

Crookfur Primary School Parent Council



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

Minutes

DATE: Wednesday 14th September 2022 following the AGM
LOCATION: Eastwood High School
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.

Welcome and opening remarks

Denny welcome everyone present to the meeting including the parent forum members in attendance.

Present and apologies

Role	Name	Present	Apologies	Role	Name	Present	Apologies
P1	Catherine McLatchie	X		P5	Conor Murphy Christie		X
P1	Cindy Paton	X		P5	Alexander	X	
P1	Samra Naureen	X		P6	Laura Crichton	X	
P2	Krys Kujawa	X		P6	Michelle Wilson		X
P2	James Campbell	X		P6	Beverly Stoner		X
P2	Jenni MacKinnon		X	P7	Allyson Gilchrist		X
P3	Amna Munir	X		P7	Kari Gillies	X	
P3	Maaham Ahmad	X		P7	Jenny McLellan	x	
P3	Sarah Penny		X	Co-opted	Denny Henderson	X	
P4	Lynsey Williams						
P4	Ailsa Munro		X	HT	Sheena McGuigan	X	
P4	Melanie McPhail-Smith		X	DHT	Kimberley Slorach		X
				DHT	Claire Jamieson	X	

Parent forum: Catherine McLatchie, Cindy Paton, Samra Naureen, Jenny McLellan, Christie Alexander, Ghieth Kazkaz, Sarah McLaughlin

Apologies were also received from Cllr Buchanan and Cllr O'Donnell.

1. Minutes of previous Parent Council meeting

- 1.1 *Approval of the previous minutes of 15 June 2022* – approved. Will be made available on the school website.

ACTION	Denny to send pdf to Mrs McGuigan for school website	Denny
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- 1.2 *Actions arising from previous minutes*

The following actions are still outstanding.

ACTION	Create a Sway for parents about Bounce Back and other resilience tools.	School
ACTION	Denny to feed back to Jonathan Hull about digital support	Denny
ACTION	Add agenda item – participatory budgeting	Denny

2. Recent meetings and events

Thanks given to all the staff for the “Meet the Teacher” and all the hard work put into holding it. This event was great and liked by all.

The family fun day raised a massive £2250. This is great, especially given that it was a community event rather than purely for fundraising.

There were no other meetings. Denny briefed that as this is her last year on the parent council and as chair it would be beneficial for others to attend some of the meetings that she has. These do not need to be attended by the chair and one person doesn't need to attend them all.

3. Financial Report

3.1 Financial report since the previous meeting

		In £	Out £	Balance £
Statement at 14/9/22				
Balance at 10/6/22				12,811.22
In	Late Colour Run sponsorship	108.00		
	Easy Fundraising	34.51		
	Fun Day Takings	2,547.21		
Out	World Book Day snacks		69.16	
	Jubilee Tea Party snacks		126.83	
	Visualisers		1,753.65	
	Committee and Prefect badges		438.10	
	Class Trip Contributions		294.00	
	Autograph Books		284.88	
	Talent Show Medals		28.30	
	P1 welcome packs		163.39	
	House reward trip contribution		800.00	
	P7 party contribution		250.00	
Balance at 14/9/22				11,292.63
Money already assigned				
	Fun Day expenses		365.93	
	Mrs Rattray's Fund		579.06	

Available to spend				10,347.64
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3.2 Spending approved out of meeting

None.

3.3 Funding requests from school

School Fund Contribution

Mrs McGuigan gave some background that previously the school only had one account – the school fund. There is now also the fundraising account, this account takes all money fundraised and as such the school fund has very little income. The school fund is used to pay small expenses such as tea/coffee for meet the teacher type events or expenses to teachers for Christmas craft etc., as the school fund has little money the school then ask for fundraising account to pay for this. Mrs McGuigan has asked if a small amount could be paid each term to the school fun.

Kari asked about income from Scholastic book fair. Mrs McGuigan advised that school doesn't actually get paid. The school receives a commission to spend with Scholastic.

Cindy said the school she works at is similar but teachers can get use of a card and school pay. Mrs McGuigan advised that the Family Centre has a limited credit card that is paid from voluntary contribution, this card isn't ideal as limited and not easy to use.

There was no objection from anyone to the contribution each term. Mrs McGuigan will update on balance of school fund, also, that account is audited and receipts managed in same way as fundraising account.

Funding approved: £250 per term (if required)

Ukulele tuners

All approved purchase of more ukulele tuners

Playground Improvements

School will start to look at the long-term improvements to the playground.

Mrs Jamieson said the focus of the pupil leadership team will be on improvements around the school for lunchtimes and playtimes. This will be structured things for both quiet and play time etc.

One immediate focus is replacing the gazebo as a place for MRs Rattray's memorial benches.

The school have arranged for Scotplay to come to school to provide a quote.

Headphones

To assist pupils with dyslexia or writing difficulties the school are looking to get headphones with a microphone to use with talk-to-text. All agreed this is something the parent council would be happy to support so Mrs Fry will look into this.

James mentioned about getting details for Easy Fundraising sent out again. Mrs McGuigan will do this in newsletter. Kari also said that this should be put on all class WhatsApp groups.

ACTION	Publicise Easy Fundraising site	Class reps
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4. Parental Involvement & Engagement

- Denny discussed that now the parent council can meet face to face what can we do to work with and engage with school. There is parent engagement with your own child and parent involvement with the wider school community.

- We have still not had sight of the finalised East Ren 3-year plan.
- Mr McMillan has asked for any support in running clubs.
- Mrs McGuigan asked if the PC can coordinate a list of what is already there for parental involvement and any barriers to do so.
- Post COVID there seems to be a lot of enthusiasm for parents to come to school to give talks and help with clubs.
- It's noted that the new school extension will have a "Family Room" available for use.
- Catherine highlighted that it can be difficult for both stay at home and working parents to help. Stay at home parents could do lunch clubs but a working parent can't and vice versa for after school. A balance needs to be found and potentially even partial support to take pressure off one person e.g., a parent may not be able to stay for club but could give some time to set it up before.
- School trips are another way parents can be involved.
- Mrs McGuigan advised that there are now no COVID restrictions stopping visitors to school
- An action plan is needed to be sure we offer enough for everyone to support
- Denny suggest we need a group to get together with school to help put plan together - Catherine, Cindy and Jenny will do this.
- Mrs McGuigan to add details of all clubs to the parent calendar.
- Sarah asked about becoming a digital leader. Mrs McGuigan will issue details on weekly roundup.
- Kari asked about first aid course for parents? She will look into this.

ACTION	Reps to meet with school staff to discuss parental engagement plan. School to coordinate.	Mrs McGuigan
ACTION	Add club details to the parent calendar	Mrs McGuigan
ACTION	First aid course for parents	Kari

5. Discussion about how the Parent Council will operate

Meetings

- This meeting room has been booked for all meeting this year. Most seem to prefer face to face meetings as promotes more discussion but this may reduce attendance.
- A mix of in person and online meeting doesn't work very well.
- Christie will set up a doodle pole asking for forecast attendance at each meeting.
- There is no expectation to attend every meeting as each year groups have multiple reps.

Chair's Role

- As discussed at AGM as Denny is leaving, we need to plan ahead. A lot of what Denny does can be done by others.
- Kari noted that previously the chair's role was a lot less and Denny does a lot – this role needs spread out going forward with more involvement from other PC members.
- For the ongoing existence of the PC a chair is needed. The possibility of a co-chair is an option.
- Denny currently does a lot of comms (Facebook, e-calendar, weekly roundup extract, parent queries etc.) which are all individually small but add up. These could be share to different members.
- The PC chairs meetings are held 3 times a year. Anyone is welcome to come along.
- The new P1 induction was also done by Denny, should this be done by a P1 or P2 rep?
- Mrs McGuigan stated that the PC is so important. WE have a large school with more than 500 pupils so bringing hundreds of families together is very important. The role has been done incredibly well. The PC commitment to school is amazing but it's not something anyone should feel they are on their own with.

ACTION	Set up a doodle poll to get indicative attendance for the meetings during the year	Christie
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ACTION	PC reps to consider what other responsibilities they could take on	PC Reps
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6. Health & well-being update

- Postponed to the next meeting.

7. Update on extension

- Mrs McGuigan hasn't been given much information to update.
- Relocating within the school going ahead. Work was meant to start in October 22 with demolition of the old janitor house taking place during the summer but this hasn't happened. No change to Aug 23 date opening as of yet.

8. School improvement plan 2022/23

- Copy of School Improvement plan has been sent out.
- A family friendly version of the Standard and Quality report is required, best practice to involvement parent council in this. Aim to get this out soon before it becomes dated. Sway is a good format to do this. Mrs McGuigan would like a couple of members to be involved, Denny and Laura will do this.
- Last HMI inspection was 2007 so the school expects one soon.

ACTION	Create family friendly version of the SIP. School to coordinate.	School
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9. Head Teacher Report

Roll

- Current school roll is 510.
- Family centre roll is 145 with 80 per session.
- Mrs McGuigan is also headteacher of the family centre. The family centre has its own parent council, the parent improvement group.

News/Events

- P1 have settled in well.
- The potential industrial action was unsettling for both children and staff.
- A very positive response was received from the Meet the Teacher event.
- Mrs McGuigan feels that the school is not as strong in Maths as it is in language following standardised testing. The school currently uses Sumdog for maths homework. This seems to lack the vocab around maths so this could contribute to issue. Going forward maths homework may be paper based.
- All house allocations done and 6 house captains appointed.
- Assembly programme going well. Due to size of school assemblies are P1-3 and P4-7.
- Pupil committee forms have been issued and details on round up. There is a Sway with information and children were all told at assembly. 3 staff members are on each committee.
- Maths Focus meet is coming up.
- Dyslexia focus week coming up but school will also tie in with national dyslexia week in November.
- The Transition process which started in May was overhauled by Mrs Jamieson. This will be evaluated but so far it's been very good. All the information is very accessible and great website.
- Budgets will be tighter this year. Due to inflation and pay increases Council have advised that savings will be needed so be prepared. School is in a good position but there will be difficult times ahead. The school will continue to do maintenance work to the building fabric to keep it in good condition as this is very important to the school environment. The school will push for everyone to care for resources and not a throwaway culture.

10. Questions from the Parent Forum

- Question re P7 trip and that it is only 2 nights. Comms will be issued as to why and an information evening is planned.

11. Subcommittees Update

- Fundraising: Discos on 26th and 27th October – fancy dress but not scary. P1 and P2 parents can come alone.
- Diversity - no update as not yet met.

12. Any other business

None

Denny Henderson

Chair – Crookfur Primary School Parent Council