

Crookfur Primary School Parent Council



Website: <https://blogs.glowscotland.org.uk/er/Crookfur/parents/parent-council/>
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AGM Minutes

DATE: Wednesday 8th September 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 to the meeting including the non-parent council members who had joined.

2. Present and apologies

Role	Name	Present	Apologies	Role	Name	Present	Apologies
FC	Catherine McLatchie	X		P5	Laura Crichton	X	
P1	Krys Kujawa	X		P5	Michelle Wilson	X	
P1	James Campbell	X		P5	Beverly Stoner	X	
P1	Jenni M	X		P6	Allyson Gilchrist		X
P2	Amna Munir	X		P6	David O'Gorman		X
P2	Maaham Ahmad	X		P6	Kari Gillies	X	
P2	Sarah Penny	X		P7	Denny Henderson	X	
P3	Lynsey Williams	X		P7	Gillian Plews	X	
P3	Ailsa Munro	X		P7	Fraser Strachan	X	
P3	Melanie McPhail-Smith	X		HT	Sheena McGuigan	X	
P4	Dawn Jamieson	X		DHT	Kimberley Slorach	X	
P4	Jenny Andrew	X		DHT	Claire Jamieson		X
P4	Conor Murphy	X					

3. Chair's Report 2020/21 including the Financial Report

Denny presented the Chair's Report, which has been summarised in this [Sway document](#). The Financial Report for the year is [here](#). There is over £8,300 available to spend as at 31 July 2021.

4. New Parent Council representatives 2021/22

A welcome to the new members, Primary 1 reps; James Campbell, Jenni MacKinnon and Krys Kujawa and new P5 rep, Laura Crichton.

5. Election of Office Bearers 2021/22

- Secretary – Ailsa Munro
- Vice Chair – Kari Gillies
- Chair – Denny Henderson
- Treasurer – James Campbell

6. Questions from the Parent Forum relating to Parent Council activities in 2020/21

There were no questions from the Parent Forum.

~~~~~END OF AGM~~~~~

## September 2021 Meeting Minutes

**7. Minutes of previous Parent Council meeting**

- 7.1 Approval of the minutes of 10 May 2021  
 7.2 Approval of the minutes of 15 June 2021

All outstanding minutes approved

- 7.3 Actions arising from previous minutes  
 Actions all completed except for the following actions;

|               |                                                                        |              |
|---------------|------------------------------------------------------------------------|--------------|
| <b>Action</b> | Digital learning pack action will be dismissed due to lack of feedback |              |
| <b>Action</b> | Discussing residential with P7 Parents                                 | Mrs McGuigan |

**8. Recent meetings and events**

For the benefit of the new members and the non-PC parents who attended, Denny explained the other meetings she attends across the year such as the Parent Council Chairs meetings.

Denny attended the Parent Council Chairs meeting on 1 September 2021 held via Microsoft Teams. The meeting covered Return to School, Parental Engagement Strategy and SQA exams. A study that was done on transmission of Covid in schools suggests transmission in schools is minimal which relates to the Scottish Government decision to not have whole classes isolate any more.

One of the other Chairs, who is a former Paramedic, is launching a campaign to have defibrillators in schools and to have them more easily available. The closest defibrillator is in Eastwood High School and the closest one to the Family Centre is the Avenue shopping centre.

**9. Financial Report**

|                                      |                  | IN<br>£  | OUT<br>£ | BALANCE<br>£    |
|--------------------------------------|------------------|----------|----------|-----------------|
| <b>Balance at 15/6/21</b>            |                  |          |          | <b>12557.30</b> |
| P7 Sponsorship transferred to school |                  |          | 3,431.43 |                 |
| Donation to P7 activities            |                  |          | 1,500.00 |                 |
| Autograph books                      |                  |          | 279.36   |                 |
| Mrs Stewart gift reimbursement       |                  |          | 391.33   |                 |
| Creative writing workshops           |                  |          | 148.00   |                 |
| Easy fundraising                     |                  | 36.80    |          |                 |
| <b>Bank balance on 8/9/21</b>        |                  |          |          | <b>6,843.98</b> |
| Stripe balance to be transferred     |                  | 1,644.76 |          |                 |
| Cheques still to be cashed           | Christmas crafts |          | 57.45    |                 |

|                           |  |  |  |                 |
|---------------------------|--|--|--|-----------------|
|                           |  |  |  |                 |
| <b>Available to spend</b> |  |  |  | <b>8,431.29</b> |

#### 9.1 Spending approved out of meeting

None

#### 9.2 Funding requests from school / family centre

- There may be a request potentially for musical instruments in the future so the school can lend out instruments.
- Mrs Denholm has done an inventory of PE equipment and has given the school a wish list of items they would appreciate being bought. Mrs McGuigan will go through this list to see if any items could be requested through Fundraising.

### 10. Head Teacher's Report including COVID-19 recovery update

#### 10.1 School roll

- 499 in the school
- 147 registered in Family Centre (staffed to have 88 children at any one time)

#### 10.2 News

- A positive start to the term. Children are getting to know the staff and have been heavily involved in influencing the learning environments as well as designing their own class charters.
- Some lovely new playground equipment has been issued to each playground.
- Teachers are carrying out some assessments and are using these in addition to notes and previous work passed on from the last teacher to complete termly plans.
- Our two in-service days in August were well spent looking at how we ensure learning is tailored to meet the needs and interests of children, how to create effective learning environments as well as annual updates on policies including health and safety and child protection.
- We have worked to develop timetables for classes as well as shared areas e.g. woodland and PE. This information has been shared with parents.
- Pupil committees have been established and the election of House Captains is underway.
- Our assemblies are still virtual at this time.
- We have settled a number of new children at the Family Centre and have been able to revert back to a free flow model for play and snack times. Hot lunch provision in the FC has been well received with a very good uptake. We hope this will follow the children on into school.

#### Collaborative Improvement Visit

Next week the school and family centre will participate in a collaborative improvement visit. This is part of a pilot approach to quality assurance and improvement. Learning visits will be carried out jointly by teacher and practitioners and joint feedback provided on the experiences observed. There will also be a review of documentations, staff, pupil and parent/carer focus groups.

The key themes that will be looked at will be:

- Learning, teaching and assessment,
- Family engagement and collaborative partnerships
- Ethos and culture (inclusion & equity and personalised learning)

The visit will take place Mon-Thus next week and the team will produce a report following the visit. This is a very ambitious undertaking in the current climate, but the staff are very dedicated and keen to be part of this in order to continue their professional development and ultimately support our journey to improvement.

### **Proposed extension to Crookfur Primary**

- September 2021 – enter project development phase. This will involve property and technical and architect services who will assess the grounds, topography of the land and develop a design.
- Spring 2022 – Design approved and tender for works
- Summer 2022-Summer 2023 – Building works and finishing
- Open August 2023

No further confirmed information at this time, however there may be some changes to the proposed timescale due to delays in the construction industry and availability of materials.

Key issues to be considered – no reduction to playground space or children's play spaces, accommodation in lunchroom and capacity of gym hall.

More information when I have it. Not expected to be any delay to design process.

There was some robust debate among the parent council about getting involved in discussions about the proposed extension as soon as possible to ensure that the parent/carer views were heard during the development phase.

### **10.3 Events**

- P7 Residential – the usual Lockerbie Manor trip is going to cost over £400. Mrs McGuigan deems this to be too expensive this year. She has consulted with Uplawmoor and Neilston regarding having a joint experience. They have decided that a 3 day and 2-night trip would be preferable (likely 9-11 May 2022). The cost looks to be around £200 per child. Neilston and Uplawmoor have provisionally booked this trip already. Mrs McGuigan has asked the parent council what their thoughts were. P7 Reps are fully behind a residential happening and feel 2 nights is a fair compromise and the cost is far more reasonable. There will still be activities on throughout the rest of that week to maximise the “week” experience. East Ren Council have advised caution when booking these events, if it gets cancelled due to Covid, deposits will not be refunded. The school will send out information by the end of the week to P7 parents.

### **10.4 Budget**

- the savings that are needing to be made this year, will be taken from the school reserves.

### **10.5 Staffing**

- Teaching staff as per notifications. Working with successful team model.
- We expect Mrs Lamont to return in October (replacing Miss Wilkinson) and Mrs Grieve in January.
- In school office we have welcomed Jen Thomson 35 hours, temp until March (in the first instance). Vacancy arising from Karen Brennan's promotion, additional Covid recovery hours and Mrs June Mack reducing her hours slightly.

### **Family Centre**

- Appointment of 2 x CDOs, one permanent to replace Joanne Smith and one temporary to support Covid recovery.
- Appointed 3 early years playworkers, who join Mrs Shah and Miss Aziz working 15 hours across the day to augment provision.

## **11. Family Centre update**

- None given except staffing update

**12. Correspondence with Parents/Carers**

| QUESTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ANSWER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>School lunches</b><br>There is an ongoing concern from a number of parents that children are not getting the sides with their school lunches e.g. no salad with the pizza, no peas with the fish & chips or macaroni, no lettuce with the burger. This was raised in December 2020 and the response was that P1-P3 children were given their sides/veggies, but P4-7 have to collect them. Children from a variety of year groups have been asked recently and have said they often don't get/are not offered the vegetables. Older children have also reported that there is often not much/any fruit available when they go for lunch. Is it possible for the correct sides to be included on the plate/tray for all children to ensure they get a more balanced meal? Could children also be reminded in class about where the healthy bits are and who they should ask if fruit, for example, runs out. | No problem ☺ I will pass this to Sylvia in the kitchen.<br><br>Sides are always provided. These are individually wrapped where appropriate. I am surprised by this concern as I see the incredible amount of waste generated in the hall – often peas from the macaroni, salad left from pizza.<br><br>Sylvia was concerned about tomato on the burger making the bun soggy, it was provided as a side.<br><br>I will ensure this is included as stated on the menu. There is always plenty of fruit, however it might not be a child's preferred fruit.<br><br>Class teachers will remind children.                           |
| <b>P7 residential</b><br>Parents have been asking for details about this and when they might start paying it up.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | In our June meeting, the potential increased cost was discussed, and it was suggested that a meeting with the current P7 parents at the start of the year might take place. We are working with the cluster on this and hope to confirm an alternative that will be put out to parents/carers asap.                                                                                                                                                                                                                                                                                                                            |
| <b>COVID notifications</b><br>Several parents have commented on the inconsistency within East Renfrewshire regarding COVID notifications. Some parents would like to have an indication of the class that had the positive case as this is being done at some other schools within the authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Schools no longer have responsibility for contact tracing and the Warn and Inform letter is issued for information only.<br><br>I believe that the information provided is adequate and proportionate. Do parents feel they receive too much notification or not enough? If it were to be issued to classes, we could be issuing the same letter multiple times in the week to the same families. This also might not include prefects, buddies children who were at the medical room together etc. Issuing to individuals then leads us down the path of the school carrying out contract tracing which is no longer the case |
| <b>Parent events at school</b><br>A P1 parent has asked about the possibly of welcome assemblies prior to the October week.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | At the moment we are limited by Scottish Government restrictions. Mrs Jamieson is planning virtual coffee and chat sessions for P1 parents. An All About our Class Sway was issued from all classes to parents.                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Congestion at the school gate at pickup.</b><br>There is some concern about the congestion and safety at the school gates, particularly for parents who need to bring their younger children to pick up and are trying to keep an eye on them as well as look for a sibling finishing school. Is it possible to have some parents on the cycle track (e.g. P3) or for management to announce which class is coming out for those parents to step forward to collect?                                                                                                                                                                                                                                                                                                                                                                                                                                        | In the first week, the gates were very congested with lots of parents/carers coming to collect across the age range.<br><br>I think it is much more settled now but agree that it is still busy. Last year with staggered finish times we always had P3 and P4 parents collecting at the same time which isn't different to this session as it's generally those parents/carers who are collecting.                                                                                                                                                                                                                            |

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|                                                                                                                                                                                                 | <p>I notice that some parents have been waiting at the cycle track, however this does impact on visibility for those waiting at the gates. ERC continues to advise that we adhere to the guidance that parents are not to enter school grounds.</p> <p>Generally asking parents to step forward didn't work well when I tried it as parents found it difficult to hear me and some have found their particular standing point and remain there, causing more congestion. We ask that parents discuss with their children where they will be waiting so that the child knows where to look. Class teachers are also becoming more familiar with who is collecting which also helps.</p> <p>I will monitor it over the next couple of weeks and make a decision. In the meantime, a reminder that only one parent/carer should collect, face coverings should be worn and we ask that families move away promptly at collection to reduce the number of people gathering. Children should not be permitted to remain playing in school grounds, including at the play trail or climbing trees.</p> |
| <p><b>Pupil committees</b><br/>It would be useful for parents if there was a parent guide to the various pupil committees – what they do, how pupils are chosen etc Would this be possible?</p> | <p>At this time we are working on getting the committees together and making an action plan.</p> <p>Perhaps the groups might make an information page to be included on the school website or in the school handbook to introduce their committee and the work that it does.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

The questions above were raised and answered in advance of the meeting. Further conversation was had regarding the congestion at school pick up time.

|               |                                                                                                                                                                  |              |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>ACTION</b> | Request P1 and P2 parents to exit via the staff carpark gates and the Eastwood crossing gates to reduce the amount of traffic coming out of the bike track gate. | Mrs McGuigan |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|

### 13. Subcommittee updates

#### 13.1 Fundraising and Social Committee

- Dates to be confirmed

#### 13.2 Diversity Group

- The committee members are keen to continue and are sharing out the attending of meetings and forums

Kari would like to set up a Crookfur Climate Action group and will contact parents about this.

### 14 Any other business

Denny would like to put the names and photos of the Parent Council on the website and requests if anyone wouldn't like their photo put up, could they contact her.

Krys mentioned that there is a large collection of water at the gate where the P1s exit and wonders if this is being addressed. Mrs McGuigan will ask Mr Weir to look into this.

|               |                                                          |              |
|---------------|----------------------------------------------------------|--------------|
| <b>ACTION</b> | Ask Mr Weir to check the water collecting at the P1 exit | Mrs McGuigan |
|---------------|----------------------------------------------------------|--------------|

**15      DATE OF NEXT MEETINGS**

- Parent Council – Thursday 21 October 2021
- Diversity Group – tbc
- Fundraising Committee – tbc
- Equalities forum – Wednesday 22 September 2021

Denny Henderson  
Chair – Crookfur Primary School Parent Council