

OLM Parent Council - AGM

5th Sept 2023

Minutes

Attendees:

	Name	AGM Attendance
1	Jon McGrane	In person
2	Carly Grant	Dial In
3	Claire Coburn	In person
4	Leeann McFadden	In person
5	Pamela Kinloch	In person
6	Cristina Scheefer	In person
7	Michelle Mulholland	In person
8	Karen O'Hara	In person
9	Ali Jasharaj	In person
10	Natalie Henderson	In person
11	Cara Healy	In person
12	Danielle Christie	In person
13	Lisa McCarrey	Dial In
14	Jenny Padaruth	Dial In
15	Chris McLaughlin	In person
16	Rida Batoal Hashmi	In person
17	Hazel Russel	In person
18	Maria McDonald	In person
19	Jane Kane	Dial In
20	Ruth Elliott	In person
21	Laura Cormack	In person
22	Fiona Harkess	In person
23	Syed Jaffry	In person
24	Claire Blair	In person
25	Mairead Brophy	Dial In
26	Mhairi-Lou McKenzie	Dial In
27	Claire Watson	Dial In
28	Gavin Russell	Dial In
	<i>Catherine Dillon Ruddy</i>	In person
	<i>Karen Cumming</i>	In person
	<i>Nicola Cochrane</i>	In person
	<i>Angela O'Connor</i>	In person
	<i>Rhonda Stubbs</i>	<i>In person</i>

Apologies:

None

CDL led the PC in the School Prayer -

- The previous Minutes were proposed by Cristina and approved by Jon
 - Actions from the previous minutes were not reviewed, and will be carried over to the November meeting

1. Head Teacher Report

- Welcome to start of new term as per newsletter sent 1 September 23
- Budget:
 - £114k savings to be made across 2023-24
 - Currently £81k shortfall but plan in place re staffing savings
 - New reading scheme for P4-7 has been delivered and being introduced. Huge investment for literacy over last two years so parental support re maintaining resource is crucial. 107 titles from P1-3 have not been returned so audit and contact with parents pending. Expectation is that families replace lost/damaged books
 - Tesco grant for small projects – details as required and shared with PSA
 - Parental support via workplaces – grants available - £375 potentially coming for parent volunteering
- Mrs Cochrane provided an update on the [Standard & Quality document](#)
 - Parents are asked to review and feedback comments.
- Mrs O'Connor provided an update on the new [Bus policy update](#)
 - Last term new bus policy procedure was discussed and developed.
 - Information will be sent to the PC.
- Miss Cumming provided an update on [Meet the teacher feedback](#)

Feedback was positive – 69 responses said it was useful . 6pm-7pm slot will remain. Notice of the event too late notice so in June a save the date email will be sent.

- Communication concerns at end of term in relation to annual classification exercise. The communication issue is ERC authority wide. Head Teacher member of short life working group meeting early October. HOS will link with Parent Council chairs across ERC.
 - Policy will be drafted and circulated in due course.
 - New Comms group / committee to focus on issues arising and improving school communication
 - OLM sub-group / committee of Parent council to be re-established
 - Previous group created WhatsApp parent groups – this will need to be recreated

Formulated communication policy previous communication group set up the WhatsApp groups and created a communication policy which cannot be found at the moment.

- Miss Cumming provided an Update on School App & Parent Portal (researched following parental communications during 2022-23)
 - Parent portal – the plan is to use this platform as much as possible, with calendar. Also, a useful tool to share school activities and dates with parents.
- Unacceptable actions policy for all staff – copies for reference

WEC traffic working group – contacted by Julie Breslin from ERC regarding the congestion. Traffic sub-group – Mr Khaliq – relay parental concerns to HT who will meet the group and work a plan to address

New bus policy to give parents outline of exactly what happens on arrival and at home time. Bus company only supplied final bus list on 4th September. Policy will be circulated to children who travel on the school bus.

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- Concerns were raised in regard to traffic congestion due to activities at Woodfarm education centre, the intense traffic and car park use during the week.
- New school dismissal arrangements being piloted – feedback welcome from parents.

2. Elections for PC

There was a discussion on the role of the PC and on the office bearing roles

- There was a discussion on the role of PC:
 - CDL confirmed the role was to help the school develop the School Improvement Plan
- The following questions were raised during the discussion:

Q. Will PC Chair be involved in the new Communications Group (referenced in the HT's Report)?

A. CDL confirmed they would

Q. How do parents access the PC?

A. CDL confirmed via e.mail - It was acknowledged a new PC email address was required, and the old address currently on the school web page need to be updated

Q. What can & can't the PC get involved with?

A. CDL confirmed the PC cannot deal with individual student issues

Q. How do items brought to the PC get dealt with?

A. CDL answered that they are raised on the agenda (in advance), discussed in the meeting, minuted and the minutes published.
 Only PC members can add items to the agenda

After the discussion the following were elected as PC office bearers for 2023/24:

- **Co Chairs -** **Jon McGrane**
 Carly Grant

- **Co Vice Chairs -** **Claire Coburn**
 Leeann McFadden

- **Secretary -** **Pamela Kinloch**

3. Sub Committees

A discussion was had on the 5 PC subcommittees and attendees were asked to indicate which subcommittee they would like to join:

Name	Sub committee / Position
Cristina Scheefer	Outdoor
Michelle Mulholland	Comms
Karen O'Hara	Comms
Ali Jasharaj	Comms
Natalie Henderson	Comms
Cara Healy	Comms
Danielle Christie	Comms
Lisa McCarrey	Comms
Jenny Padaruth	Comms
Chris McLaughlin	Dioscean Rep
Rida Batoal Hashmi	Equality
Hazel Russel	Lost Property
Maria McDonald	Outdoor
Jane Kane	Outdoor & Comms

4. AoB

- Dates for next meeting:
 - 7th Nov 2023
 - 6th Feb 2024
 - 16th April 2024

- A discussion was had on the timing and location for the remaining PC meetings. As the accommodation for last few meetings in St Ninian's have not been good, especially for those dialling in there is a preference to use OLM going forward.
- The school is developing a room, called Family Room, a room that can be used for PC, PSA and subgroup meetings.

ACTION – CDL to get prices for using OLM out of hours (after 7pm)

- A vote was held with the preferred time for the meetings being 6.45pm.
- The meeting ended at 8pm.

Key Links:

[school website](#)

[School Handbook](#)

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