

Maidenhill Primary School Transition Steering Group

9.5.19

Kirkhill Primary School

**In attendance:**

Alasdair McDonald HT Maidenhill PS, Lesley Menzies Maidenhill Transition Manager, Yvonne Hughes PT Kirkhill Primary, Mrs Isiguzo parent rep KPS, Mrs Brown parent rep KPS, Mrs Langley parent rep MPS, Mrs Sadiq parent Rep KPS, Mrs Johnstone parent rep MPS.

**Apologies:**

Brendan Docherty QIO, Kathryn Gordon PT Mearns Primary, Mr Carter parent rep KPS.

Summary of discussion	Issues arising/actions
Welcome and introductions and apologies received.	
Issues arising/Actions from previous meeting:  All actions from previous minutes were read by LM and confirmed as being actioned by the group.	
Transition Plan progress:  <b>Head Teacher drop-in sessions</b>  AMcD held drop-in sessions at both KPS and MPS in late February and then again in April at MPS.  <b>Newsletter</b>  A second Maidenhill newsletter was made available online for parents/carers at the end of April.	
Transition Plan: next steps:  <b>Nursery and P1 Induction Events</b>  AMcD shared with the group the dates and times of the Nursery and P1 induction events (see below) and said that these will take place in Fairweather Hall in Newton Mearns. Parents/carers of new P1 pupils have been sent a letter sharing this information. Letters will be sent out to Nursery parents/carers shortly.  <b>Nursery Induction:</b> <i>Tuesday 4th June 5pm-6pm-parents/carers and children</i> <b>Primary 1 Induction:</b> <i>Wednesday 29th May 5pm-6pm-parents/carers only</i> <i>Wednesday 5th June 4.30pm-5.30pm-parents/carers and children</i>  AJ asked how many classes there would be in August. AMcD said he couldn't confirm this at the moment however said that he had appointed five Class Teachers and a Depute Head Teacher. He went on to share with the group that he had met	

with the staff on the recent In-service day and this had been a very positive afternoon.

LB shared that the letter to P1 parents/carers had said the P1 stage was full and she was aware of a prospective parent who was concerned about this. AMcD advised that any queries of this type were best directed to the admissions department.

### ***Transition events for pupils transferring from MPS and KPS***

AMcD and LM are waiting to confirm allocations before further transition events proceed.

A meeting will take place in June for the parents/carers of all nursery and primary school pupils who will be starting at Maidenhill in August. Further details will follow.

An Open Afternoon will take place in Maidenhill Primary School and Nursery on Friday 16<sup>th</sup> August, when pupils and parents/carers will have the opportunity to see their classrooms, playground etc and meet their teacher.

All transition events will continue to be posted on the Transition Events Calendar which can be found in the *Transition Plan* tab on the Maidenhill website.

### ***Uniform***

AMcD showed the group a sample of a sweatshirt with the Maidenhill badge embroidered on it. AMcD and LM have fed back to the supplier Gilmour Sports that a small adjustment is required with the lettering of MH and this will be corrected. AMcD also shared a draft uniform policy for discussion, noting that further discussion can take place with the wider parent body once the school is open. A few amendments were made by the group and it was agreed that LM would post the policy on the website and Twitter. AMcD added that Gilmour Sports will be attending the induction meetings to talk with parents about the ordering system for uniform items.

AL raised a question about the Parent Council/PTA groups at KPS and MPS gifting a Maidenhill tie to those pupils who are transferring. LM said that she was aware of this from the minutes of the first steering group meeting. SS, Chairperson of KPS's Parent Council, agreed to this on behalf of the PC. LM said that she would contact KG from MPS and ask her to speak to the PTA about this.

YH suggested that a Maidenhill badge be gifted to the four pupils, two from KPS and two from MPS, whose entries in the uniform competition had contributed to the final badge design. It was agreed that this could be done.

### ***Transition social event/family event***

AMcD said that he would advise parents to hold off from organising any events until the pupils attending Maidenhill have been confirmed. Thereafter he was happy for LM to publicise any events on the Maidenhill website and on Twitter.

LM to continue adding induction/transition events to the online calendar.

LM to post uniform policy on the Maidenhill website and alert parents to this through Twitter.

LM to contact KG re MPS PTA gifting ties.

LM to ask Gilmour Sports for four badges to be gifted to pupils.

<p><b>Parent Council</b></p> <p>AMcD advised that the process for setting up a Parent Council can only begin once the school is open, however he will share this information with parents/carers at the up-coming induction/transition meetings.</p>	<p>AMcD to include Parent Council information in induction/transition meetings.</p>
<p>AOB:</p> <p>AJ asked if parents with a PVG for MPS or KPS would be able to transfer this to Maidenhill. AMcD will look into this.</p>	
<p>LM closed the meeting by thanking everyone for attending.</p>	