

Minutes of St Clare's Parent Council Meeting

Wednesday, November 10th 2021

Virtual Meeting via Microsoft Teams

Attendees:

- 1. Anna Reid (AR)**
- 2. Nicola Steel (NS)**
- 3. SCM**
- 4. Vanessa**
- 5. Heather Ferry (HF)**
- 6. Mark Sheridan (MS)**
- 7. Audrey Martin (AM)**
- 8. Elizabeth McHaffie (EMH)**
- 9. Suhas Mirta (SM)**
- 10. JTB**
- 11. Michela Pagliocca (MP)**
- 12. Romana Ahmed (RA)**
- 13. Nadia Capuano (NC)**
- 14. Gemma Doyle (GD)**
- 15. Ben Clark (BC)**
- 16. Colette McGonigle (CMG)**
- 17. Lorena Conetta (LC)**
- 18. Cheryl Lamont (CL)**
- 19. Louise Mulholland (LM)**
- 20. Claire Dunn (CD)**
- 21. Isabel Caicedo Arbeláez (ICA)**
- 22. Louisa Inglis (LI)**
- 23. Lesley Comerford (LC)**
- 24. Mrs Absolom, Head Teacher (AA)**
- 25. Miss Flaherty – Depute Head Teacher (KF)**
- 26. Mrs Pinna – Principal Teacher (AP)**

1. Welcome - Anna Reid, Chairperson & Prayer – Mark Sheridan

AR welcomed all participants.

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

AR referred to her report and gave a quick overview. She thanked everyone for entering into the spirit with fundraising, PJ Day, especially the teachers.

The voluntary donation has been reintroduced as it worked well, and AR expressed thanks to all who had donated.

AR thanked JTB for her hard work as co-Treasurer. Vanessa Clinton has joined as Co-Treasurer, and has been assumed as a PC member, having not been at the AGM. SM seconded.

AR referred to the Education Reform Review.

MS and AR will attend the Diocesan meeting next week and will update afterwards.

3. Secretaries' Report CL/SCM

SCM noted the Code of Conduct that has been sent to all PC members for acknowledgement - she requested that those who have not replied could do so as soon as possible.

EasyFundraising continues to produce an income stream and there will be an increase in advertising of this ahead of the Christmas buying period.

4. Update on Educational Reform Review SM

SM updated after attending the meeting. The Council shared its vision for the Curriculum for Excellence, and wished to discuss whether we agree with the vision and our thoughts. After the initial talk, they were sent into different rooms on Teams. SM will collate his notes and share. There was discussion of replacing the SQA and reforming Education Scotland. SM asked if Education Scotland have visited, and SLT advised that they have, but it was not a formal inspection. Inspections used to be every seven years. HMI can come whenever they like, but parents would be advised and engaged via focus groups.

Funding is becoming an issue, so other avenues are being investigated. Residents may be charged in some areas, such as brown bin charge. A key area is supporting vulnerable children especially after Covid.

5. Fundraising MP, SCM

More orders have been placed for hoodies, and orders have trickled in for the jogging bottoms and hats. A stall may be placed at the school.

The monthly dress as you please days will continue, and dates are being reviewed.

There was discussion of a car boot sale, that would work well as outdoors.

Lost property was discussed, and CL will organise, via office, to put a rack at the school door.

SCM advised that over £500 commission had been raised via Christmas product sales.

6. Treasurers' Report (see Appendix 2) BC, VC

There have been some fundraising initiatives since the last meeting - voluntary donations, Dress as you please and clothing orders.

Donations were made for seed balls, outdoor play, snacks for Hallowe'en parties and the Hardship Fund.

See detailed report in Appendix 2.

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

The teachers were involved in Education Reform, in response to the OECD report.

A review of the area is in process, and residents may receive contact.

The leadership teams are working together across the two schools, and there will be an event at the week-end.

The P7 trip has been booked. Costs have increased due to the pandemic. Other schools booked earlier so saved money. St. Clare's prefer to book for May. P6 parents will be given heads up.

Reminders have been sent to MCHS regarding the car park as well as Ruth Adams at ERC. AM noted that ERC should be looking at it like the air quality. CMG suggested a good faith car sticker. AA has emailed Stewart and will relay response to AR.

P1 Nativity will take place on Google Classroom. P2-7 will perform carols, intertwining the Christmas story through song and scripture. Singing is allowed presently.

AP addressed the questionnaire sent to parents. There were 160 replies (roll is currently 385) - see appendix for details.

Face-to-face meetings will not be done at the moment, following Scottish Government Guidelines given the duty of care to staff.

KF address ASN and promotion of positive behaviour. There had been a support group but the school cannot host at present. There will be promotion for accessing wider support groups online and nationally. The anti-bullying policy is on the website. Monitoring of the playground will continue.

AM advised of the advice line via her work in Occupational Health - Healthy Minds website.

AP updated on faith formation and sacraments. There will be a mass on November 21st at 10am at St. Cadoc's Church, where children should wear school uniform. Canon Eddie comes in to school on Mondays.

Donations can be made via ParentPay for the Double the Love campaign, and there will be collections for the food bank.

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)

Welcome everyone to our second Parent Council meeting of the school session.

The Parent Council have been busy since the AGM in August, with the following –

1. I continue to have weekly calls with Mrs Absolom, in which I relay views and queries from the parent forum and receive information as to matters from the school, relevant to parents, which is passed back, as appropriate.
2. The fundraising team of the PC have established a programme of monthly themed days. So far, we have had a day for climate action week and Hallowe'en and we have pyjama day and

Christmas day yet to come this year. Thanks as ever to Mrs Absolom and staff for embracing these days and joining in by dressing up.

3. Following the success of last year's initiative, we have asked the parent forum again to consider making a one off voluntary donation to PC funds in exchange for the various monthly themed days throughout the school year. I would like to record my thanks to parents and families for their donations, and to those who choose to make monthly transfers to meet the cost of the themed days.
4. Michela and team have introduced St Clare's themed joggers and hats and Sinead has us all organised for Christmas, with the children submitting their artwork for Christmas cards through Cauliflower cards.
5. We continue to participate in the ERC Parent Council chairs meetings network and Suhas will update later in the meeting in respect of the meeting he attended on 3 November 2021 on behalf of the Parent Council to discuss the Education Reform Review.

We have been invited to and shall attend the diocesan parent forum meeting at St Mirren's Cathedral on Tuesday 16 November 2021 on behalf of St Clare's. We have submitted questions in advance from the parent forum on relevant issues. A note of the meeting shall be prepared afterwards.

Since the PC's AGM of August, parent Vanessa Clinton has come forward to volunteer as co-treasurer alongside Ben, to replace JTB. Vanessa has been assumed by us as a PC member and as co-treasurer. [I proposed that this take effect retrospectively; and it was seconded]. I would like to record my thanks to JTB for her outstanding efforts and hard work as co-treasurer since August 2020.

We are hoping to return to in-person events and meetings soon, as Covid rules allow. Sadly, there will be no in school Christmas Fayre, but we are making plans for in person events in the New Year and looking forward to seeing you all then.

Anna Reid

10 November 2021

Appendix 2. Treasurers' Report (BC, VC)

We have had two fundraising initiatives since our last meeting; Voluntary donations/dress as please and clothing orders.

- Voluntary donations received to date totalling £2,878.64 (4.3% down on LY)
- Hoodies sales have generated income of £1019 less expenditure £768.52 generating currently £250.48 funds raised
- Bobble Hats have generated income of £192 to date less expenditure £781.50 generating a current loss of £589.50(advance full purchase required for all 150 Hats).
- Joggers have generated income of £267 to date less expenditure £1011.50 generating current loss of £744.50. (Expenditure of Joggers has come out after this report was generated but included for completeness
 - Please note if all joggers sold at £16 the maximum raised funds would be £348.5.
 - Please note is all Bobble Hats are sold the net funds raised would be £418.50
- Easy Fundraising £19.80 (separate initiative set up LY)

We have made the following donations/payments:

- Seedball - £12
- Outdoor play – a request has been made
 - HOPE education - £726.90 - invoice to follow (order placed 22/9)
 - CONSORTIUM - £677.60 - invoice to follow (order placed 22/9)
- Snacks for Halloween – invoice to follow (LY £233)
- Hardship fund - £450 - invoice to follow

The bank balance as at 1 November 2021 is £10,149.19 which includes any outstanding cheques, online banking payments awaiting second authorisation and excludes outstanding hoodies sales revenue and amount to be paid to supplier. Once these are taken into account, the **projected bank balance is £7,050.19.** (this takes into account: Hardship fund £450, approximation of Snacks for Halloween £233 , Joggers invoice paid after the 1st November £10,11.50 and Outdoor play (HOPE education £726.90 and Consortium £677.60 invoices to follow for all of these)).

Reconciliation of fundraising initiatives

In line with interim updates provided throughout last year and continuing into this 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.

Benjamin Clark and Vanessa Clinton

St Clare's Primary School Parent Council Treasurer Report Academic Year 21/22				
Time Period: 10th August to 1st November 2021				
Balance Summary				
Cash Book balance brought forward from August 2021	£		7,334.77	
Add: Income from Fundraising Events and Donations	£		2,814.42	
Less: Donations Made to School	£		-	
Balance per bank statement as at 31/10/2021	£		10,149.19	
Fundraising	Income	Expenditure	Net Funds raised	
Voluntary donations	£ 2,710.00	£ -	£	2,710.00
Dress as you please	£ 169.00	£ 0.36	£	168.64
Seedball	£ -	£ 12.00	£	12.00
Sum of Joggers	£ 267.00	£ -	£	267.00
Sum of Bobble Hats	£ 192.00	£ 781.50	£	589.50
Easy Fundraising	£ 19.80	£ -	£	19.80
Hoodies	£ 1,019.00	£ 768.52	£	250.48
	£ 4,376.80	£ 1.34	£	2,814.42
Total Income per accounts	£ 2,814.42			
Donations				
P7 Trip donations	£ -	(£450 to be accounted for)		
Outdoor Play		(1404.50 anticipated spend)		
	£ -			
Snacks for Halloween		value still to be accounted for		

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

The Leadership Teams and staff in both schools continue to work together to ensure the success of our Campus. Both schools continue to progress through the priorities they have set out, to continue to deliver high quality learning experiences for all of the children. The interim arrangement of Acting Head Teacher remains in place at this time.

Health & Safety

P7 Residential is now booked. The cost is more this year, compared to two years ago due to the impact of the pandemic and this is outwith our control. Buses are one third more expensive now. Other schools go earlier in the P7 year. Historically, St Clare's has gone in May because we believe this is the best time for the children to go and have something special to look forward to and really benefit from the experience. ERC will carry out a tender exercise for all of the outdoor centres that it uses and we now need to wait until this is complete prior to making any further bookings. As soon as we have this information, we will use it to make a booking and inform our current P6 parents so that this may spread the cost of payments.

Car Park

We continue to send out emails and include reminders in the newsletter to all parents in our Campus. The previous email was also shared with the Head Teacher of Mearns Castle and he stated he would share this with his parents, although, he also highlighted he had received similar correspondence from his parent forum about the same issue. I once again contacted the Authority who confirmed that the car park was designed for the primary schools and family centre, not for use by MCHS. However, as you will recognise, monitoring this can be incredibly challenging. Mr Edgar does his very best to manage and challenge different users but these situations can become very confrontational and not a position I would wish to put any member of staff in. We will continue to urge all parents and carers to be responsible for their actions and show kindness and care to others when using the car park. We welcome the PC support with this matter.

Health and Safety - Recent Guidance

In line with guidance, from the Scottish Government once again it will not be possible for parents and families to attend school during the festive period in the usual manner. The children and teachers in Primary 1 will be involved in planning and presenting their own Nativity as part of their P1 experience. This will be shared with families through Google Classroom.

The teachers and children in P2 to P7 will be performing carols. Every class will perform a Christmas Carol with the Nativity story intertwined through song and scripture. The performances will be filmed by each class and combined to create our very own performance entitled "Carols from St Clare's. It will be shared and available to watch on Google Classroom. We will let parents know when the performance will go live.

I would like to thank the staff for their innovative ideas and creativity in these challenging times. They continue to be thoughtful and responsive to ensure that we make memories, which last a lifetime. A blessing this year is that the children will be able to sing!

One positive change in the guidance is that parents can spectate at outdoor events so fingers crossed this continues and we can actually look forward to our annual Welly Walk during Mental Health Week in February and Sport's Day in June. Within the school, we continue to have all mitigations in place. In open areas, staff continue to wear masks and must adhere to social distancing measures. Consequently, as per our Risk Assessment the Art Area and Science Room are being used by staff in order to support this. We continue to encourage classes not to mix indoors although there is greater mixing now in the playground as that is permitted. I have another visit from ERC to review our risk Assessment on Tuesday 16th November.

I know we are moving forward but the virus is still there and so it is important that we remain vigilant and mindful of the guidance to ensure our staff and learners remain as safe as possible.

Improving our Classrooms – whole school approach

The teachers and SLT continue to work very hard in not only the day-to-day planning, teaching and assessing of learners' experiences but continue to reflect and improve through their professional learning. Over the past fortnight the SLT have visited all of the classes to complete learning observations linked to Numeracy & Mathematics. This is part of our quality assurance process and helps us highlight highly effective practice and identify areas where we can continue to improve. We are very fortunate to have a wonderful team of practitioners in St Clare's who strive to do their very best every day for their learners. We are also fortunate to have brilliant children who are eager to learn. Our commitment to the IOC is helping us to achieve this.

Parental Feedback

To comply with government and authority guidelines, we held our first 'virtual' Parents' Nights during w/c 4th October 2021. We used 'schoolcloud, which is video calling software and has been used by various schools within the authority. After Parents' Night, as part of our continued self-evaluation, we sent out a Microsoft Form questionnaire, seeking feedback from parents/carers. We received 160 replies from a school roll of 385, however there were a few submissions that covered more than one child.

The results of the questionnaire are as follows:

How would you rate your experience of using the Parents' Night video calling system?

Result: 4.08/5

Which Parents' Night format would be your preference?

Results:

In person meeting at school: 61%

Video Call: 28%

Telephone Call: 11%

I was informed of my child's progress.

Result: 4.78/5

I was informed of my child's next steps.

Result: 4.54/5

The class teacher knows my child well.

Result: 4.60/5

I know how I can help my child with their learning.

Result: 4.55/5

The school supports my child's emotional wellbeing.

Result: 4.66/5

I found the Parents' Night meeting useful.

Result: 4.59/5

Overall, we are very pleased with this feedback and the results have been shared with parents/carers in the November Newsletter.

Promoting Positive Behaviour in St Clare's

We follow St Clare's Positive Behaviour Policy, which can be found on the school website and is reviewed periodically. It provides a full overview of this school policy.

In accordance, at times, we may record a concern using one of our school forms to let staff in the playground/ teachers become aware of a situation. This ensures additional supports, actions can be implemented (where necessary) to minimise any future issues. The JLT and P7 prefects will be working with me to review and update our policy if required as an umbrella of Pupil Voice within St Clare's.

ASN

Could the ASN parent/carer support group re-start? Could there be some educational promotion throughout the school regarding ASN given the significant proportion of the school roll with ASN?

We are keen to promote and support our parents/carers in accessing the wide variety of support groups, online resources. The school previously had an ASN parent/carer support group and although the school would not be able to host this, parent/carers are of course free to pursue this if they wish. The school offers continued direct support to parent/carers through our staged intervention support for pupils and individualised support through Joint support team.

We are also keen to promote the many parental support groups available both within the council and nationally. A comprehensive list of these can be found

<https://www.eastrenfrewshire.gov.uk/article/2573/Family-First-information-resource>.

Reflecting on this particular question- we think it would be a good idea to develop an information section on school website to promote and share parent information resources.

We have also discussed providing parental workshops for parents on an annual basis-e.g. with tips on supporting children with e.g. dyslexia. Moving forward, this is something we would look to implement.

Visit from Bishop John and the Chief Rabbi

Both visited on Monday 1st November. They met each other in the Hub area and then they visited the classes in their respective schools. It was wonderful to see Bishop John again. Following the visit Mr Robson and I met with them to talk about our schools and the success we have experienced as a Joint Faith Campus over the past four years. It reminded me how fortunate we are to have such a wonderful state of the art facility and success we have had in creating our school - St Clare's.

Faith Formation

- Preparing for Sacraments
 - Canon Eddie sent a letter out last week
- Pope Francis Faith Award underway
 - Children helping out at Mass as part of their Parish Commendation
- Interfaith Week this week
 - Learners sharing their faith and culture
- Catholic Education Week w/c 22nd Nov
 - Theme is Celebrating & Worshipping this year
 - Various activities throughout the week, from SCES
- Catholic Education Week Mass at St Cadoc's on Sun 21st Nov at 10am
 - Children participating in Mass; Liturgy and Offertory
 - All welcome
 - Children should wear school uniform
- Canon Eddie has been visiting St Clare's most Monday's and has worked with P7, P6/7 and P6 on Reconciliation and Confession. He will work with both Primary 5 classes on Monday
- Canon Eddie will then move on to a Service of Remembrance then Advent in P7, P6/7 and P6
- In the New Year, Canon Eddie will work further down the school, spending time with the First Holy Communicants and our infant classes
- Christmas Shows
 - P2-7 will be performing 'Carols from St Clare's'
 - P1 will be performing 'A miracle in Town'
 - Donations will go to Mary's Meals 'Double the Love' campaign
- Throughout the month of the month of November, we will be collecting donations for the local foodbank. Further details can be found in the November Newsletter, which is on our website

Appendix 4 – Agenda Items

AGENDA

St Clare's Parent Council

10th November 2021, 7pm

Time	Item	Owner
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7:00pm	Welcome Prayer	Anna Mark
7:05pm	Chairperson's Report	Anna
7:15pm	Secretary's Report	Cheryl/Sinéad
7:20pm	Treasurer's Report	Ben/Vanessa
7:25pm	Update on Educational Reform Review	Suhas
7:30pm	Fundraising Update	Michela
7:35pm	Head Teacher's Report	Anne Marie
7:50pm	AOB	
