



# St Joseph's Primary Parent Council



Held via MS Teams

## Minutes of Parent Council Meeting 25th April 2023

### Parent Attendees

Claire Campbell (Secretary), Jonny Carroll (Chair), Aimee Scullion (Vice Chair), Samantha MacConnell (Deputy Uniform Secretary), Lynne Johnson (Treasurer), Stacey Hogg (Social Secretary), Katrina Adams (Uniform Secretary), Gillian MacKinnon, Nicola Hill, Clare Friel, Angela Macklin, Karen Jordan, Leanne Macklin, Kirsty McDiarmid, Rosie McCluskey

**St Joseph's School Representatives:** Suzanne Martin (Head Teacher), Karen Wynne (Deputy Head), Clionagh Leddy (Principal Teacher), Hannah Addison (Acting Principal Teacher), Mrs Sutherland

**St Joseph's Parish Representative:** Frank Rankin

Opening Prayer

Introductions and Apologies

**Apologies:** Sharon Constable

Minutes of previous meeting and circulated and approved

Proposed by **Katrina Adams** Seconded by **Stacey Hogg**

### **Matters arising**

No matters not covered by agenda

### **Chairs Update**

Firstly, I extend our congratulations to our first communicants and want to recognise an appreciation for all the hard work done and time given by staff in preparing the children for receiving this sacrament. As well as highlighting the great work of Stacey in leading the social committee in hosting a very successful first Holy Communion brunch on Sunday.

Come the end of this school year our automatic subscription to Connect, a national parent council organisation, through East Renfrewshire being a Local Authority member will come to an end. We will therefore have to decide whether or not there is value to continuing our membership individually and covering the

cost as a Parent Council. The benefits of being a member are advertised as offering a national network for support and advice, training, access to a closed Facebook page, an option for 'easyfundraising' and having the membership linked insurance. An annual subscription runs from 1 August to 31 July; at the cost of around £240 pa.

Katrina will send Jonny log in details to allow him to get a quote. The consensus was that we have little choice but to continue with Connect as we need the insurance in order to run events.

I have explored with Mrs Martin the option for embedding within our Parent Council meetings a standing contribution from the school to explain current educational matters, ranging from curricular areas and levels to educational policies and priorities, and how they affect SJPS. These valued contributions would consist of a short presentation on a chosen aspect of education each meeting. The cumulative effect over many meetings being a broader knowledge and developed understanding of educational matters. The purpose being to better place us as a Parent Council to be aware of and engage with current educational matters at a level that would be expected of us as a Parent Council.

The consensus of parents attending was in favour of this type of contribution from Mrs Martin. Mrs Martin is happy to do so but noted the need to strike a balance as this will add additional time to the meeting and create extra work for the management team. It was suggested that we ask wider parent body for suggested topics and how can we filter this out to the wider parent forum who don't attend meetings. Jonny to take this forward.

### **Head Teachers Update**

The Scottish Government has secured the number of teachers for the coming year so staffing will remain at its current level. The expected roll for next academic year is 383 compared to 392 this year, with 57 Primary 7s moving to high school and only 43 new Primary 1s registered. The number of Primary 1 children may change once placing requests are confirmed.

There are 2 maternity leaves due to continue into next year. The 0.4 recovery time was used as a saving last year.

One newly qualified teacher is expected to be assigned to our school next year. Miss Lavery remains at St Johns with uncertainty as to when she will return to us.

Mrs Martin offered her congratulations to the Primary 4s who made their first Holy Communion and extended her thanks to the Parent Council for the first Communion brunch. There was lovely feedback from the parents who attended.

Primary 7 children from both classes will be confirmed together on Thursday 4 May by Bishop John in St Joseph's Church.

The transition programmes for incoming Primary 1 and outgoing Primary 7 children will commence shortly. St Ninians are awaiting confirmation of placing requests before confirming details of the transition.

We are waiting on confirmation of placing requests before sending letters by post to the children joining us in Primary 1 next year.

Scottish National Standardised Assessments were administered for Primaries 1, 4 and 7. These are done in small groups at the computer and children generally enjoy them.

Report cards have been issued over Monday and Tuesday by email. Well done and thanks to Miss Hill in the office for her hard work issuing over 400 individual emails over the 2 days.

Parents evening appointments will be issued by the end of this week. Most parents have opted for face to face appointments rather than phone calls this time.

“Come See My Learning” events have been running with the last year groups due this week. Lovely feedback from parents who attended; they were happy to be able to come back into the school again. Mrs Martin noted requests for more notice to be given prior to these events to allow parents to plan for attendance.

Parental questionnaires are to be issued next month.

There are 14 pupils who are eligible for additional funding under the PEF scheme, amounting to £18k next session. Mrs Martin asked the Parent Council for their input on how to spend this money. All agreed that the outdoor learning at Off Grid Kids had been successful and popular. There were suggestions for non-academic options such as sports and arts & crafts.

Mrs Martin advised that the children eligible for PEF would be consulted to get an idea of their interests and this informed how this years money was utilised.

We continue to provide additional support for learners and there are curricular pathways and resource for ASN. Mrs Wynne is responsible for the ASN programmes.

The phonics teaching will be refreshed and it is expected to impact how children learn throughout their time at the school. This is part of a nationwide initiative. Mrs Martin asked the Parent Council to support communicating this to the wider parent body.

Another cluster inspection visit is expected in October.

The Scottish Government is due to issue the Hayward Review, which is more relevant to secondary than primary schools. Aimee asked if this could be something the school could present at future PC meeting. Mrs Martin agreed it could, if there is an appetite for it. She will include information and links relating to the Hayward Review in the next Newsletter.

As part of the discussion about fundraising, it was asked why some children had not had the opportunity have swimming lessons at school and why a request hadn't been made for parents to contribute to the cost of buses for this. Mrs Martin confirmed that buses for swimming are paid for by download from Scottish Government and as a curricular area, the school can't ask for funds from parents. So only P4 could benefit from this, as mandated by Scottish Government.

### **Diocesan Forum Update**

Frank extended thanks on behalf of the parish to everyone involved in the first Holy Communion and the celebrations and for the upcoming Confirmations. Prayer cards with prayers for the first Communicants and Confirmandi are available at the back of the Church to take away.

The Children's Liturgy will re-start following the school holiday at 10 am mass during term time. They will now be able to accommodate both P1 to P3 and P4 to P6 at the same time.

Any suggestions on how to build better links with the local schools would be welcomed. Currently, St Joseph's and OLM are alternating leading the 10 am mass for the first Sunday in each month.

The next Diocesan Forum will be on 15 May in the Diocesan building in Paisley. Frank would be happy to give anyone a lift if they would like to attend. If there is any feedback to take to the Forum, please let him know.

Frank has sent the latest "Centred in Christ" newsletter to the Parent Council Secretary, who will ask Miss Hill to share with the wider parent body.

### **Social Secretary Update**

St Josephs Day treats provided.

Easter egg Competition profit of £470

Communion brunch set out on Sunday for the P4 to come together and celebrate.

### **Up and coming**

Tea Towel Art Packs for each year group - Month of May

Wild Week workshops and activities - w/c 12th June *£1000 to £1300 cost*

P7 Disco - date to be confirmed - *£300 to £400 cost*

We still have two outstanding pieces of playground equipment to purchase.

Next Social meeting 24th May at 7pm via zoom.

### Treasurer's Update

Lynn thanked Nicola for her support over the year. There has been a drop in monthly donations but not unexpected due to cost of living etc.

	Credit	Debit	Balance
<b>Opening Balance (as of 21st February 2023)</b>			<b>£2,590.66</b>
Easter Competition and Donations	£1,114.00		
Collateral for recycling events		-£56.80	
Easter Competition Collateral		-£263.76	
Uniform	£97.01		
Monthly donations	£110.00		
<b>Closing Balance (as of 25th April 2023)</b>			<b>£3,591.11</b>

### Uniform Update

Our last two pre-loved uniform events on 5<sup>th</sup> & 19<sup>th</sup> February were covered at our last meeting, however I am happy to report that a parent who purchased a communion dress donated another £20 last week. As we only raised £53 from the last sale and donated a little over half of this, £30 to the church, I would propose carrying forward the £20 to the next event, unless anyone objects.

I purchased two new clothes rails, as discussed and agreed at our last meeting, and I have also managed to pick up another second hand one, which I have donated.

Whilst the restock of Parent Council school ties has been received, I am still chasing the Spring Orders placed on 24<sup>th</sup> March. Some items were out of stock but I have been assured that I shall receive full orders within the next 2 weeks. I will be sending an update to all 17 parents who placed orders today.

With Katrina's help I have done a reconciliation of our stocks of ties and gym bags and can report £30 worth of ties sales, the proceeds of which I shall transfer over to Lynn this week. I do also have a £99 tie invoice to pass on too for payment. This derives from us restocking ties, so that we hold our start of term quota of 20.

I should report that we need to write off £10 worth of ties, as two ties have been given out by the school office and no monies received for them and no note of who they went to. I would suggest given how busy the school office is, that we may wish to consider adding ties to Parent Pay, so that chasing payment for same is much easier, provided that the HT is happy with the suggestion?

Both myself and Katrina will attend the P1 Induction event on 31<sup>st</sup> May, with pre loved P1 & P2 sized blazers, storm coats, shorts, trousers, pinafores, skirts and shirts and pe tops. I will prepare some information for new parents on how and when to order uniform items via the Parent Council and highlight the savings parents can making ordering via us, as well as info on our next pre loved sale, and get this to Mrs Leddy so it can go out to new parents ahead of the 31<sup>st</sup> May.

Our final pre loved event which is open to new parents as well as existing ones, will be on Sunday 5<sup>th</sup> June after 10am Mass in the church hall, where teas and coffees will be available.

I will be able to provide at our next meeting a full breakdown of what we have raised from October last year to June of this year via our pre loved events.

At the moment, I have a huge surplus of stock of most uniform items. Our parents have been very generous in donation items and we are not turning these over at the rate we are ingathering. I would therefore like to suggest that after our last event on 5<sup>th</sup> June, that I bundle up our excess stocks of unbadged items to pass on our Chair for distribution amongst schools in less affluent areas. I'm seeking approval to do this but would welcome any suggestions or comments on where our surplus stock might also usefully go?

I think going forward it might be useful to have some brief, simple guidelines on what we will do and won't do, with items of donated uniform. I did receive a request from a local dance company seeing to hire some of our communion dresses for a show, which after discussion with the Chair, was declined, as deemed inappropriate. It would be good governance I think to have a simple set of guidelines for myself and those who will succeed me in this role. I'm happy to produce a draft for consideration at our next meeting.

A parent suggested to me last week that we create a stand-alone uniform whatsapp group and invite parents via class reps to join, to allow parents to offer for free or barter pre loved uniform items. This parent felt our parents are not using our existing recycling facebook page. My feeling on this is, I would prefer to promote our existing facebook page more enthusiastically to parents. Katrina thinks she can amend the preferences to allow me to see notifications which would assist. I'm not overly keen on being responsible for monitoring another platform for uniform recycling. Parents know we are now running events every 2 months and they also have the uniform email address to contact me on if they have needs which come up outwith our events. I wanted though to raise it here and get thoughts on the suggestion, in case I'm overlooking it.

My final comment with Communions having just taken place, is that I think we should strive independently and jointly with Our Lady of Missions, to offer communion clothes for sale, this side of the year for the upcoming P4s, as I think the majority of parents had purchased items before our sales on 5<sup>th</sup> & 19<sup>th</sup> February.

### **AOCB**

The Chair proposed establishing a **Faith, Laudato Si Team**. Our faith permeates throughout the school and so affects all aspects of the school and that which we do as a Parent Council and so is very much a broad concept. The particular function of this team therefore would be to develop, promote and facilitate opportunities for faith engagement for parents by parents and work in partnership with the school to support faith events, liturgical celebrations and assist in taking forward the work of Laudato Si'. Clare Friel and Karen Jordan and Rebecca Harrison have agreed to form that sub-committee.

The Chair is also proposing we establish a **Communications Team** to create, manage and maintain the various Parent Council communication streams. These include the Parent Council section on the SJPS website, the Parent Council Newsletter that has five issues across the school year (Aug, Oct, Dec, Apr and June), Social Media Platforms (Twitter and Facebook) and messaging apps (WhatsApp). Some parents have expressed interest in being involved in this. Rosie McCluskey and Aimee Scullion, Clare Friel and Katy MacFall will form this sub-committee.

Invites will be extended to any parent who wish to join either sub-committee.

There was discussion around changing Parent Council meetings from being held wholly on a digital platform to alternating between digital and in person.

It was agreed that the AGM should be held in person at St Joseph's, with the remaining meetings held digitally thereafter. Meetings to be on a Monday at 7 pm. Consider making AGM more of a school event to welcome parents, perhaps a cheese and wine with a raffle. Stacey to create a flyer for the P1 welcome day with social/fundraising and uniform events.

Propose creating a draft evaluation form to be issued to parents for completion concerning their views of and suggestions for the Parent Council. To act as a platform for planning for the next school year. Most likely to be issued in June.

A survey did go out last year but this was focused on the uniform issue. Jonny to draft a survey of around 4 or 5 questions, include a question about what they would want us to fundraise for.

Drive to include more dads on Parent Council for next year.

Next Parent Council Meeting will be held on 6th June 2023