

## Minutes of St Clare's Parent Council Meeting

Wednesday 9 September 2020

Virtual Meeting - by Microsoft Teams

### Attending:

#### Parents

1. Anika Ashraf (new PC member this year)
2. Arfah Shafiq (fundraising)
3. Audrey Martin
4. Aundrie Wilmott
5. CC
6. Elizabeth McHaffie
7. Gemma Doyle
8. Heather Ferry (fundraising)
9. KB
10. Mags Ferrier
11. Mark Sheridan (fundraising)
12. Nadia Capuano
13. Samantha Thompson (fundraising & new PC member this year)
14. Shafia Khan (new PC member this year)
15. Suhas Mitra
16. Anna Reid
17. Nicola Steel
18. SM
19. JB
20. BC
21. Romana Ahmed
22. Michela Pagliocca

This list represent the new Parent Council parent members.

#### School staff

Mrs Absolom, Head-Teacher

Mrs Callaghan – Depute Head-Teacher

Mrs Pinna – Principal Teacher

1. **Welcome** - Aundrie Wilmot, Chairperson & **Prayer**– Mark Sheridan, Church Representative

#### 2. Chairperson's Update

Aundrie reported that it had been a busy year for fund-raising at St Clare's (eg discos, Christmas Fayre, Ladies' Night) until March, when everything stopped. The PC sponsored

the STEM week at school and bought new Chrome books. As the P7 leavers missed out on the usual activities the PC gave all the P7's a £15 voucher. Also the communicants missed out on their first holy communion in May, but the plan is still to issue gifts and sponsor a class party for the P5's. PC members had attended the Equalities Forum; PC Chairs' meetings; NPFS meetings; St Ninians's PC meetings. The PC had regularly kept the Parent Forum updated on activities and fundraising efforts, through FB, newsletters, emails, What'sApp Groups etc. Thanks given to the SLT and Janitorial staff particular in relation to Covid-19 planning and communication.

### **3. Treasurer's Report (appendix 2)**

Gemma reported that there had been 6 fundraising events during the last school year (P1 Disco ; x2 Dress as you Please Days; Halloween Disco; Christmas Fayre; Ladies Night), generating a profit of £5,853.52. Bank balance is £7,325.95, inclusive of some outstanding items. Donations to the school throughout the year had totalled £6,975.88, broken down as follows:

School Fund	£600.00
Edinburgh Science Festival	£455.00
Enterprise Committee	£480.00
Gardening Fund	£57.00
School Fund	£110.00
Stem Workshops	£1,560.00
Chrome Books for School	£3,218.88
P7 Leavers gift	£495.00

We discussed that fund-raising is going to be more difficult this year as we will not be able to have the usual big events, such as the Christmas Fayre. Creative thinking will be required.

Sinéad Stevenson has been appointed to review the accounts

### **4. Election of new office holders**

Aundrie, Elizabeth and Gemma have decided to stand down from their roles as Chairperson, Secretary and Treasurer, respectively. Romana Ahmed will stay as Vice Chairperson.

The following new officer holders were nominated, seconded and elected:

Anna Reid – Chairperson

Nicola Steel and Sinead Mordue – Secretary (joint)

Jacqui Tsang Barnett and Benjamin Clark – Treasurer (joint)

Comms – Nicola Steel

Equalities Reps – Heather Ferry and Jacqui Tsang

As nobody volunteered as Minute-Taker, that task will be absorbed by the Joint Secretaries.

We noted that it is intended that fund-raising be “hived off” and work as a discreet group, under the umbrella of and reporting back to the PC.

The following parents are the “Class Reps” for the 2020/21 session:

**Class Reps**

- P1** Catherine Sheridan
- P2** Arfah Shafiq
- P3a** Jacqui Tsang- Barnett
- P3b** Heather Ferry
- P4** Arfah Shafiq
- P5** Nicola Steel
- P5/6** Jules McGeever (not a PC member)
- P6** Jacqui Tsang- Barnett
- P7** Nadia Capuano

**5. Update from Aundrie PC Chairs’ meeting**

Aundrie updated on ERC Covid arrangements e.g. isolation room at school, should child/member of staff have COVID symptoms; the consequent need for full clean of classroom; the need for child and all siblings to self-isolate at home.

Over past weeks, a significant number of children have been tested for Covid but no positive cases as of 02/09/2020. Schools are also reporting a high level of absences.

In the event of a child testing positive, parents are asked to contact the school asap. ERC will update other parents thereafter, in conjunction with Public Health Unit.

The Scottish Government’s priority is to keep schools open.

Glow has been updated and there is a “video vault” of lessons for children who may have to self isolate at home.

**6. Headteacher’s Report: (Appendix 1)**

Mrs Absolom advised that the school is working upon contingency plans for 3 separate scenarios: (1) School open as normal, but children requiring to self isolate but fit to work at home; (2) “blended learning” ie children in school part of the week and learning at home for rest; (3) return to full lockdown and children learning at home. The Glow system is being reviewed. The school is also considering arrangements for Parents’ Nights. There are now 13 classes at St Clare’s and the school roll is 338. Mrs Absolom noted that Father Eoin would be greatly missed but that the school was looking forward to having Canon Eddie as Parish Priest.

Mrs Callaghan advised of the additional PSA support being provided to the school with Scottish Government funding. The key focus for the additional support is upon recovery due to loss of learning in lockdown.

Mrs Pinna advised that first Holy Communions would be proceeding on Saturday in 2 groups. The PC have agreed to fund some small treats for the Communicants to have at school by way of celebration. The Confirmations of last year’s P7s are also going ahead, as part of 9 sessions at St Joseph’s.

## **7. ACOB**

- We discussed the need for continued social distancing in the car park. Nicola has put a reminder on the Facebook page;
- We discussed that the PC has already authorised funding for “wet play boxes” for each classroom (total of £1,000). The PC have also authorised expenditure on outdoor play equipment (£1,500).
- Aundrie has contacted Julia Reid at St Cadoc’s Church in respect of small gifts for the children making their First Holy Communion
- Suhas asked for confirmation of names of Class Reps: we noted that all previous Class Reps had agreed to continue in the role for their new school years and that Mark’s wife Catherine would be P1 Class Rep.

## **8. Thank you from Aundrie**

Aundrie thanked the PC, school management and our wonderful janitor, Mr Edgar, for all the support given to her, Elizabeth and Gemma in their roles as officers. Mrs Absolom/Anna Reid thanked Aundrie, Elizabeth and Gemma on behalf of the whole PC for all their work and support. We all agreed that they will be greatly missed.

**AR**

**15 September 2020**

## **Appendix 1 – HT Report**

### **Parent Council AGM**

Wednesday 9th September 2020

St Clare's Primary School @7pm through Microsoft Teams

### **Head Teacher's Report**

Anne Marie Absolom

#### **Back to School and the new normal**

I would like to thank the children and you the parents, for the support and encouragement you have provided in the past few weeks. We cannot deny we continue to live in unusual times. We have different routines in place, which have now become the normal and the children as we expected, have easily adapted to this change. As always, the staff of St Clare's have pulled together and have continued to work hard to support your children through this transition, as well as reflecting on the learning and beginning to identify next steps. Tam, the office, catering and cleaning team are continuing to do their very best to keep our school clean and safe.

Things are different and it is crucial that we continue to work together and support each other in the months ahead. Every day we live with the impact of the virus and must be flexible and responsive in how we deal with this. I am confident that the hygiene measures we have in place and the other measures as per our Recovery Plan Guidance will help continue to keep us safe. If a case should arise then Public Health are responsible for supporting and guiding the school and Education department through the scenario. The PC Chair will elaborate on this in her feedback.

It is essential for children and adults not to speculate as this can cause unnecessary anxiety. Confidentiality is also crucial and showing respect to others is one of our school values and should continue to be at the forefront our minds. The support we offer to each other during this period cannot be underestimated.

#### **Contingency Planning**

We are so delighted to have all of our children back in school. After lockdown and working in the Hub it is difficult to really capture in words how important the rhythm of school life is, not just for our children but for society as a whole. Having observed our school community over the past few weeks, I can see and feel why we need to be together. It is not only a place where your children will learn about knowledge and skills but it is a place where they are nurtured, challenged, allowed to grow in their own skin and become independent. They will make mistakes, fall out with their friends but learn how to resolve and restore relationships too. It truly is a place where they will learn the rhythm of life.

Teachers spend years training to be part of this wonderful profession. A profession that is not only physically demanding but one where you are expected to give so much of yourself because we deal in the business of relationships. I am proud of the relationships we have fostered within our community and the concept of “tough love” has a key part to play in this process, in order to get the best out of your child. Firm boundaries, where children know what is expected and know they are loved. Routines provide security and a sense of calm with laughter shared along the way. Therefore, how do we try and capture this at home? The reality is we can't because home is home and school is school. Yet during lockdown we managed to keep those connections strong in a virtual way.

The virus is still prevalent and whilst we must do everything we can to keep our children in school, we will be guided by the Government and so must be prepared if things change again. Therefore, we have created our Contingency Policy, which explains the approach we will take in different scenarios: Blended Learning/ Learning for Children who are Self-Isolating and Full Lockdown. Mrs Pinna will provide a summary.

Parents will be able to find the policy under Recovery on our school website following once it is finalised.

## **Staffing**

We welcome new teachers to St Clare's. Miss McLay and Miss Lundie are with us for the year and Miss Veitch, Miss Dougan, Miss Leyden and Mrs Torrance are now permanent to our team. We have 13 classes with a current school roll of 338.

Miss Stewart has embraced the role of the ASN teacher. ERC has allocated 0.8 support from August to March and Mr Scott and Mrs Watson are sharing this role. ERC have also allocated 0.8 for a Recovery Teacher and Mrs Callaghan will provide an update on this.

PEF will extend our team of Pupil Support Assistants; Mr Armstrong has recently joined us. Mrs Cooper and Mrs Gauld remain with us. HR are still in the process of securing another PSA for 21 hours.

## School Improvement Plan (SIP) 20/21 – brief summary SIP is located on our school website

The SIP is a planned document that details how we intend to take our school forward throughout the year.

Our targets for this session are organised under the three categories linked to How Good Is Our School 4 (HGIOS4):

### **Leadership & Management – Building Professional Capacity**

Foster a collaborative learning climate through introduction of collaborative cohorts

Develop a coherent approach to our Contingency Plan in relation to pandemic

Create class Learning Walls to display Learning Journeys

### **Learning Provision**

Utilise the Assessment and Moderation process to identify gaps and plan next steps in the learning journey

Analyse a range of data over time to identify trends and patterns

Use analysis to target areas for improvement with Numeracy and Mathematics

### **Successes and Achievements –**

Embed our whole school approach to Christian meditation

Embed our HWB programme

Use our school garden and open spaces to begin our journey to learning outdoors

Moderation of Curriculum for Excellence teacher judgements

### **Annual Calendar**

Due to current restrictions, many of the opportunities we have to meet and gather, as a school community cannot take place. However, we hope and pray that this will ease next year and we will begin to enjoy our assemblies, discovery days, masses, learning, and achievement assemblies.

## **Parent's Evening**

We are currently looking into different options to ensure teachers have an opportunity to speak to parents and provide an update on your child's progress. More information will follow in due course.

## **Father Eoin**

We held a virtual assembly to say goodbye to Father Eoin. I would like to acknowledge the wonderful contribution he has made to the community of St Clare's in the short time he has been here. We were personally and professionally sad to see Father Eoin go and I shared this with Bishop John, who took the time to listen to my views. Father Eoin will now continue God's work in St Laurence's in Greenock. We wish him well and I have explained that he will always be part of the St Clare's family.

Cannon Eddie visited St Clare's and had an opportunity to meet the children in P5 and P5/6 who are receiving the sacrament of Holy Communion. We are looking forward to getting to know him in the years ahead. Thank you to the Parent Council for providing a gift for the children and supporting a small celebration which each class will enjoy.

Finally I'd like to formally thank Aundrie, Elizabeth and Gemma for all the hard work and dedication they have shown over the past few years. We have a strong parent community and that is testament to the vision and dedication of our previous Parent Council and all its members.

## Appendix 2 – Treasurers Report

<b>St Clare's Primary School Parent Council Annual Treasurer Report 2020 - August 2019 to July 2020</b>			
<b>Balance Summary</b>			
Balance brought forward from July 2019	£ 8,448.31		
Income from Fundraising Events and Donations	£ 5,853.52		
Donations Made to School	£ 6,975.88		
Balance at 31/07/20 (inc outstanding items)	<b>£ 7,325.95</b>		
<b>Breakdown of Income</b>			
<b>Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>
P1 Disco	£ 200.00	£ 27.90	£ 172.10
Dress as you Please Day	£ 202.80	£ -	£ 202.80
Halloween Disco	£ 825.80	£ 216.89	£ 608.91
Xmas Fayre	£ 5,821.67	£ 1,523.16	£ 4,298.51
Dress as you please Day	£ 161.30	£ -	£ 161.30
Ladies Night	£ 718.90	£ 309.00	£ 409.90
	<b>£ 7,930.47</b>	<b>£ 2,076.95</b>	<b>£ 5,853.52</b>
<b>Breakdown of Donations Made throughout Year</b>			
School Fund	£ 600.00		
Edinburgh Science Festival	£ 455.00		
Enterprise Committee	£ 480.00		
Gardening Fund	£ 57.00		
School Fund	£ 110.00		
Stem Workshops	£ 1,560.00		
Chrome Books for School	£ 3,218.88		
P7 Leavers gift	£ 495.00		
	<b>£ 6,975.88</b>		

**Appendix 3 – Agenda Items**

**St Clare's AGM  
Wednesday 9th September  
Agenda**

7pm Welcome/Prayer

7:05 Report on last years activities (Aundrie) 7:10 Treasurer  
Report (Gemma)

7:15 Approval of accounts

7:20 Appoint individual to review year end accounts 2021 7:25 Election  
of Office Bearers

7:35 Approval of new members

7:40 Update from PC Chairs meeting

7:50 Head Teacher Report

8:05 A.O.B.

8:15 Thanks (Aundrie)