

**Transition Steering Group  
Minute of Meeting  
24<sup>th</sup> November 2011 @ 6.30 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)  
Naheed Atif (Robslee Parent)  
Aileen Paterson (Robslee Parent Council Representative)  
Sandra Curran (Giffnock Parent Council Representative)  
Elaine Newton (Giffnock Parent Council Representative)  
Tanveer Nabi (Giffnock Parent Council Representative)  
Elle Steele (Chairperson Giffnock Parent Council)

1. J. Collins welcomed everyone to the meeting and introductions took place.
2. J. Collins distributed first Transition Newsletter and stated we had been awaiting details from ERC regarding specific transfer arrangements before distribution, however as these were not ready another newsletter would follow shortly.
3. Amendments to minutes from previous meetings were noted by J. Collins.
4. J. Collins shared the feedback from pupils and parents:
  - Discussion took place regarding the importance of uniform and how it helped pupils identify with each other. Pupils from both schools suggested a change of uniform. A variety of suggestions were offered and it was agreed that this should be taken forward by the Pupil Councils.
  - It was noted that uniform sales were a good aid to school funds.
  - Clarification on school name was requested. Marie Kelly stated there was no requirement to change the school name in the report accepted by the Education Committee.
  - Suggestions from pupils have been incorporated in the Transition Plan e.g. opportunities for joint trips, activities, welcome week.
  - Both P. Ferguson & J. Collins thought it would be good to share/discuss pupil feedback at next Pupil Council meetings and look at commonalities from combined list.
  - Parent Councils to meet and plan possible joint ventures. There will be a need for the Parent Councils to make arrangements to combine in the future.

- Bullying – The standard circular has been revised and the cluster schools plan to work together to produce an anti-bullying policy.
- P7 outward bound trip – Castle Toward is closing. ERC are exploring other options. J. Collins confirmed there will continue to be a residential trip for P7 pupils.
- J. Collins will meet with Pupil Councils and all pupil groups in January to seek their views/ideas.
- Once remits have been agreed, the member of SMT who will have responsibility for Religious Education and Observance will meet with both school chaplains and plan for the union.
- House systems - both schools would retain House Names with Captains on both sites. House colours are the same and pupils will have opportunities for joint ventures. House Names will be retained for time being.
- Building improvements – J. Collins is meeting with Fiona Morrison at Giffnock PS to discuss building improvements. The following building improvements will take place –including additional interactive whiteboards and projectors in those rooms without, redecoration of school and refurbishment of pupil toilets; J. Collins to explore ‘Lapsave’ resource and ‘space saving’ dining hall furniture.
- Traffic management – J. Collins reported that the group would be informed of traffic management improvements. J. Collins said Police are vigilant re parking situation at Giffnock PS.
- DHTs and Junior Road Safety Officers will work jointly to prepare a travel plan.
- Playground - Eco committees to work together to enhance environment.
- Social Issues: dining arrangement – J. Collins stated pupils have time for lunch and the cashless catering has improved turn around times; PE – there are 2 halls in Giffnock PS which allows for timetabling for PE. The school has the capacity for 400pupils plus.

5. J. Collins said many comments were similar from both parent groups and linked to parental involvement i.e. homework; parents’ nights; variety of after school clubs, joint assemblies; inviting parents to share skills, accompany pupils on trips, assisting with class activities etc.

The vision, values and aims of the new united school will be explored by staff and parents. This is an opportunity to identify where we will be/want to be by 2014.

6. V. McClelland requested the parental involvement questionnaire be delayed as there are more pressing issues. J. Collins emphasised the importance of using this as an opportunity to help unite the schools. It was agreed to delay issuing the questionnaire. The questionnaire will be discussed at a future date.
7. A. Paterson requested that Giffnock PS and Robslee PS be together for any cluster activities where possible. P. Ferguson & J. Collins said this would be the case whenever possible.

8. E. Steele said it would be good to commemorate Robslee PS in some way. It was suggested we look at funding an artist to work with the pupils to produce a 'mural' or similar.

9. Issues from phasing:

- Newsletter clarifies timescale of transfer. Further information from Education Department to follow regarding the transfer arrangements.
- Tea and tour of Giffnock PS arranged as detailed in the newsletter.
- Opportunities for Robslee parents to meet to discuss parental choices to be arranged by Robslee parent council.
- SMT drop-ins for parents to discuss individual pupils arranged for am, pm in January and evening in February.
- Weekly SMT drop-ins organised for Fridays at Giffnock PS Thursdays at Robslee PS starting in January 2012.
- Travel plan will look at safe routes to schools.
- B. McKenna expressed concern re timescale in transporting pupils to and from buildings and suggested: staggered starting times; coaches/minibus; funded breakfast club would alleviate this. J. Collins said no plan for change school starting times. J. Collins will share feeling of group re lack of support in transport issues and look into funded breakfast club suggestion.
- Information in newsletter, the meetings planned etc will help parents make informed decisions.

10. Suggestion that Giffnock Parent Council and pupils have an opportunity to visit/tour Robslee, in particular Chestnut Corner. P. Ferguson said that this could easily be arranged.

B. McKenna said there was an expectation that ERC QI team would be more involved in supporting union and also raised concerns that pupils will have ASN over transition/union. J. Collins said we will be aware of concerns/worries through talking to children and observation and planned Health and Well-being approaches. J. Collins suggested we plan to promote and ensure that pupils remain resilient. J. Collins informed the group that both schools had the same psychologist. J. Collins and M. Kelly said they would discuss approaches for supporting pupils with Lisa McDill. J. Collins suggested Health and Wellbeing should be the main focus of the next meeting and will invite Sarah Jamieson (Educational Psychologist) and Lisa McDill (QIO) to attend.

Next meeting on Tuesday 13<sup>th</sup> December at 3.30 pm in Giffnock PS.