

**Transition Steering Group  
Minute of Meeting  
27<sup>th</sup> October 2011 @ 4 p.m.**

**Present:** Janice Collins (Head Teacher Giffnock Primary School)  
Pauline Ferguson (Acting Head Teacher Robslee Primary School)  
Kirsty Rawley (Acting Head Teacher Giffnock Primary School)  
Tony Mayer (Teacher Giffnock Primary School)  
Dot Carney (Teacher Robslee Primary School)  
Marie Kelly (Quality Improvement Manager)  
Barry McKenna (Vice Chairperson Robslee Parent Council)  
Victoria McClelland (Robslee Parent Council Representative)  
Aileen Paterson (Robslee Parent Council Representative)  
Sandra Curran (Giffnock Parent Council Representative)  
Elaine Newton (Vice Chairperson Giffnock Parent Council Representative)  
Elle Steele (Chairperson Giffnock Parent Council)

1. J. Collins welcomed everyone to the meeting.
2. B. McKenna and A. Paterson addressed the group offering the full support of the Robslee Parent Council and Forum to the successful uniting of both schools. This was welcomed by all present.
3. J. Collins reminded the group of the previous meeting and the task of identifying areas for the Steering Group to focus on with regards to Parental Involvement. She also welcomed additional comments and asked the group to note down. It was explained that these comments would be collated along with the notes from staff and children. All would be shared with the steering group at the next meeting. It was expressed that these comments would help form the final Transition Plan for this session as well as providing information for future plans. The group completed the task. J. Collins and M. Kelly explained that all comments would be addressed during future meetings.
4. V. McClelland requested meetings between the Education department, Robslee parents and school management team. M. Kelly asked for clarification on the agenda of these meetings. V. McClelland explained that parents would welcome an opportunity to discuss with other parents their options and intentions. She also asked that the process be discussed again. J. Collins and M. Kelly noted the request. J. Collins suggested a transition newsletter would inform parents of the timescale and activities. The group welcomed this idea.
5. B. McKenna requested a clear agenda and minutes prior to each meeting. J. Collins explained that now the remit of the group was confirmed, an agenda, minute and associated papers would be issued

on the week beginning Monday 21<sup>st</sup> November and every Monday prior to a Thursday meeting thereafter.

6. B. McKenna also requested that L. McDill be invited to join the Steering Group. This would be in the capacity of supporting all children during the transition from school to school. He explained that possibly all children could have additional needs during this time and we should ask L. McDill for support in ensuring the ASL Act is implemented. P. Ferguson spoke about how both sets of staff are very skilled in supporting children during difficult periods. S. Curran also spoke about how she would gladly speak to any parents re. extended transitions to Giffnock as she had a very good experience. B. McKenna reinforced all children may require support. This was acknowledged by the group. J Collins said she would seek advice and consult with L. McDill on supporting pupils. J Collins also informed the group that M. Kelly previously held the remit for ASN and that she was L. McDill's line manager. M Kelly said that the school staff and the cluster were very experienced in planning transitions within school and across the schools.

**Date of next meeting:** Thursday 24<sup>th</sup> November @ 6.30. p.m.