

Crookfur Primary School Parent Council



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

Email: CrookfurParentCouncil@gmail.com

Minutes

DATE: Tuesday 7th December 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.

2. Present and apologies

| Role | Name | Present | Apologies | Role | Name | Present | Apologies |
|------|-----------------------|---------|-----------|------|-------------------|---------|-----------|
| FC | Catherine McLatchie | | | 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 | | CLLR | Tony Buchanan | | X |

3. Minutes of previous Parent Council meeting

- 3.1 *Approval of the previous minutes* – these will be available on the school website and were approved.

3.2 *Actions arising from previous minutes*

- Check school email address is correct on website - complete
- Look into how teachers are allocating homework and providing feedback - complete
- Digital calendar – Kryss has created one and sent it to Denny today to upload onto the PC email account, it seemed to work well and operates via Gmail. They shall look into it further.

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| ACTION | CALENDAR CHECK ON PASSING IT ONTO PARENTS | Denny |
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4. **Recent meetings and events**4.1 *Parent Council Chairs Forum - 3rd December 2021*

Denny attended this additional meeting. It was focused on the Ken Muir review covering the replacement of the Scottish Qualification Authority (SQA) and the reform of Education Scotland. ERC asked how PC chairs felt about the items in the consultation and were planning to use this alongside other feedback from staff and pupils to respond to the consultation.

5. **Financial Report**

| Statement 7/12/21 | | IN £ | OUT £ | BALANCE £ |
|--------------------------------|-----------------------|---------|----------|--------------|
| Balance at 7/10/21 | | | | 8,488.74 |
| Money out | Headphones | | 215.28 | |
| | Ukulele Tuners | | 45.39 | |
| Money in | Easy Fundraising | 29.12 | | |
| | | | | |
| Bank balance on 10/5/21 | | | | 8,257.19 |
| Cheques still to be cashed | Nursery leavers books | | 281.50 | |
| | Christmas crafts | | 57.45 | |
| | Sports equipment | | 2,334.45 | |
| | Volunteer disclosure | | 101.00 | |
| | P1 Christmas gifts | | 60.00 | |
| | | | | |
| | | | | |
| | | | | |
| Available to spend | | | | 5,422.79 |

5.1 *Spending approved out of meeting*

- Ukulele tuners,
- Disclosure check for Kari Gillies to sit on the Climate Action group
- P1 gifts
- Buses for Primary 1 and 2 Nativities have been approved, cheque yet to be written.

5.2 *Funding requests from school / family centre*

Possible requests for Christmas crafts, teachers yet to request them yet. Party snack and Prizes will be bought for P2 to P7.

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| ACTION | REQUEST TO FUNDRAISING TO HELP PURCHASE AND ORGANISE SNACKS FOR PARTIES. | Mrs McGuigan to ask Mrs Norman |
| ACTION | PC REPS TO REMIND/REQUEST DONATIONS FOR PRESENT ROOM, FOLLOWING A TEXT THAT WILL BE SENT FROM THE SCHOOL | PC Reps |

6. **Planned extension to the school**

No update at present.

7. Update on School Improvement Plan

Collaborative Improvement Visit – completed. Management have started to review school vision and values. There have been consultations issued to pupils, staff and parents.

Learning teaching assessment agenda items being actioned – teachers have been reviewing planning guidance led by Mrs Jamieson, assessment policy to be looked at in New Year.

- Conversations with children regarding learning, working with small groups to look into; how to improve, set targets, what they enjoy learning best.
- Working closely with the Cluster regarding the 1+2 languages.
- Establish buddy plan, already in place.
- Growth mind set workshops in place and going well, professional review and development for the teachers, Mrs Lamont, Mrs Bryers and Miss Carroll have done a 3 day residential in Forest Schools and are excited to implement this into the school and Family Centre.

The staff are working very hard to implement all of these school improvements, they have been going above and beyond to help improve the experiences for all the children in the school.

8. Update on Anti-bullying

Mrs McGuigan is aiming to have termly focus to look at anti-bullying, so that it is always on the agenda. There was a focus week recently held in the school. It was linked with the Respect Me website with a focus on “One Kind Word”. The school liaised with the Campus cop to choose the right direction. A charity (I am Me) was looked at and workshops they run were used by teachers and the upper school (who were taking ownership of the week), to inspire activities during the Antibullying week. “I am Me” have raised awareness about hidden issues such as Dyslexia/Diabetes, things that could be used as a cause of bullying.

Mrs McGuigan feels since COVID, there is an increase in relationship issues between the children. There are many causes of stress and unsettlement in the children’s lives, and this can affect the way they are responding to others. The school have formally recorded 3 cases of bullying in the school since August. When a case arises, the situation is investigated to find the true source of why it happened. Both children are then offered support, the child who has displayed Bullying behaviour will then be educated and supported in understanding how their action has affected the other child. The school is a safe place to make mistakes because there is then the support to educate and learn from it.

9. Parents evening/reporting to Parents

In the feedback, there were quite a few comments about video calls. After the last Parents evenings, the feedback had been positive regarding the telephone call format, so video calling was not considered for these consultations. However, this can be looked at if there is an appetite for these. Feedback from Parent council reps:

- Some parents don’t feel like they know the teachers and the phone calls don’t offer the chance to know them.
- One parent didn’t feel like they would gain anything extra from video than the call, but they miss what they gain from being in the classroom meeting the teacher.
- A parent who is a nurse, said that she feels that in person offers so much reassurance and more relationship because it helps with trust.
- A teacher parent has just done her first video call for work and found that it was easy to use and meant she could read the parents better with regards to conversation.

End of Year reports

Informal parent feedback was gathered in February 2020 to get opinions about the end of year reports. Should we have a 3rd parents evening and a shorter report card or 2 parents’ evenings and the normal length of report. Opinions from Parent council reps:

- It’s hard to understand the teacher script in some of the reports because there is a set language used. A vote for a 3rd Parents evening.
- Similar phrases can be used over children’s reports and the parents then comparing reports, it reduces the importance of the report and belittles the amount of work that the teachers put into them. Another vote for a 3rd parents evening.

- It's important to have both because people take in information differently and some parents might rely on the paper report in order to take in the information of where their children are.
- Another chance to try to get to know the teacher more would be a good thing
- A suggestion that Parent council could help design the school report template and what should be in it so that parents are getting the info that matters most to them. The parents evening could then follow that report so that they can ask for more info about things.
- A benefit of the written report is that more than the one person on the phone call gets the chance to see all the info.

Any changes to reporting arrangements would be considered in 2021/22 to be introduced in 2022/23

10. Head Teacher Report/Family Centre Report

- 10.1 **School Roll**
- 497 in school
 - 147 allocated spaces at Family centre (this includes some children who are yet to start)
- 10.2 **News and Events**
As per newsletters.
Online registrations for P1 and P7 are now open.
- 10.3 **Covid 19**
All risk assessments are still in place and being followed. There has been a slight easing of children mixing, however they are still kept mostly separate. Staff still doing Lateral Flow testing. There are still cases in the school.
- 10.4 **Budget and staffing**
Mrs Grieve to return from Mat leave to work alongside Miss Bishop in P1. No other changes at present. Cluster business support manager due for early retirement, this person works closely with the Head teachers. A new CDO has been appointed, Toni Montgomery. Miss Bashir to cover Miss Ayel's Mat leave.
- 10.5 **Family Centre**
Some different rotations and work patterns are being tried out to see what works best. Staff are providing good feedback and suggestions.

11. Correspondence with parents and carers

Paint not coming out of school clothes – Mrs McGuigan is happy to look into this, the school will be looking into refreshing the art stocks, so they can check what is being used at present and also compare it to what is being used in the Family Centre

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| ACTION | LOOK INTO PAINTS BEING USED BY THE SCHOOL | Mrs McGuigan/ Mrs Jamieson |
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11.1 – A reminder to not share parent information before the school has issued that info first.

12. Subcommittee updates

- 12.1 Fundraising group, past/upcoming events:
- Present room
 - Christmas jumper day.
 - Break the rules day raised around £1000.
 - A hope for some in person events next year depending on guidance.

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| ACTION | PC REPS TO TRY TO RECRUIT FUNDRAISING VOLUNTEERS, ATLEAST 2 PER YEAR GROUP TO ATTEND 1-2 MEETINGS A TERM, COMMUNICATORS TO THE YEAR GROUP, THEY WONT BE REQUIRED TO RUN ALL EVENTS, JUST TO OFFER SUGGESTIONS AND FEEDBACK AND COMMUNICATION. | PC Reps |
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12.2 Diversity group

Two meetings have taken place. There have been some new members as well. The group would like to focus on:

- Cost of the school day
- Race equality and LGBT inclusive education,
- gender stereotyping in learning,
- Communication with parents to make sure everyone feels included.
- Additional support families included in the school activities.

A new group will be set up by Kimberley Slorach to make sure that additional support needs (ASN) families are offered more support and opportunities.

12.3 Climate action group

Kari is the only Parent volunteer to join the group. She now is fully disclosed so she can run meetings with Ms Biggart and the children volunteers. They are looking into how to reduce plastic in the schools such as at discos.

13. Any other business

Denny attended a webinar and a school mentioned they had a hardship fund allocated and reserved so the school could access it for any family in need. She would like this to be discussed in the future.

Next meetings

- Parent Council – Wednesday 26 January 2022 .
- Parent Council Chairs Forum - Wednesday 2 February 2022

Denny Henderson

Chair – Crookfur Primary School Parent Council