



# St John's Nursery and St John's Primary School

## Parent Council AGM

Tuesday 3<sup>rd</sup> September 2024 18:00

St Luke's High School

Item	Agenda Item	Actions															
1	<p><b>Welcome, Attendees and Apologies</b></p> <p><b><u>School Representatives</u></b></p> <p>Jillian Grosart (JG)            Lucy Schoberl (LSch)            Laura Webster (LW)            Barry Murray (BM)</p> <p><b><u>Church Representative</u></b></p> <p>Rachel Callaghan (RC)</p> <p><b><u>Apologies</u></b></p> <p>Mairi Watson (MW)            Pamela Orr (PO)            Danielle Lappin (DL)            Sarah McElroy (SMc)            Kim Ross (KR)</p> <p><b><u>Parent Members</u></b></p> <p>Annmarie Strain (AS)            Jennifer Cassidy (JC)            Karen MacLeod (KML)            Lisa McDaid (LM)            Kathleen Fallon (KF)            Lauren Smart (LS)            Lauren Ross (LR)            Cara Docherty (CD)            Sharon Gray (LG)            Claire Sherry (CS)            Lesley Crawford (LC)            Gillian Young (GY)            Allysha McGoran (AM)            Tiffany Conway (TC)            Susan Maguire (SM)</p>																
2	<p><b>Election of Office Bearers</b></p> <table border="1"> <thead> <tr> <th>Position</th> <th>Nominee(s)</th> <th>Elected by majority vote</th> </tr> </thead> <tbody> <tr> <td>Chairperson</td> <td>Annemarie Strain and Jennifer Cassidy*</td> <td>Annemarie Strain</td> </tr> <tr> <td>Vice Chair</td> <td>Jennifer Cassidy</td> <td>Jennifer Cassidy</td> </tr> <tr> <td>Secretary</td> <td>Karen MacLeod</td> <td>Karen MacLeod</td> </tr> <tr> <td>Treasurer</td> <td>Mairi Watson**</td> <td>TBC</td> </tr> </tbody> </table> <p>* JC confirmed happy to have been nominated but has chosen to turn down the nomination for Chair and accepted a nomination for Vice Chair.</p> <p>** Mari Watson previously held role of treasurer and was unable to accept nomination to role so action to confirm Treasurer at next meeting.</p>	Position	Nominee(s)	Elected by majority vote	Chairperson	Annemarie Strain and Jennifer Cassidy*	Annemarie Strain	Vice Chair	Jennifer Cassidy	Jennifer Cassidy	Secretary	Karen MacLeod	Karen MacLeod	Treasurer	Mairi Watson**	TBC	NEW A-030 (KML)
Position	Nominee(s)	Elected by majority vote															
Chairperson	Annemarie Strain and Jennifer Cassidy*	Annemarie Strain															
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Secretary	Karen MacLeod	Karen MacLeod															
Treasurer	Mairi Watson**	TBC															
3	<p><b>Annual Accounts</b></p> <ul style="list-style-type: none"> <li>Louise Hunter (independent party) was appointed to review the accounts for the 2023/2024 academic year as required by the constitution.</li> <li>AS confirmed the Accounts were reviewed in advance of the Annual General Meeting (AGM).</li> <li>Louise Hunter has agreed to continue to do review the annual accounts for the next academic year.</li> </ul>	A-028 (closed)															

<p>4</p>	<p><b>Previous Minutes</b></p> <p><b><u>Social Media</u></b></p> <ul style="list-style-type: none"> <li>AS confirmed, there is still a parent rep on every class chat. <ul style="list-style-type: none"> <li>2 x new PC Members will act as PC representative on the new P1 chats.</li> </ul> </li> <li>AS reminded, everyone about the purpose and expectations of class chats.</li> <li>JC has drafted proposed wording to be cascaded once approved by the school.</li> <li>A WhatsApp group was flagged as a concern. AS reminded, that the school do not have the ability to intervene, and responsibility belongs to parents/carers to moderate children's access to chats etc.</li> <li>JG confirmed the school would put a general message in the end of week note.</li> </ul> <p><b><u>Equalities meeting</u></b></p> <ul style="list-style-type: none"> <li>AS to share Minutes and slide show.</li> </ul> <p><b><u>Easy fundraising</u></b></p> <ul style="list-style-type: none"> <li>Information on the scheme shared with P1 induction.</li> <li>Approx £537 raised over the past year and bank details allowing funds to be directly credited to the bank account.</li> </ul> <p><b><u>Fundraising (Christmas Card Supplier)</u></b></p> <ul style="list-style-type: none"> <li>JC confirmed new supplier is My Child's Art - wider variety of products (and prices ranges).</li> <li>Teacher packs shared with school/class teachers (to be shared with the nursery too).</li> <li>Final cut off for submissions is 29<sup>th</sup> November.</li> <li>QR code will be issued for parents to order with a 20% commission.</li> </ul> <p><b><u>Parental Engagement (consultation form)</u></b></p> <ul style="list-style-type: none"> <li>Form has been created and will be shared with AS and JC.</li> <li>Form to be shared at 'Meet the Teacher' on Thursday 5<sup>th</sup> September.</li> </ul> <p><b><u>Small Lottery Licence</u></b></p> <ul style="list-style-type: none"> <li>Reference SL91 due for renewal (£20 annual fee)</li> <li>JC agreed to complete and receipt to Treasurer to reconcile.</li> </ul> <p><b><u>Big Day In</u></b></p> <ul style="list-style-type: none"> <li>AS to collect receipts from the school which will be passed to Treasurer.</li> <li>Payments to be made to school and reconciliation of receipts.</li> </ul> <p><b><u>School Communications</u></b></p> <ul style="list-style-type: none"> <li>KM proposed to close as noticeable improvement in communications such as clarity on dress code.</li> <li>Acknowledged - action closed.</li> </ul>	<p>A-024 (closed)</p> <p>NEW A-033 (JC/JG)</p> <p>NEW A-034 (JG)</p> <p>A-025 (AS)</p> <p>A-026 (closed)</p> <p>A-007 (closed)</p> <p>A-018 (LSch)</p> <p>A-010 (JC)</p> <p>A-029 (AS/Treasurer)</p> <p>A-027 (closed)</p>
<p>5</p>	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>Work ER flyer received, but already received and distributed via school communications.</li> <li>Dates for Parent Council Chair Forum shared.</li> <li>AS asked for any PC Members who have completed Recruitment training (training required to sit on panel interviews for school appointments) to let her know.</li> <li>Connect annual membership renewed – guidance for logging on to be shared to allow PC Members to have access to the resources.</li> <li>Parent Kind – LM also confirmed resources are available. Link supplied with parents to encourage sign up for the school via Asda Rewards App and school registered.</li> </ul>	<p>A-031 (All)</p> <p>A-032 (AS/JG)</p>

## Head Teachers Report

There has been a very positive start to this session; Primary 1 children have settled extremely well, Primary 7 are rising to the challenge of being 'top of the school' and 38 children have been welcomed into the brand-new nursery class.

- Stay & Play and lunch experience on Thursday 12<sup>th</sup> and Friday 13<sup>th</sup> September for P1 Parents/Carers.
- Discovery days/Curriculum afternoons will take place across P1-7 between January and June.
  - Dates will be cascaded as soon as agreed.
- Dates for the Diary have been issued and will continue to be included in the weekly update.

### Staffing Update

- Mr Jack Daly - Newly Qualified Teacher (Primary 4a) – supported by Mr Barry Murray
- Miss Charlotte Currie - Non-Class Contact Time and Attainment
- Mrs Elspeth Knack Class and Mrs Jodie Keith, Class Teachers - Non-Class Contact Time and Attainment (temporary to cover Mrs Parry's maternity leave)
- Mrs Karen Brown - Pupil Support Assistant (Thursday and Friday)
- Mrs Janice McPherson - Business Support Assistant
- Mr Joe Hart - Temporary Janitor

### Nursery Class Staff:

- Senior Child Development Officer - Lauren McCann
- Mandy Mayberry, Tammy Kerr, Marc Boyle, Liz Ireland, Natalie Lyons - Child Development Officers
- Alison Gilbert - Play worker
- Mr Barry Murray has been appointed Acting PT, funded by PEF
- Ms Laura Webster finishes for Maternity Leave on Thursday 26th September, an Acting PT to cover will be appointed
- Congratulations to Mrs Parry who had a baby girl, Meabh Kate on 9th July.
- Congratulations to Miss McLachlan who got married in July and is now Mrs Duncan.

### Update on use of staffing out-with class commitment:

<b>Mrs Holly Breslin Strain</b>	Support for Learning with in P2, P2/3 P4 and P4 Leadership role – Numeracy and Maths
<b>Mrs Lisa Millar</b>	Reading Recovery, Literacy Interventions eg. TRAIL, TBR, Leadership role – Development of Phonics and Spelling
<b>Mrs Clio McKenna</b>	Health and Wellbeing – small groups, 1:1 support and team teaching

### In-Service Days

- School Improvement Plan
- The Circle Framework
- Expeditions – Learning within IDL in St John's
- Planning for learning and teaching – Forward Plan Improvements
- Keeping The Promise Award – The commitment made by the Scottish Government to improving the experiences and outcomes for Scotland's care experienced young people.

### Dressing for Excellence

- Thank you to all families for supporting our Dressing for Excellence policy here at St John's.
- On allocated PE days, children can come to school wearing PE uniform. This should consist of:
  - Yellow school polo-shirt, school jumper and black or navy shorts/leggings/jogging bottoms
  - An outdoor jacket is required for outdoor sessions.
  - Dark coloured trainers can be worn or continue to wear dark coloured shoes with trainers brought in for PE.
- Primary 7 leaver's hoodies will be in line with the Dressing for Excellence Policy this session.

### Committees

Last session an approach to committees was developed where all children across the school could choose which committee they wanted to be involved in. This approach will be embedded this session allowing children to work alongside staff to develop improvements on the school improvement plan.

Committees for this session are:

<b>Committee</b>	<b>Facilitators</b>	<b>Curriculum/school development</b>
Pastoral	Mrs Dissanaikie Miss Cooper	Mini Vinnies, Sanctuary Space, May Rosary, Easter, charity, St. John's church link, Laudato Si' link
Digital Leaders	Mr Geddes Mrs Heron	Digital Learning Week, Internet Safety, Device care - cleaning, charging and storing devices safely
Sustainability	Mrs McIntosh Mr Daly	Includes Eco, Eco days (recycling, Earth day, etc.) Developing outside area, outdoor learning resources, World Outdoor Learning Day, link to Waterworks
Pupil Council	Miss Boyle Jodie Keith	Child friendly SIP, Playground (Outdoor area) Parent Council link, school clubs, Junior Road Safety, fire safety
Health and Wellbeing	Clio Wilson Charlotte Currie	Wellbeing, Mental Health, Peer Mediators, Nurture Principles, Sports Leaders
Curriculum Design	Miss McBride Mrs Duncan	The circle, Self-Evaluation (HGIOS 4), Young Leaders of Learning (House Captains)
Equalities Committee	Mrs Barron Mrs McCulloch	Gather evidence to support Gold Rights Respecting Schools Award, Class charters, ensure pupils are aware of Children's Rights, Children's Day, Human Rights Day, Ensure everyone is treated equally and fairly. Teach others about discrimination

Parents will be able to sign up to support these groups via the parent/carer engagement form which will be distributed at 'Meet the Teacher' on 5<sup>th</sup> September.

#### **House System Update**

- House System has been updated and is now linked to Dojo points.
- Clear guidance issued to pupils on how points for their allocated house can be earned.

#### **School Improvement Plan**

- Information on the School Improvement Plan will be provided at Meet the Leadership Team on Thursday 5<sup>th</sup> September at 5pm and 5.30pm.
- A parent/carer version and full version of the plan will be made available on St John's website.
- Parents/carers will have the opportunity to feedback on the plan on Thursday evening.

#### **Pupil Equity Funding**

PEF continues to be a focus of ERC to ensure relevant measures are put in place to close the poverty related attainment gap.

- Allocated £68,600, part of which is being used to fund a teacher and current PT role (Mr Murray).

Focus for our PEF interventions for this session:

- Attendance
- Attainment – targeted interventions in Literacy and Numeracy and Maths
- Health and Wellbeing – nurturing approaches
- Parental Engagement

#### **Parental Engagement Planning**

- Meet the Teacher taking place Thursday 5<sup>th</sup> September.
- Parents and Carers will have the opportunity to complete the Parent Volunteer Form, stating how they would like to be involved in the work of the school and what skills and talents they can offer.
- 4 workshops Health and Wellbeing Sessions have been organised:
  - ✓ Session 1 Thursday 19<sup>th</sup> September 3.15pm-4.15pm

- ✓ Session 2 Wednesday 30<sup>th</sup> October 3.15pm-4.15pm
- ✓ Session 3 Thursday 14<sup>th</sup> November 3.15pm-4.15pm
- ✓ Session 4 Tuesday 10<sup>th</sup> December 3.15pm-4.15pm

**RERC**

- Fr Joe Balmer will be leaving St John’s on Friday 6<sup>th</sup> September. Thanks, extended during role as Chaplin of St John’s and a gift will be presented from the school on Thursday 5<sup>th</sup> September.
- Class Masses will take place again this session, the first mass took place 3<sup>rd</sup> September for Primary 5 and 5/6 with good attendance from parents/carers.
- Parents/carers are invited to attend all class masses in school.
- Primary 6 will attend First Friday Mass in St John’s Church on Friday 4<sup>th</sup> October at 10.00am where they will be officially enrolled in the PFFA (Pope Francis Faith Award)
- Primary 4 Sacrament (will be communicated in the Weekly update):
  - Reconciliation – Thursday 6<sup>th</sup> March 2025 – 11.00am in school,
  - First Communion – Saturday 10<sup>th</sup> May – 10.00am joint with St Mark’s Primary
- Primary 7 Confirmation Thursday 1<sup>st</sup> May St Mirin’s Cathedral
- Primary 7 pupils – Mass with Bishop John – Thursday 11<sup>th</sup> September – 10.15am St Mirin’s Cathedral

**Playground update**

The following have been ordered for the playground:

Outdoor Store	£231.99
Star Bench	£425.00
Cage Trolley	£242.39
<b>TOTAL</b>	<b>£899.38</b>

**Prices of picnic benches:**

- A-frame £435
- Junior A-frame £370
- Micro A-frame £315
  
- Scotplay are coming in to assess the trim trail on the back grass and provide a quote for repair if possible.

**Asda Rewards – Cashpot for schools**

“From the 2<sup>nd</sup> September - 30<sup>th</sup> November Asda will be working in partnership with Parentkind to help raise much needed funds for our schools PTA’s. Every PTA will need to register their interest with Parentkind to be part of this scheme.”

- Request for the Fund-raising committee/Pupil Council to apply for this.

**7 Treasurer’s Report**

- Apologies received from MW so Treasurer’s report will be shared at the next meeting with confirmation for both quarters.
- Action on reconciliation of outstanding receipts carried until next meeting.

A-004 (AS)

**8 St John’s Nursery Update**

- The new Nursery opened a few weeks ago.
- Parent feedback gathered (22 responses)
  - All positive - constructive feedback and no complaints
- Procedures have been adapted to streamline drop off and pick up times.

	<ul style="list-style-type: none"> <li>• Coffee and chat sessions planned for September to allow parents/carers to meet key workers.</li> <li>• Staff are working on routines with the children.</li> <li>• See Saw is being utilised for posting updates from the nursery for parents/carers.</li> <li>• Vision, values and aims to be created (coffee sessions will help develop this)</li> <li>• Nursery improvement plan will also be developed.</li> <li>• A Facebook Page has been set up as a communication channel for parents/carers.</li> </ul> <p>Donations</p> <ul style="list-style-type: none"> <li>• Need for outdoor equipment and donations would be welcome for items like outside storage containers.</li> <li>• Grants are being explored and a colleague from Carlibar Nursery supporting with this.</li> <li>• There are parameters around donations; some items can be donated, but some items must be sourced via East Renfrewshire Council procurement guidelines.</li> <li>• Parent Council fundraising will extend to the nursery.</li> </ul>	
9	<p><b>Constitution</b></p> <ul style="list-style-type: none"> <li>• Constitution to be amended to include the nursery class name and badge.</li> <li>• AS ran through the Constitution.</li> <li>• Secretary to be given access to PC email and all HT and Treasurer reports to go through this.</li> <li>• Agreement meeting agenda to be collated and distributed by Secretary in advance of meetings.</li> <li>• Constitution to be published/distributed once amendments made.</li> <li>• Meeting minutes to be published on both school website and nursery websites.</li> </ul>	<p>NEW A-035 (AS)</p> <p>A-023 (AS/JG)</p> <p>NEW A-036 (KML)</p>
10	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>• AS proposed that JC (Vice Chair) leads on fundraising.</li> <li>• RC and TC to join JC, LM and AS in the fundraising group.</li> <li>• All events need to be approved by the school.</li> </ul> <p><b>Family Night</b></p> <ul style="list-style-type: none"> <li>• Date in diary for Family Night (20<sup>th</sup> September) <ul style="list-style-type: none"> <li>○ JG has provisionally booked school.</li> <li>○ AS will check availability of church hall.</li> <li>○ Alternative venues may be explored if required.</li> <li>○ Desire to make the event more engaging/interactive for families.</li> <li>○ Family night to be advertised post fundraising meeting where event will be planned.</li> </ul> </li> </ul> <p><b>Fundraising Meeting</b></p> <ul style="list-style-type: none"> <li>• Fundraising meeting to be set. <ul style="list-style-type: none"> <li>○ JG confirmed school is available until 6.45.</li> <li>○ Agreement that Tuesdays after 6pm suit the majority and date to be set.</li> </ul> </li> </ul> <p><b>Future events</b></p> <ul style="list-style-type: none"> <li>• Agreement to consider new ideas as well as existing events such as shopper’s night which support the local community.</li> </ul>	<p>A-006 (JC)</p>
11	<p><b>Fr Joe’s Leaving Gift</b></p> <ul style="list-style-type: none"> <li>• Some donations have been received via a request for donations on the school Facebook page.</li> <li>• AS proposed to use funds to buy a gift – agreement from PC to support this.</li> </ul>	

12	<p><b>Important Dates</b></p> <ul style="list-style-type: none"> <li>• Shoppers night scheduled for 8<sup>th</sup> November – School provisionally booked, but location to be agreed by fundraising group.</li> <li>• Dates for the Diary cascaded at start of term and reminders issued with weekly updates.</li> </ul> <p>Future Parent Council Meetings:</p> <ul style="list-style-type: none"> <li>• 3rd December Tuesday 2024</li> <li>• 4th March Tuesday 2025</li> <li>• 3rd June Tuesday 2025</li> </ul>	
9	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Issue with wasps in the playground raised. School confirmed they are doing everything they can, and bins are being emptied regularly.</li> <li>• Parking on the roundabout raised as a concern – Request for school support with suggestion that Pupil Council could support with an awareness campaign.</li> </ul>	NEW A-037 (JG)