



**St John's Parent Council**  
**Tuesday 16<sup>th</sup> January 2024 18:00**  
St Luke's High School

Item	Agenda Item	Actions																										
1	<p><b>Welcome, Attendees and Apologies</b></p> <p><b><u>Welcome</u></b></p> <p>All attendees welcomed including a warm welcome to Chris Lunday (CL) local councillor for Barrhead, Neilston and Uplawmoor.</p> <p><b><u>Attendees</u></b></p> <table><tr><td>Jillian Grosart</td><td>(JG)</td></tr><tr><td>Laura Webster</td><td>(LW)</td></tr><tr><td>Annmarie Strain</td><td>(AS)</td></tr><tr><td>Jennifer Cassidy</td><td>(JC)</td></tr><tr><td>Sarah McElroy</td><td>(SM)</td></tr><tr><td>Karen MacLeod</td><td>(KML)</td></tr><tr><td>Mairi Hughes</td><td>(MH)</td></tr><tr><td>Lucy Schoberl</td><td>(LS)</td></tr></table> <p><b><u>Apologies</u></b></p> <table><tr><td>Kathleen Fallon</td><td>(KF)</td></tr><tr><td>Louise Hunter</td><td>(LH)</td></tr><tr><td>Lisa McDaid</td><td>(LM)</td></tr><tr><td>Colette McGill</td><td>(CM)</td></tr><tr><td>Catherine Ellis</td><td>(CE)</td></tr></table>	Jillian Grosart	(JG)	Laura Webster	(LW)	Annmarie Strain	(AS)	Jennifer Cassidy	(JC)	Sarah McElroy	(SM)	Karen MacLeod	(KML)	Mairi Hughes	(MH)	Lucy Schoberl	(LS)	Kathleen Fallon	(KF)	Louise Hunter	(LH)	Lisa McDaid	(LM)	Colette McGill	(CM)	Catherine Ellis	(CE)	
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2	<p><b>Previous Minutes and Chairperson's Report</b></p> <p><b><u>Previous Minutes</u></b></p> <p>Church Representative</p> <ul style="list-style-type: none"><li>AS spoke to potential church Representative (Margaret Mary), who confirmed she had not received any written confirmation about the position and furthermore would not be able to attend a Tuesday Parent Council meeting.</li><li>AS proposed that a different candidate is considered and suggested Kim Ross</li><li>AS to approach Kim Ross and if viable option, will then take this to Fr Joe</li></ul> <p>Easy Fundraising Cheque</p> <ul style="list-style-type: none"><li>AS arranged for new cheque to be issued or funds to be paid via bank transfer - handed into the office.</li></ul> <p><b><u>Chairperson's Report</u></b></p> <p>AS has attended a few meetings with one worth noting.</p>	AS																										

	<ul style="list-style-type: none"> <li>The meeting was a consultation with East Renfrewshire Council (ERC) about composite classes. The aim was for there to be a policy update to ensure consistency in the approach taken across schools in East Renfrewshire</li> </ul>	
<b>3</b>	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>Update from diocese - JG will share file with AS</li> <li>Cheque paid in from Easy Fundraising – as noted above</li> </ul>	JG
<b>4</b>	<p><b>Constitution</b></p> <p>Should have been completed at AGM, but decision made to update out with AGM.</p> <p>Not yet updated so proposal to present draft at meeting in March with final version to be approved by the meeting in June.</p> <p>LW offered to support in transferring the current pdf version to word</p>	LW
<b>5</b>	<p><b>Treasurer's Report</b></p> <p><u>Income/Expenditure</u></p> <p>Expenditure</p> <ul style="list-style-type: none"> <li>Main outgoings Sept '23 – Dec '23 – Halloween Parties and Christmas Selection boxes.</li> </ul> <p>Income</p> <ul style="list-style-type: none"> <li>Family Night 985.40</li> <li>Shoppers night £951.97</li> <li>Easy Fundraising £89.05</li> </ul> <p>Money raised will go towards future events in the school.</p> <p><u>Receipts</u></p> <p>MH reminder to share the receipts to allow her to do the accounts.</p> <ul style="list-style-type: none"> <li>Outstanding receipts for selection boxes (AS to provide)</li> <li>School purchased costumes for the Christmas show. Agreed that PC will cover cost and transfer funds over. Written confirmation of cost to be provided by the school to allow this to be reconciled and request for Colette McGill to transfer.</li> </ul>	AS C McG
<b>6</b>	<p><b>Fundraising</b></p> <p><u>Fundraising meeting</u></p> <p>Meeting still to be arranged (suggestion Tuesday 23<sup>rd</sup> or Tuesday 30<sup>th</sup>) AS to email the school and JG will book the space.</p> <p><u>Christmas Cards</u></p> <p>A total of £473.60 was due to be credited 15/01/2024</p> <ul style="list-style-type: none"> <li>JC proposed use of an alternative supplier with a greater variety of product and will share name with school.</li> <li>Suggested that Christmas cards arranged earlier in the year to ensure prompt delivery.</li> </ul> <p><u>School Disco</u></p> <p>Proposed dates 15/02 or 22/02 AS to confirm date to JG as soon as possible to allow hall to be booked.</p>	AS JC AS

	<p>AS proposed that there be a specific annual fundraising activity like the school disco supported by the school and Parent Council (PC)</p> <ul style="list-style-type: none"> <li>• Disco for February proposed.</li> <li>• Proposal that each year funds raised go towards Lockerbie fundraising.</li> <li>• PC to cover the DJ.</li> <li>• Tuck shop expenditure should be covered by income with any profit being contributed to the Lockerbie funds also.</li> </ul> <p><b><u>Lockerbie – Parent Fundraising</u></b></p> <p>More education needed for parents of pupils due to attend Lockerbie to understand the costs and the benefit fundraising can have on the final amount each family is asked to pay.</p> <ul style="list-style-type: none"> <li>• JG confirmed that the school always cover the cost of the bus.</li> <li>• JG offered to include information in a letter informing parents/carers about where the funds come from and how the fundraising helps to reduce the amount each family has to pay.</li> </ul> <p><b><u>Future Fundraising</u></b></p> <ul style="list-style-type: none"> <li>• Suggested from JG that pupils are engaged for their views/ideas on fundraising .</li> <li>• JG to check if the Gambling Licence has been delivered to the school.</li> <li>• JC proposed we consult parent/carers to gather knowledge on any expertise/connections within parent population which might support fundraising in the future. JC to share form which is used.</li> <li>• JC shared the 2024 challenge whereby every pupil commits to raising £20.24 which can be raise at any time over a specified period– proposed to do August 2024 onwards.</li> </ul>	<p>AS</p> <p>JG</p> <p>JG</p> <p>JC</p>
<p><b>7</b></p>	<p><b>Primary 7 Leavers and Sacraments</b></p> <p><b><u>Leavers Disco</u></b></p> <p>Need number of pupils for gifts (Calculators) – LS confirmed it is 52 pupils.</p> <p><b><u>Leavers Hoodie</u></b></p> <p>Hoodies historically cost £15 but larger sizes cost more. Decision made to cap cost for all at £15 with agreement that PC cover the difference (costs for all sizes currently exceed £15).</p> <ul style="list-style-type: none"> <li>• JG will arrange for Parent Pay to be amended to £15 to ensure those who have not paid yet pay the agreed cost.</li> <li>• JG will also arrange for the office staff to refund the difference for those who have already made payments for hoodies via parent pay already.</li> </ul> <p>JG confirmed hoodies approved by school to wear to/from school (not during school as not part of uniform) and can wear to Lockerbie and on last day of school.</p> <p><b><u>Confirmation</u></b></p> <p>Wednesday 17th April (St Mirren’s Cathedral) @ 6.30pm  Discussion about attendance – usually Child, Sponsor and parents attend. LS will confirm.</p> <p>Request for total number of pupils (gifts are given to all pupils whether receiving the sacrament or not).</p> <p><b><u>Reconciliation</u></b></p> <p>4th March 2024 - Primary 4 Reconciliation, St John’s Church at 6.30pm</p>	<p>JG</p> <p>JG</p> <p>LS</p> <p>LS</p>

	<p><b><u>Communion</u></b></p> <p>11<sup>th</sup> May 2024 – Primary 4 (St John’s and St Mark’s) First Holy Communion, St John’s Church at 10.00am</p> <ul style="list-style-type: none"> <li>• Dialogue underway with St Mark’s to agree format which will be communicated soon.</li> <li>• Request for total number of pupils (gifts are given to all pupils whether receiving the sacrament or not).</li> </ul>	LS
8	<p><b>Head Teacher’s Report</b></p> <p>Welcome to Depute Head Teacher Lucy Schoberl.</p> <ul style="list-style-type: none"> <li>• Mrs Schoberl will continue to be the as pastoral link for Primaries 4-7 and Ms Webster Primaries 1-3</li> </ul> <p>Best wishes were paid to outgoing Office Manager, Susan Watt on her retirement.</p> <ul style="list-style-type: none"> <li>• Miss Kayleigh Roberts has joined from St Mark’s Primary as Office Manager.</li> </ul> <p>Thanks were conveyed to Mr Anthony Hutcheson, Head Teacher of St Mark’s Primary for looking after St John’s during Head Teacher Jillian Grosart’s absence.</p> <p>Christmas Fayre</p> <ul style="list-style-type: none"> <li>• Total raised £2632.71 <ul style="list-style-type: none"> <li>○ Enterprise £1659</li> <li>○ Raffle £413.60</li> <li>○ Entry tickets £255</li> <li>○ Santa £204.25</li> <li>○ Tombola £100</li> </ul> </li> </ul> <p>Money raised will pay for the Big Day In at the end of the school year.</p> <p>September – December Events</p> <ul style="list-style-type: none"> <li>• Parent workshops with Mrs Millar and Mrs Wilson held to provide support reading at home – attendance lower than previous sessions.</li> <li>• P1 ‘Stay and Play’ with lunch experience was well attended and successful.</li> <li>• Parents’ evening was well attended, and all feedback forms were reviewed and considered. <ul style="list-style-type: none"> <li>○ Feedback included requests for longer appointments, however teaching staff have an agreed collegiate agreement which does not allow for longer appointments.</li> <li>○ Following feedback SLT contacted parents/carers where required.</li> </ul> </li> <li>• World of Work Week - thank you expressed to all those who attended and to Ms Webster for organising.</li> <li>• School Improvement Plan – Learning visits took place last term with a particular focus on Numeracy and Mathematics</li> <li>• Clubs – Primary 7 took on the responsibilities of running a variety of clubs including badminton, arts &amp; crafts, gymnastics, and chess.</li> </ul> <p>Dates for the Diary (January-March)</p> <ul style="list-style-type: none"> <li>• Dates to be provided to all families including dates for <ul style="list-style-type: none"> <li>○ Café Kids (being re-launched)</li> <li>○ SLT Drop in</li> <li>○ Scottish Assembly</li> <li>○ Discovery Days</li> <li>○ Parent Information sessions – Internet safety, emotional wellbeing</li> </ul> </li> </ul> <p>In service Days – October 2023</p>	

	<ul style="list-style-type: none"> <li>• Early year’s staff attended St Cadocs (P1-3 plus Laura Webster) for training by the Mindstretchers Academy on child lead planning.</li> <li>• Looked at environments and exploring curriculum design.</li> <li>• Dyslexia awareness update</li> <li>• Numeracy and Maths Audit</li> <li>• Pupil participations – relaunch (parent link to each committee – time allocated each month) <ul style="list-style-type: none"> <li>○ AS has offered to help with the pupil voice (Pupil Council/Parent Council)</li> <li>○ KM offered to support the eco-committee.</li> </ul> </li> <li>• Staff wellbeing session (AS and SM received thanks for the sessions they ran). <ul style="list-style-type: none"> <li>○ Health and well-being literacy</li> <li>○ Mrs Cleo Wilson – certified for Seasons for Growth programme (supports through bereavement, loss)</li> </ul> </li> </ul> <p>RERC</p> <ul style="list-style-type: none"> <li>• Pupil led sanctuary space – in October children from P1-7 gathered to recite a decade of the rosary with volunteers from the Legion of Mary.</li> <li>• Catholic Education Fortnight 16<sup>th</sup> – 30<sup>th</sup> November <ul style="list-style-type: none"> <li>○ Theme was Pilgrims of Faith</li> <li>○ Staff attended a prayer breakfast giving the opportunity to come together to pray and reflect.</li> <li>○ Primary 7 enrolled to receive the Sacrament of Confirmation at 10am Mass on Sunday 3<sup>rd</sup> December.</li> </ul> </li> <li>• Thanks extended to Fr Joe McGill for the provision of a staff Advent reflection to staff.</li> <li>• Summary of class masses (plans to include invitations for parents/carers to attend), mass of enrolment and reconciliation provided.</li> <li>• Reminder P7 Confirmation will receive the Sacrament in St Mirin’s Cathedral (Wednesday 17<sup>th</sup> April at 6.30pm)</li> </ul> <p>Curriculum Development</p> <ul style="list-style-type: none"> <li>• 3 Curriculum development groups created to explore targets identified within the current School Improvement Plan <ul style="list-style-type: none"> <li>○ Numeracy and Maths – consistent approaches, programmes such as ‘Number Talks’ which allows children to discuss strategies and thinking/</li> <li>○ Curriculum Design – Interdisciplinary Learning (IDL) – P4-P7 Learning Expeditions</li> <li>○ Early Years – Focus on child lead planning and environments.</li> </ul> </li> </ul> <p>Pupil Equity Funding Update</p> <ul style="list-style-type: none"> <li>• Allocation of £68,000 – part of which used to fund teaching staff (Laura acting PT role)</li> <li>• Focus for PEF Interventions <ul style="list-style-type: none"> <li>○ Health and Wellbeing</li> <li>○ Literacy (ongoing supports)</li> <li>○ Numeracy and Maths</li> </ul> </li> <li>• Identified measures aim to close the poverty attainment gap. <ul style="list-style-type: none"> <li>○ Last term 83 children were supported through group interventions, focussing on social skills and emotional wellbeing.</li> <li>○ 10 children supported on 121 bases.</li> <li>○ Pre and post questionnaires used to ensure impact measurable.</li> <li>○ 45% of children were identified as PEF, however school have widened criteria for pupil support (not just based on SIMD or Free Meals Entitlement)</li> <li>○ Identified cohorts of learners have received small group interventions supporting basic numeracy skills (working with Ms Breslin Strain and ERC Numeracy and Maths teacher)</li> </ul> </li> </ul>	
9	<p><b>Equalities</b></p> <ul style="list-style-type: none"> <li>• 28th February for the next meeting AS cannot attend (JC is TBC to attend)</li> </ul>	JC

	<ul style="list-style-type: none"> <li>Update to be provided at next meeting</li> </ul>	
<b>10</b>	<p><b>Dates/Times for Future Meetings</b></p> <p>Proposal to schedule next meeting to 12<sup>th</sup> March 6pm at St Luke's.</p> <p>Discussion held around whether date/times of meeting could be moved to be held after school rather than early evening.</p> <ul style="list-style-type: none"> <li>Proposal to get parental engagement in options for when PC meeting should take place.</li> <li>LS suggested this be added to the consultation form issued to parents/carers.</li> <li>LS asked for a draft to be sent to her and she would create and issue.</li> </ul>	AS/JC LS
<b>11</b>	<p><b>Playground Equipment</b></p> <p>The school have purchased some equipment.</p> <ul style="list-style-type: none"> <li>JG to provide receipts to pay school back using fundraising money awarded.</li> <li>JG to provide a list of purchases to allow AS to feedback to the committee (Linking Communities).</li> <li>JG confirmed that due to the space taken by the nursery, donations of planters and tent poles (fixed into the ground) have been donated.</li> </ul>	JG JG
<b>12</b>	<p><b>AOB</b></p> <p><b>Back Path</b> Scottish Water are working on the back path. CL will contact them to try and find out what the state of progress is.</p> <p><b>Traffic</b> Discussion about parking and traffic on Commercial Road. School to explore options to support and CL to speak to the community wardens around possibility of making their presence less conspicuous.</p> <p><b>Defibrillator</b> CL advised that ERC had funding to instal a defibrillator and were considering St John's as a location (CL to share any info on plans for this)</p>	CL  JG  CL