TJ maths books online (a maths program used from P3 upwards),
- Chrome books (currently hard to get hold of due to low stock),
- helping to back the Global festival.

Fundraising committee would prefer to prioritise the items that have a more immediate impact and could assist with remote learning before the gazebo. They would rather spend more time looking into the gazebo (maybe investigate combining it with creating an outdoor classroom) and taking time to raise money for it. Potentially Coop funding might be available for it (by taking time to consider it, it also gives more time for information about any future extension to the school being announced).

Action	Responsibility
Find a company who may be able to assist with printing of Tea-towels for the Fundraising end of term/year gift.	Dawn

Look into whether there is VAT issues in buying Chrome books from other suppliers who aren't the normal local authority suppliers.	Denny
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### *10.2 Diversity group*

The group meets on 2 February. Plans for the Global Festival are being taken forward by Mr McMillan.

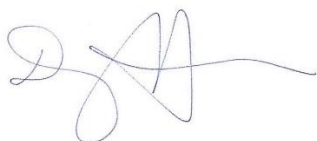
### **11. Any other business**

None

### **12. Date of next meetings**

- Diversity Group – 2 February
- Parent Council Chairs Forum – 3 February
- Equalities Forum – rescheduled to 16 March
- Parent Council – 9 March

Minutes approved by:



DENNY HENDERSON  
CHAIR