

Minutes of St Clare's Parent Council AGM

Wednesday, August 25th 2021

Virtual Meeting via Microsoft Teams

Attendees:

- 1. Anna Reid (AR)**
- 2. Canon Eddie Cameron (CEC)**
- 3. Nicola Steel (NS)**
- 4. SCM**
- 5. Elizabeth McHaffie (EMH)**
- 6. Suhas Mirta (SM)**
- 7. JTB**
- 8. Mark Sheridan (MS)**
- 9. Michela Pagliocca (MP)**
- 10. Romana Ahmed (RA)**
- 11. Nadia Capuano (NC)**
- 12. Stephanie Ford (SF)**
- 13. Audrey Martin (AM)**
- 14. Heather Ferry (HF)**
- 15. Gemma Doyle (GD)**
- 16. Ben Clark (BC)**
- 17. Colette McGonigle (CMG) New Member**
- 18. Stephanie Chim (SCH) New Member**
- 19. Sarah O'Hara (SOH) New Member**
- 20. Margaret Digby (MD) New Member**
- 21. Lorena Conetta (LC) New Member**
- 22. Claire Semple (CS) New Member**
- 23. Cheryl Lamont (CL) New Member**
- 24. Louise Mulholland (LM) New Member**
- 25. Claire Dunn (CD) New Member**
- 26. Isabel Caicedo Arbeláez (ICA) New Member**
- 27. Joselyn Solano Alvarez (JSA) New Member**
- 28. Jon Pitkin (JP) New Member**
- 29. Louisa Inglis (LI) New Member**
- 30. Fiona Davies (FD) New Member**
- 31. Marie Scouller (MSc) New Member**
- 32. Valentah Siamuzwe (VS) New Member**
- 33. Louise Birnie McLaren (LBM) New Member**
- 34. Jade Gilfeather (JG) New Member**
- 35. Lesley Comerford (LC) New Member**
- 36. Moira Holmes (MH) New Member**

- 37. Ann Nugent Coleman (ANC) New Member**
- 38. Peter Coleman (PC) New Member**
- 39. Ross Lindsey (RL) Observer**
- 40. Iman Tariq (IT) Observer**
- 41. Mrs Absolom, Head Teacher (AA)**
- 42. Miss Flaherty – Depute Head Teacher (KF)**
- 43. Mrs Pinna – Principal Teacher (AP)**

1. Welcome - Anna Reid, Chairperson & Prayer – Canon Eddie Cameron

AR welcomed all participants, and acknowledged the excellent turn-out.

The minutes of the previous AGM on 9th September 2020 were acknowledged.

AR gave a brief overview of the ethos of the Parent Council for new participants, and she explained that the AGM is usually held around this point in the calendar.

AR went through the names of the current members, and each greeted the group. She proposed that each new member could self-nominate by introducing themselves, and then AR proposed that all named should be members. NS seconded. Two participants wished to remain observers, and they will advise the PC whether they wish to become members following the meeting.

Heather Ferry was nominated as Deputy Chair by AR, and seconded by SCM. CL was nominated as Joint Secretary and seconded by SM.

2. Chairperson's Update (see Appendix 1) AR

AR explained that there had been a full change of team, apart from RA, in the previous school year. NS is stepping down from Joint Secretary role, and JTB is stepping down from Joint Treasurer role. AR acknowledged the work that NS, JTB and RA have done.

AR has a weekly call with AA to liaise on relevant matters. AR advised that two members had sat on the recruitment board for Miss Flaherty's appointment, and explained how the PC has both a formal role for instances such as this, alongside fundraising.

AR directed participants to her report (see below), given the time constraints of the AGM.

3. Treasurers' Report (see Appendix 2) JTB, BC

JTB referred participants to the below report, indicating the income and donations. She highlighted the fundraising activities that had had to change due to the pandemic.

The accounts have been independently reviewed by Jane Forrest, a member of the parent forum. This resulted in a minor change to the breakdown of donations (SCIAF donation was split into Christmas selection boxes and SCIAF).

The move to electronic payments and PayPal has saved a lot of work and it has been easier to audit.

JTB noted how professional the hoody ordering system is.

4. Head Teacher's Report (see Appendix 3) AA, KF, AP

AA praised the great response to the PC AGM.

AA explained that the school is currently operating a “Warn and Inform” approach. It is no longer the responsibility of the school to advise people to self-isolate. They may be able to ease zones in the playground. Until the September weekend parents and carers at school doors are asked to wear face coverings and adhere to social distancing. The current policies help to ensure staff feel safe and confident.

KF will engage with the whole school improvement plan. For example, Picture at P1 will form part of tracking and planning. There were several updates regarding staff, as detailed in the report.

With regard to AA temporarily covering Miss Corr of Calderwood Lodge’s position, it is hoped that recruitment will be complete by the September weekend.

KF noted that the P7 trip to Semple Castle will be 17-19th May. There will be four groups for activities. Another week in June there will be a Leavers’ Disco, and potentially a movie day and water fight.

It was proposed that the P7 parents could discuss the P7 residential and relay comments via AR, if required.

5. Bikeability (AP)

There is no current update.

6. Gardening Club (AM)

AM gave an overview of the club, and explained how in the past the gardeners grew vegetables, harvested them and made a pot of soup. P1 are currently zoned in the garden area. The school and Mr Edgar have maintained the area. Grandparents may be interested in joining the club, and can pass details to AR.

7. Fundraising (MP)

Fundraising has mainly come from one-off donations for monthly theme days and hoodies. The one-off donation has been successful, and it is planned to request again this year. It was suggested that white board pens could be branded to sell. MP has samples of bobble hats that may be sold, and it was suggested that reflective badges could be added. Branded jogging bottoms are a possibility. MD suggested setting up a Shopify sales site.

The idea of a Car Boot sale will be investigated – no permission would be needed, it would be up to AA. Spring might be best time due to lighter evenings.

Christmas cards are being investigated as need to be done early in term. Various suggestions were made to counter the environmental impact of the cards. AC volunteered to investigate option of audio downloading.

Coda to minutes

Given that JTB had stood down at the AGM, the PC had a vacancy for a Joint Treasurer. However, nobody had volunteered. Following the AGM, a member of the parent forum, VC, volunteered to become Joint Treasurer. Given that VC is not yet a member of the PC, the matter was discussed among the PC Office Bearers, and it has been proposed that she be co-opted as a PC member. The PC members will be advised of this, and her election will be ratified at the next meeting.

Following the meeting, IT became a member and three, ANC, PC and RL, decided not to.

APPENDICES:

Appendix 1. Chairperson's Report

Appendix 2. Treasurers' Report

Appendix 3. Head Teacher's Report

Appendix 4. Agenda Items

Appendix 1. Chairperson's Report (AR)

The first Parent Council meeting of the session is also our Annual General Meeting. The AGM provides an opportunity to report back to the Parent Forum on the activities of the Parent Council over the past school year. We have reported regularly to the Parent Forum by way of newsletters and emails, but by way of overview:

The Past Year (August 2020-June 2021)

- **We established a brand new office bearers' team this time last year. We have tried to take a team based approach all year, sharing jobs and responsibilities. We set up a "What's App" group for the office bearers for swift decision making and a "What's App" group for the Parent Council, and tried to keep members involved and consulted as much as we can. Our Joint Secretaries, Nicola and Sinead and our Joint Treasurers' Ben and Jacqui have worked very effectively together;**
- **We have begun to collate a Parent Council handbook, which will hopefully be a useful guide to new office bearers in the future. Nicola also produced a bespoke data protection policy for the PC;**
- **We carved out a dedicated fundraising sub-team within the Parent Council, headed by Michela. We have had a busy year on the fundraising side, notwithstanding the absence of in-person school events. Around this time last year, we decided to seek a voluntary "one off donation" from parents towards PC funds. In exchange, we arranged monthly themed events for the children, including for Hallowe'en and Christmas and, of course, the very popular "Break the Rules day";**
- **With grateful thanks to Michela, we designed and commissioned the very popular school zippers/hoodies, which many of the children wear with pride;**
- **We have maintained and strengthened the relationship between the PC and the school staff. I speak weekly to Mrs Absolom, and relay queries or comments on behalf of parents. In turn. Mrs Absolom provides updates to me**

which are shared regularly with the PC or Parent Forum at large. Michela and Mrs Pinna also work very closely together on the fundraising side. Miss Flaherty has proved already to be a great support to the PC, including around the gardening club;

- We have built a very positive relationship with Canon Eddie and are very grateful for his attendance at our meetings and support in general to the PC, the children and the Parent Forum;
- With grateful thanks to Nicola, who has carried out the Comms role so efficiently, we have tried to keep the Parent Forum updated as regularly and as swiftly as we can, via the PC FB page, the class What's App groups, newsletters and emails. Nicola and Sinead have improved and updated the PC web pages on the school's website. We have published all key PC documents including the Constitution and publish Minutes of our meetings as quickly as we can;
- We have used the Covid restrictions as an opportunity to improve the way in which we collect donations. Jacqui and Ben have maintained meticulous accounting records. Jacqui set up a PC PayPal account and has set up effective and safe processes for online banking in respect of the PC account;
- As the Treasurers' report will detail, we have paid for a number of important items for the school and funded events for the children, including the P7s' fun night;
- Two members of the Parent Council were involved the recruitment of the deputy HT (the process in which Miss Flaherty was successful);

- **We worked with the PC of Calderwood Lodge to try to improve the operation of the shared car-park;**
- **We worked closely with the school when the decision was taken to introduce a further composite class to the school and relayed concerns about that decision to ERC, on behalf of the Parent Forum.**

Thanks to everyone for the support. It really has been a great team effort.

The Year Ahead

I am excited for the year ahead and the new freedoms it might bring. I look forward to the return of “in person” events, as soon as it is safe to have them. I look forward to working with the new office bearers, the continuing PC team and all of the new members we have welcomed tonight.

Anna Reid

25 August 2021

Appendix 2. Treasurers' Report (JTB, BC)

As a result of the ongoing pandemic, the Parent Council's fundraising activities have continued to take a different form from prior years including no face to face events. In this academic year, there was a separate fundraising team within the Parent Council who proactively adapted to the changing environment to come up with unique fundraising initiatives. This allowed the Parent Council to continue to support the school, the children and the wider school community despite limited fundraising opportunities.

We started the year with a cash book balance of £7,325.95. Net fundraising income was £5,257.28 whilst donations made totalled £5,248.46. This resulted in a closing bank balance of £7,334.77. The main fundraising initiatives were voluntary donations of £3,313.80, calendars of £822.26 and hoodies of £774.08. The main donations were play equipment of £2,839.15, Christmas related donation of £461.79 and Leavers related donations of £423.71. Full details of fundraising and donations are overleaf.

The accounts have been independently reviewed by the Co-Treasurer, Benjamin Clark and also by Jane Forrest. I would like to thank Jane for assisting with the independent review and Ben for his continued support as Co-Treasurer. Following this independent review, one clarifactory change has been made to donations previously reported. SCIAF donations (smartie tubes) were previously reported as £376.65. This has now been separately reported as £285.37 for Christmas selection boxes and £91.28 SCIAF donation.

I would also like to thank all those involved in organising the fundraising events and all who donate and continue to support the fundraising initiatives each year.

Reconciliation of fundraising initiatives

In line with interim updates provided throughout the year. The Treasurers would like to take the opportunity to thank the fundraising team in their administrative efforts in reconciling payments received to orders placed during the fundraising initiatives. As Treasurers, we would like to note that whilst every effort has been made to reflect these as accurately as possible, there may be minor discrepancies in allocation between the fundraising initiatives and voluntary donations. On a best efforts basis, treasurers have

based the allocation between initiatives on amount received through bank or PayPal which correlate to each initiative. The total income and expenditure remain accurate.

JTB

Appendix 3. Head Teacher's Report (AMA, KF, AP)

Another new year...

Health & Safety

We have once again returned to school ready to learn and are looking forward to another great year in St Clare's. A year we hope will feel a bit more like normal.

We are now operating a "warn and inform" approach as advised by Public Health. We are no longer responsible for instructing people to self-isolate, as all responsibility for this exercise now sits directly with Test and Protect. The impact we now have is that learners and staff may need to go for PCR testing more frequently.

An ERC risk assessment was completed this morning and our school risk assessment has been updated. We continue to follow the procedures we had in place before - rigorous hand washing, windows open in classes for good ventilation, children in their class zones in the playground and during lunch. We still have enhanced cleaning by the team.

Thank you as always to the Parent Forum for their continued support and kind words as we start our fifth school year. Please continue to wear masks at drop off and pick up, keep a 1m distance and please go straight home once you have collected your child from school. We must continue to follow the guidance and will

adapt our practice accordingly in line with national guidance. Proposed review at September weekend.

School Improvement Plan 21-22

2021-22 School Improvement Priorities
<ul style="list-style-type: none">· Engage in the West Partnership, whole school Improving our Classrooms model and continue to improve the collaborative climate of St Clare's· Improve our approach to self-evaluation and reflection at a class and school level
<ul style="list-style-type: none">· Reflect and create St Clare's refreshed Curriculum Narrative, in light of Recovery· Improve approaches to teaching and learning within targeted aspects of Literacy and English Language
<ul style="list-style-type: none">· As a Ladauto Si School, promote equality for all· Take a forensic whole school approach, in using data to raise attainment and achievement over time

Improving our Classrooms - whole school approach

Miss Veitch/ Miss Leyden/ Mrs McCluney completed this masters accredited learning last session.

Improving Our Classrooms (IOC) is a visionary Glasgow City Council Education Services initiative, which responded to the needs of its teachers and to *Teaching: Scotland's Future*. In September 2011, Glasgow City Council Education Services, in conjunction with ASPECT took the lead in Scotland in piloting CLPL that provided an intensive course, which encouraged depth of learning over an extended period for Primary Class Teachers. Improving our Classrooms recognised that teacher quality is the key to meeting the needs of learners in the 21st Century securing the ambition of *Curriculum for Excellence*.

Improving Our Classrooms is based on professional learning and that professional learning is required to support the important role of the class teacher in improving our classrooms more effectively than in the past.

Improving Our Classrooms is an excellent opportunity for class teachers to be part of a programme, which aims to create reflective staff, capable of very effectively teaching and improving outcomes for learners. Participation on the programme supports class teachers to appreciate that data informed self-evaluation is a vital tool in improving children's achievement and attainment and ensuring they meet their potential at school.

We have established a very strong collaborative ethos in St Clare's and I believe it is the perfect time to embark on this whole school project. We are the first school within ERC to participate in this so it is very exciting as well as a significant commitment from everyone.

Staffing

We welcome new teachers to St Clare's. Miss Gartshore, Mrs Margiotta, Miss Walker are with us for the year. Miss Igoe is with us permanently. Miss McLay and Mrs Conway are with us until March 22 and will be targeting support within St Clare's.

We congratulate Miss Morgan who got married during the summer and is now Mrs Morgan- Smith.

Further good news; Mrs McCluney shared with us that she is expecting her first child in February 22 and as always, a strong transition will take place with the covering class teacher when Mrs Mc Cluney's maternity leave commences.

Mrs Gardner is due in four weeks and we will share the news when baby arrives.

We have 14 classes with a current school roll of 382. Once again we welcomed many new families to St Clare's and I know that the Parent

Forum will do all they can to make them quickly feel part of our St Clare's Family.

PSA's - Mrs Cooper and Mrs Gauld remain with us. We have allocated money from PEF, which will extend our team of Pupil Support Assistants: Mrs Mercer, Mrs Spiteri and Mrs Kausar.

My role as Head Teacher of both schools is an interim arrangement. It will commence from Monday 30th September 21. The Department will now advertise internally across the Authority for an Acting Head who will be in post until Miss Corr returns. Understandably, this process will take a few weeks.

P7 Activity Week

Due to the successful experience, our P7 children had last session and the current climate around insurance and holidays, we felt it was better to be pro-active and book early. Therefore, we have provisionally booked three-day trips on 17th, 18th and 19th May at Castle Semple.

At Castle Semple the land activities are Team games, orienteering (site) orienteering (forest), mountain biking, water activities Kayaking, Canoeing, bell boating, and raft building.

The company can make a more detailed plan for groups of 10 daily generally doing a dry/wet activity each day. Overall approx. cost for three days, £130 per child.

We would also plan to give the children another week in June where they will have their Leaver's Disco celebration and plan with their teacher different activities - movie day/water fight/visit to the local park/beach day etc.

Lockerbie Manor is also provisionally booked for the 16th May in the manor house accommodation

Approx. £450 per child, which may be non-refundable. We are also waiting for further information from the Authority about accessibility to the range of outdoors centres we can use. We would be interested to hear parent views before we make a final decision.

Learning for Sustainability – Mrs Pinna, Parent Council Update

Global Goals

During Term 1, IDL topics will focus on key Goals 13, 14 & 15 (P1-3) and 4, 13, 14 & 15 (P4-7), which are the Global Goals COP26 is focusing on. As well as this, throughout the course of the year, NCCT teachers will deliver mini topics based on Goals 2, 3, 6, 7 & 12 and through Assembly, the Senior Leadership Team will focus on Goals 1, 5, 8, 9, 10 & 11. This means that over the course of the year, our learners will undertake a variety of learning experiences covering all 17 Global Goals.

Climate Action Week

W/c 13th September, St Clare's will be participating in Scotland's Climate Week! During this dedicated week, learners will be involved in a variety of activities focused on taking action against climate change.

Events/Moving towards:

- COP26
- Laudato Si
- School Garden
- Learning for Sustainability
- Rights Respecting Schools – going for Gold!

Anne Marie Absolom

Appendix 4 – Agenda Items

AGM

St. Clare's Parent Council

25th August 2021, 7pm

Time	Item	Owner
7:00pm	Welcome	Anna Reid
	Prayer	Canon Eddie Cameron
7:05pm	Election of new office bearers	Anna Reid
7:10pm	Chairperson's Report	Anna Reid

7:20pm Treasurers' Report JTB/Benjamin Clark

7:25pm Head Teacher's Report Mrs. Absolom & SLT

7:35pm Bikeability Update Mrs. Pinna

7:40pm Gardening Club Update Audrey Martin

7:45pm P7 Residential Trip Audrey Martin

7:50pm Fundraising Discussion Michela Pagliocca

7:55pm AOB
