

## Crookfur Primary School Parent Council



Website: <https://blogs.glowscotland.org.uk/er/Crookfur/parents/parent-council/>  
Email: [CrookfurParentCouncil@gmail.com](mailto:CrookfurParentCouncil@gmail.com)

## Minutes

**DATE:** Monday 10<sup>th</sup> May 2021 at 8pm  
**LOCATION:** Zoom Call  
**CHAIR:** Mrs Denny Henderson  
**PURPOSE OF PARENT COUNCIL:** The Scottish Schools (Parental Involvement) Act 2006 required every school to have a Parent Council. The main aim of a Parent Council is to try to represent all parents/carers, help the school community be successful and support improvement where needed.

### 1. Welcome and opening remarks

Denny welcome everyone present to the meeting.

### 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	HT	Sheena McGuigan	X	
P3	Jenny Andrew		X	DHT	Kimberley Slorach	X	
P4	Michelle Wilson	X		DHT	Claire Jamieson	X	
P4	Beverly Stoner	X			Lisa David	X	

### 3. Minutes of previous Parent Council meeting

#### 3.1 Approval of the previous minutes

These are available on the [school website](#) and were approved.

### 3.2 Actions arising from previous minutes

- Apart from the items below, all actions had been completed or were no longer required.

Action	Home learning digital pack document	Denny/Kari
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### 4. Recent meetings and events

- P1/P2 Coffee and Chats – low numbers but the opportunity was created for parents to attend if they wanted to and those who did attend enjoyed.
- Equalities forum (Denny attended in March), it focused on cost of school day, how Covid has affected Poverty levels in the area. Meeting notes were emailed to Parent Council.
- Denny attended the AGM for Connect and has been appointed as a director of Connect in a personal capacity.

### 5. Health check actions

- Kari Gillies has assessed the Connect health check forms for Parent Councils and has used them to create a list of points she feels we should look at or work to improve:
  - Is this a welcoming Parent Council?
    - newer PC members asked to consider whether there is anything better we could be doing?
  - Anti-bullying
    - we discussed how many sure parents/carers knows what step to take when bullying takes place. Although this is done at key events such as around Anti-Bullying week, it would be good to repeat throughout the year, signposted where the information is etc.
    - The school keeps a record of bullying events. It was suggested that the number of events could be fed back to the Parent Council on an annual basis so that it can look at any progress being made.
  - Everyone is equal
    - The diversity group will be asked to draw up an equalities policy
    - The Parent Council doesn't have a code of conduct. Denny will draw up code of conduct.
    - The health check suggests offering PC meetings at various times and offering childcare facilities so parents can attend. Nobody considered that childcare facilities were required as meetings are held in the evening. There will need to be a discussion at a future meeting about whether meetings continue online or go back to face to face.
  - Communication
    - leaflets for parents to support children's education – these have really been superseded with links on the school website
    - How to get people involved that aren't currently engaged but might want to be? (Keep this on the radar and share any ideas as we hear of them), raising awareness of what the parent council does, raising awareness of all groups and events that people can be involved in. Ask a question in the next survey of if there are any barriers preventing them from joining anything and taking part.

Action	Ask Diversity group to write up an equalities policy	Mrs McGuigan
Action	School to regularly (termly?) remind parents where to get information about anti-bullying	Mrs McGuigan
Action	Newer PC reps to let Denny know if there is anything we could be doing better	P1/2 reps
Action	Create a code of conduct for the Parent Council	Denny

### 6. Financial Report

		IN £	OUT £	BALANCE £
<b>Balance at 9/3/21</b>				<b>14,076.03</b>
Money out	Christmas events (including Panto, crafts, party)		500.00	
	Musical Instruments		2047.06	
	Committee Badges		304.70	
	Skin Tone Pencils		135.60	
	Books for Christmas for Nursery and P1		233.79	
Money in	Easy Fundraising	44.22		
	P7 Sponsorship	608.00		
<b>Bank balance on 10/5/21</b>				<b>11,507.10</b>
Cheques still to be cashed	Christmas Events	567.00		
	Parents Present room experience	89.39		
	Creative Writing workshops	148.00		
	Puppetry Shows	192.00		
Other funds held temporarily	P7 Sponsorship		608.00	
<b>Available to spend</b>				<b>9,902.71</b>

### 6.1 Spending approved out of meeting

- End of term activities – McDougall's Big Splash, Kinetic Science show
- Puppetry theatre
- Creative writing workshop

### 6.2 Funding requests from school / family centre

- School ties (48 ties for Primary 1 required)
- The school would appreciate a contribution from fundraising to go towards Primary 7 events. Discussion around the short timescale to raise funds and the fact that P7 haven't been able to benefit from funds raised such as the mini mudder. It was agreed that the Parent Council would donate up to £1,500 as required to cover whatever short fall is required. The school will also make a contribution. The Fundraising committee have agreed

Action	Wendy and Karen will put something on the Facebook page, highlighting that the more money donated by parents, the more activities can be booked	P7 Reps
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## 7. Head Teacher's Report including COVID-19 recovery update

### 8.1 School roll

- 491 (2 new starts after Easter),
- 137 at Family Centre.

### 8.2 News

- Parents' evenings have all concluded (the delayed P2 meetings and P4 – P7)
- Planning P1 induction programme for new starts in August. Parents will still not be able to visit the school, children can attend 2 visits. Parent inductions via GoogleMeet.
- Standardised testing (East Renfrewshire) for P3, 5, 7 has been ongoing, with most children having completed it. (This should be made available to the school in time for school reports going out).

- Scottish National Standardised Assessments (SNSA) taking place for P1, P4 and P7. (This information is immediately available to the teacher and can be used for the rest of term to highlight learning gaps)
- Teachers currently writing reports
- Cluster screening programme was done in P2 covering gross/fine motor skills/phonics/math etc

#### 8.3 Events

- Plans underway for P7 leaving events
- Mrs Denholm working with the active schools coordinator to design a suitable Sports day, most likely held in year groups in the School grounds, although discussions are happening to see if Eastwood High can be used.

#### 8.4 Budget

- It was agreed at the HT budget meeting that money from school reserves can be used to cover the Education cutbacks over the next year, before a plan can be formed for the future years.
- Scottish Government have funded additional staff to help with recovery. This is being continued until March 2022.
- Non-essential spends will be restricted.

#### 8.5 Staffing

- Miss Adair on Maternity leave, 2 members of staff covering her mat leave, Lorna Conway and Jonathan Aitken.
- Mrs Walk covering Miss Regan's absence, Moira Stephen covering Mrs Walk's role
- Supply teacher currently covering Mr MacMillan (Amanda Doyle)
- Mrs Liddle off (Maria Axelsson covering)
- Temp 35hr post being advertised for a Business Support Assistant to replace Karen Brennan's role following her promotion.
- Jenna Costello is the new CDO for Family Centre

### 8. Family Centre update

- Staff currently working on reports for pre-schoolers
- Ante preschool consultations next week via calls
- Coffee and chats set up for starting school (a meeting for Crookfur children and a meeting for other schools)
- Starting school journal will be started soon in the nursery classroom
- Parent improvement group – priorities for next session
- Sports week, so that all attendees have the opportunity to take part
- Leavers ceremony still being planned

### 9. School improvement plan 2021/22 – initial thoughts

- School self-evaluation to take place and will set the objectives on what to work on.
- A questionnaire will be sent out to parents to get their input
- There will be a focus on renewal (what can we take from what we have experienced, to build on how we move forward).
- Learning/teaching/assisting
- Building up in our community (Broaden curriculum using skills learned over the past year),
- 1 + 2 languages
- Cluster improvement plan will offer some ideas to focus on.

### 10. Updates from Mrs McGuigan

- P7 end of year programme  
Discussed above at start of meeting.
- incident at EHS car park  
A member of staff is now going over to Eastwood to keep an eye on parking and making sure there is no parking in the bus lane. The incident happened on a Wednesday when Eastwood finish earlier. Parents need to self-police their own behaviour, more speed bumps will be added before and after zebra crossing, Buses only will be painted on the bus lane. It has been observed that the Zebra crossing isn't really being used in the carpark, parents tend to just cross wherever is convenient.
- Proposed CPS extension - No update yet (Mrs McGuigan will try to get an update for the next meeting)
- Class structure for 2021/22  
There will be an update sent out to parents this week.  
An increase to 18 classes next year. The old IT room will need to be used as a classroom next year.  
P1, 2, 3 x 3 classes  
P4 x 2 classes  
Composite P4/5  
P5, 6, 7 x 2 classes

## 11. Correspondence with parents and carers

	Question	Answer
None before meeting		

## 12. Subcommittee updates

### 12.1 Fundraising Committee

- 50 people submitted final answer for scavenger hunt
- No need to raise any funds at this time
- Willing to organise any end of term events that might be allowed

### 12.2 Diversity Group

- Last meeting postponed until next week (after Eid)
- A nice selection of video sent in for Global Festival
- Global Festival will take place at the beginning of June.
- Activities will be running in classes and videos will be put online so everyone can take part.

## 13. Any other business – none

Denny Henderson  
Chair – Crookfur Primary School Parent Council