

Crookfur Primary School Parent Council



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

Minutes

DATE: Tuesday 10th May 2022 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	Laura Crichton	X	
P1	Krys Kujawa	X		P5	Michelle Wilson		X
P1	James Campbell	X		P5	Beverly Stoner	X	
P1	Jenni MacKinnon		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. 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

One action was outstanding:

More info on Bounce back for the Parent Forum	Mrs Slorach
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4. Recent meetings and events

- Curriculum Meeting - Well attended by parents and staff and feedback was very positive.
- Beat the Street - Since our last meeting the results came in and Crookfur won!
- Ukraine Fundraiser (Ladies night) organised by Maidenhill, Isobel Mair and Crookfur Parent Councils - A grand total of £4052 was raised for the charity.

5. Financial Report

5.1 Financial report since the last meeting

Statement		IN £	OUT £	BALANCE £
Bank balance at 8 March 2022				5,563.90
Money out	Nursery leavers books		281.50	
Money in				
Bank balance at 10 May 2022				5,282.40
Cheques still to be cashed	Christmas crafts		57.45	
	P1 Christmas gifts		60.00	
	Book day snacks		69.16	
	Visualisers (approx)		1,200.00	
Available to spend at 10 May 2022				3,895.79

5.2 Spending approved out of meeting

- The Fundraising & Social Committee would like some money for a Jubilee Tea Party to buy some traybakes, this would be on the Wednesday before the long weekend. **Approved.**

5.2 Funding requests from school / family centre

- Ties for Primary 1s and Autograph books for Primary 7s. **Approved in line with budget**
- Mrs McGuigan would like to buy more badges for Committees next year to allow children to keep their badges. **Approved**
- Mrs McGuigan would also like some financial support for the end of year House reward trip, the trip would cost in the region of £2500, she would like a contribution towards this as opposed to full amount. In the past the school has covered these costs. The school has plans to raise money through house activities in future years. There was a discussion about whether it will be fair to pay a set amount every year, would all children end up benefitting? If it was a set amount of money, PC could budget for it and raise the money for it annually. **Majority have approved this support. No decision reached on annual support, to be part of budget discussion for 2022/23.**

6. Remembering Mrs Rattray

- Mrs McGuigan would like to replace the Gazebo as it is very old now and would like to create a nice seating area in that zone using the 3 benches that were bought with the raised money for Mrs Rattray. She would like it to have a shelter roof again and some planters as well as a plaque remembering Mrs Rattray.
- There is still around £600 left over from the parent donations that can go towards this.

- The staff will be adding an Award towards Creative Writing in honour of Mrs Rattray.

ACTION	Create a small group of parents and teachers to work as a group and look into creating this space. Look for volunteers.	Mrs Jamieson and PC
ACTION	Denny to transfer remaining donations to PC bank account	Denny

7. Reporting

- The school wants to consult about the reporting format.
- It might be possible to adapt the written report so that it fulfils the reporting requirements but also involves the information that the parents would like to hear.
- Look to possibly add a third parents evening, a suggestion of October and February parents' evenings followed by a paper report around Easter and a final parents evening in May.
- Mrs McGuigan would like to form a group of Parents and staff to discuss what Parents would like to see in reports and the balance between reports and parents' evenings. Melanie and Denny expressed an interest in joining this group.
- The post parents evening survey showed that Video calls were very popular and that in the future they will look to have a mix of Video and in person meetings.

ACTION	Set up a reporting subgroup meeting with parents and staff	Mrs McGuigan
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8. Uniform Policy

- Diversity group have sent out a survey to ask parents views on cost of uniform and how they feel about it.
- The Dressing for Excellence policy is being reviewed and there is a request that schools consider a budget of £120 for buying the full Uniform set for the year. The policy should also be reviewed to consider items of a cultural requirement such as hijabs and also to bear in mind gender diversity.
- Mrs McGuigan would like to get the uniform policy written quickly so that the new intake Primary 1 parents can buy the right items and not waste money. She is also considering a hoody as well, this was met with a positive response from the Parent Council.
- There would still be a class uniform and a PE uniform.
- **A small group are meeting on 19th May 1.30pm to discuss uniform policy.**

9. Recovery and Mental wellbeing

- Pilot project with HealthiER minds and Primary 5s, completed 5 teacher led sessions with the children. Evaluations will now take place; this will then be used to look at how this can be rolled out across more schools.
- Working on becoming a Kit Bag school, they are therapeutic aids with a programme for relaxation. There are some Kit bag ambassadors who are educating everyone in their use.

10. School Improvement Plan

Mrs McGuigan's priorities will be;

- Aiming to be an Assessment capable school - effective questioning, type of feedback given, how you share intended learning. This will be something that will be taken forward next year.
- Nurturing practices, meeting children's emotional needs.
- Continue some current practices such as outdoor learning/forest school. Mrs Lamont led a great workshop with the staff on the in-service day and has encouraged more staff to come forward and look into training in this.
- Look at wider achievement.
- Family learning.

11. Head Teacher Report including Family centre

Roll

- School roll – 496

- Family Centre roll – 148

Staffing/Budget

- 4 new class teachers. Abby McNeil will begin in August. Mrs Scoular and Mr Flood are remaining.
- Principle teacher recruitment has been popular, interviews in May.
- Miss Faull will cover Mrs Denholm's mat leave which she will start in May.
- Mrs Dickie (Miss Adair) will return from Mat leave on a part time basis and will work alongside Miss Grieve.
- Mrs Amin and Mrs Hobson will start Mat leave at the start of next term, Temporary teachers will be allocated to cover them.
- Family Centre will be looking for a new Senior Business support administrator.
- Eastwood cluster still doesn't have a business support manager it has been readvertised.
- Too soon to let us know what our final budget is and carry forward budget. Looking forward into the next financial year, Heads have been asked to consider inflation in regard to all spends.
- Mrs McGuigan is keen to ensure there is sufficient budget allocated for the general upkeep of the building. She will have a look at her budgets to check on what her maintenance costs for the school year are and make sure she has the money allocated.

News/events

- Primary 1 and Primary 7 new entrants programme,
- Mr MacMillan is organising the afterschool clubs,
- There are a lot of entrants for Crookfur's Got Talent this year and there will be a vote for top entrants and then a "live" Final where the videos will be played in the assembly hall.
- There will be a Health & Sports week coming up, more volunteers to run events welcome.
- Primary 7 leaver events all organised.
- Pupil committees are having weekly meetings and getting to create action plans and actually make things happen. Next year there will be Committee weeks in every month to dedicate time to committees.
- They will be launching the refreshed vision and values for the school.
- School extension is currently on schedule, currently still at planning permission stage.

Family Centre

- Focussing on connecting with the community, a walking group started up and is becoming more popular.
- There have been some Bookbug sessions, some during the day and some in early evening.
- Open afternoons in the garden. Gradually bringing parents back in.
- Nursery places allocations for next year aren't out yet.

12. Correspondence with Parents and Carers

Topic	Question	Response
P7 – transition	Will there be a parent event at the high school this year? When will we get the dates for transition visits	Email now issued
P2 – class composition	Is there any intention to shuffle the current P2 classes prior to going into P3?	No, it is intended that these classes remain as they are for P3. Current year groups P4 and P5 will be reclassified as we will have a P5/6 composite class.
P1 and P2 – parent visits	The current P1 and P2 parents haven't been in the school and would love to be able to come into the see school layout and	From weekly round-up: "We also look forward to welcoming parents/carers into school once again to spend time with the

	the classrooms etc. Is this likely to be possible before the end of the session?	children in their classrooms. We will have to plan the safest, most manageable way to do this but hope to schedule these sessions in June.”
P3 – blogs	<p>It would have been lovely to have seen more photos about International Language week and other “special weeks” on the class blog (there were some posts on twitter but these were covering the whole school).</p> <p>In general, there is much less on the P3 blog than the P1 blog</p>	<p>Try not to duplicate what is on Twitter and blog.</p> <p>Passed to class teachers for their consideration.</p> <p>Passed on to P3 department</p>
P3 – school trips	Are there any trips planned this term and/or do you expect more school trips in the next session? Children in P1-3 have obviously not been able to do much due to COVID.	From weekly round-up: “Thankfully, with the easing of Covid restrictions, teachers are now able to plan class trips. We are keen for children to have these experiences and teachers are busy looking at availability for visits to places of interest. We will keep you posted on all of our plans.”
Tuck	Some parents were surprised that flavoured milk is being offered at tuck, as this usually has quite a high sugar content. Particularly as the other snacks available are pretty ‘healthy’. How much added sugar is in the flavoured milk? Tuck is a definite favourite amongst the children though 😊	Will discuss with Catering Services and provide an update.
Concerns over incidents out with the school day	A parent/carer has raised a concern that their child was reprimanded by another parent/carer following an incident at the end of the day at Eastwood.	<p>If parents/carers witness any incidents at the beginning or end of the school day involving pupils, the school will be happy to address these.</p> <p>Parents/carers can approach school management or staff on duty at the gate or contact through the school office.</p>

13. Subcommittee Updates

13.1 Fundraising Committee

- Colour run is well underway 26th May, sponsored event.
- 1st June jubilee tea party.
- Sports day refreshments – considering bringing in an outside drinks vendor for tea and coffee.
- Summer fayre in September as a possibility – Saturday 17th September.

13.2 Diversity group

- Cost of school day – created a sway.
- Survey created regarding uniform costs and emailed to all parents.
- Looking at authentic celebrations and how we celebrate them and also cultural events being celebrated and educated about.
- Story books being looked at to make sure that there is more diversity.

- Training for staff in LGBT support
- Mrs Slorach attended to talk about relationships, sexual health and parenthood programme.
- Diversity group will stay on Google Meet and not go back to in person meetings.

13.3 *Climate Action Group*

- No in school meeting being held this term due to the term looking so busy.
- Earth day was well enjoyed across the school.

Action	Share the link for the Diversity group survey regarding uniform.	PC Reps
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14.

Any other business

- Denny has not renewed her Zoom membership so regarding Zoom meetings for PC, we couldn't use that anymore. Discuss in Whatsapp group regarding in person meetings going forward.
- Fraser will be leaving PC next term as he is a P7 parent. Denny will ask everyone individually if they would like to stay on.

ACTION	Discuss whether to have next meeting in person or virtually	PC Reps
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15. **Dates of Next Meetings**

- Diversity Group – Tuesday 7 June
- Fundraising & Social - tbc
- ERC Equalities Forum - Wednesday 11 May
- Parent Council – Wednesday 15 June
- ERC Parent Council Chairs Forum - Wednesday 25 May

Denny Henderson

Chair – Crookfur Primary School Parent Council