

Minutes of St Clare's Parent Council Meeting

Wednesday, May 11th 2022

Meeting in person at St. Clare's PS and virtually via Microsoft Teams

Attendees:

1. Anna Reid (AR)
2. Cheryl Lamont (CL)
3. Nicola Steel (NS)
4. SCM
5. JTB
6. Michela Pagliocca (MP)
7. Nadia Capuano (NC)
8. Audrey Martin (AM)
9. Heather Ferry (HF)
10. Claire Dunn (CD)
11. Louisa Inglis (LI)
12. Jean-Marc Chabrut (JMC)
13. Caroline Cockbain (CC)
14. Gemma Doyle (GD)
15. Nadia Capuano (NC)
16. Vanessa Clinton (VC)
17. Ben Clark (BC)
18. Elizabeth McHaffie (EMH)
19. Isabel Caicedo Arbeláez (ICA)
20. Mrs Absolom, Head Teacher (AA)
21. Miss Flaherty – Depute Head Teacher (KF)
22. Mrs Kavanagh (CK)

Apologies:

1. Canon Eddie Cameron
2. Mark Sheridan
3. Marguerite Ferrier
4. Romana Ahmed
5. Suhas Mirta
6. Stephanie Ford
7. Collette McGonnigle
8. KB
9. Mrs Pinna (AP)

1. Welcome & Prayer - Anna Reid, Chairperson

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

AR welcomed all participants, and noted how nice it was to be back in person, for some of the group.

AR noted the success of the Ladies' Social afternoon, and how good it was to meet other parents.

The monthly theme days will continue. Funds have been provided for the Hardship Fund for Lockerbie and new equipment for the children. In the coming weeks the PC will provide funds for Leavers' events and ties.

The volunteering form has provided a good indication of numbers of people required to run an event like the summer fayre.

AR noted how lovely the First Holy Communions were, and noted Canon Eddie's expression of thanks to the school.

AR noted that this is a useful time to reflect on the positives and negatives of recent years. Covid has been extremely challenges, but some positive changes have resulted within the PC processes, such as the move to online payments. Furthermore, we will continue with voluntary donations. However, if anyone has opinions on what has worked and what has not, they are encouraged to get in touch.

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

BC summarised the Treasurers' report, and noted that the purchase of the shed will be delayed until after the summer fayre to assist with cashflow. AR noted the few responses to an email requesting views on the large financial expense of the purchase of the shed, so proposed a show of hands to indicate support. All supported.

4. Fundraising Update (MP)

MP noted that there will be marketing of hoodies etc. at induction days.
A family night with Calderwood Lodge in the future was suggested.

The Summer Fayre was discussed – 40 tickets had been sold at the point of the meeting. An invitation will be sent to Calderwood Lodge School and Nursery parent forums.

It was proposed that a gift should be given to the organist, singer and violinist for the First Holy Communions. VC asked for a heads up re costs of same.

5. Gardening Club Update (AM)

Volunteers have dwindled so AM and SMC discussed a push for new members through WhatsApp groups. AM suggested new volunteers might be encouraged to sign up at the Summer Fayre. It is hoped that a team of parent/grandparent helpers could be expanded.

The school will continue to prepare for gardening awards.

The Food for Thought fund application process will open on 18th May so AM and SMC will discuss.

6. Head Teacher's Report (see Appendix 3) AA, KF, CK

The SLT has been discussing the uniform with the children. There is a conscious effort to keep the uniform affordable, and recycling is to be encouraged. SMC will highlight the Facebook page to encourage new joiners.

AA noted the continued pressure on the school budget, a further £46k of savings must be found, £11k more than last year. The roll count is currently 392, and will be 407 in August 2022 (maximum is 440).

CK had been at Calderwood School, but will return with Miss Corr starting as new HT.

Inductions will be on 26/5 and 9/6. AA wondered if a member of the PC would be able to attend. KF will send the Induction letter to AR.

There will be a Family & Friends of St. Clare's form for people to volunteer – a chess club and tennis were suggested.

The school is hoping to use the foyer more going forward.

AM suggested a Reading Dog for children who struggle with reading. LI noted a member of staff at Hazeldene Nursery has introduced his dog so might be a good point of contact.

CK noted the form sent out regarding the carpark had 100 responses and that there will be a meeting with regeneration officers. There was a request in the newsletter for parent forum volunteers to attend the meeting. SMC will highlight this request in WhatsApp groups.

HF suggested that the Police should fine those parking on the double yellow lines at the exit of school. It was noted that cones could be placed along them alternatively.

The P6 teachers will be in touch with parents regarding God's Loving Plan.

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)

St Clare's Parent Council

Chairperson's Report

Meeting of Wednesday 11 May 2022 at 7pm – hybrid, mixture of in school and by MS Teams

Welcome everyone to final Parent Council meeting of the school session. It is so nice to have some of us meeting back in person.

Overview of activities since last meeting

- PC Ladies Social event on Sunday 24 April. Over 70 ladies attended, from all school years. We were so pleased to see a number of newer parents and hope that everyone felt welcome.
- We have supported the school with equipment for the P2 area and the hardship fund for the P7s Lockerbie trip.
- We have continued to run monthly themed days.
- Looking ahead to the end of term, we have the Summer Fayre on 11 June 2022 and thanks to everyone who is assisting with its planning and with volunteering on the day.
- We shall also assist with the P7 leavers' night and with school ties for our leavers.

First Holy Communions

Last Saturday, children in Primary 4 made their First Holy Communions. It was a truly special day and the children and parents were touched to see so many of the staff at the Communions. Thank you to Canon Eddie, in his absence for all the support he continues to provide to our school and to our children. The Primary 7s will make their Confirmations next month, and I am sure we have an equally special time.

Time for reflections

This meeting marks almost 2 years in post for me as Chair. It has been a strange time, with most of this 2 year period coinciding with Covid. The office bearer team has changed throughout that process, with Jacqui, Nicola and Romana having stepped down, and Sinéad, Cheryl and Heather coming in. Michela, on the fundraising team, has joined this core group too. What hasn't changed is the support and collaboration within this core group. We have taken a real team approach of the past 2 years and have achieved a lot, only by being able to work together.

Candid views sought!

I would like each of you to consider and feedback candidly on what has worked well over the past 2 years and what should be rolled forward into the next period of the Parent Council, with 3 new office bearers after the AGM. For example, positives for me have been:

- Voluntary donations initiative;
- Monthly themed days;
- Trying to go “cash list” as far as possible with direct payments into the PC account;
- Efficient network of Class Reps with ability to disseminate updates quickly through What’s App;
- Active and engaged What’s App groups for the office bearers, Parent Council and fundraising sub-group;
- Regular PC newsletters, with updates;
- St Clare’s hoodies and joggers and a slick ordering system, all thanks to Michela;
- Increasing the PC presence on the St Clare’s website and a swifter process for approval of Minutes to try to keep the information more current.

The only negative is that it continues to be tricky to recruit parents into office bearer roles, and it can be hard to get volunteers for events, though Cheryl’s online volunteers’ form has been revolutionary. We need to think about how we reinforce the message that the Parent Council and all its initiatives only are possible if parents become involved.

I would love to hear whether you think anything else has worked well, and crucially, what might not have worked so well.

Looking forward to next school year

My aim is to have a finalised handbook in place for the new Chair starting, which will give a detailed overview of what the Parent Council does.

We have already been in discussion with the school to fix some key dates for the next school year, including a proposed family night, discos, Christmas and Summer fayres.

Thank you!

Finally, thanks, as ever, to Mrs Absolom and team, for their professionalism, dedication and support and for enabling such a positive collaboration with the Parent Council.

Anna Reid

11 May 2022

Appendix 2 Treasurers' Report (BC, VC)

Treasurer's Report

We continue to fundraise since our last meeting; Voluntary donations/dress as please and clothing orders.

- Voluntary donations received to date remain the same as last period totalling £3,390.64 (2.3% up on LY)
- Clothing orders have generated sales of £319 this period.
 - Hoodies sales for this period have generated income of £200 with no expenditure this period therefore generating £200 funds raised. (Profit YTD £1,038.88)
 - Bobble Hats have generated income of £16 this period (Total YTD sales of £437) less expenditure £781.50 generating a current loss of £344.50 (advance full purchase required for all 150 Hats)
 - If we sell all remaining hats ~84 left would generate a further £672 and result in a profit of ~£343
 - Joggers have generated income of £103 this period (YTD £831) with no expenditure this period generating current income of £103. Total expenditure YTD is £1,416.10. YTD net loss of -£585.10
- Easy Fundraising this period £59.65 and YTD £109.64 (separate initiative set up LY)
- Dress as you please raised £180. (total down £105 vs last period)
- Ladies Night generated ticket sales of £1,595 minus expenses generated £1,199.39 with a net income of £395.61.

We have made the following donations/payments:

- Acrylic Pens - £321.32 (noted in last report and now cleared)
- Hardship fund - £450 - invoice to follow (this has now been requested and will appear in the accounting reports next period)
- Donations/payments made but not accounted for in this period
 - Kaplan blocks x2 - £194.16
 - Card readers for summer Fayre and future events x5 - £149.95
 - Shed – ground works and Shed cost is £4,880.74
- Upcoming expected costs to be confirmed and approved
 - P7 Leavers cost including school ties – c£281
 - Summer Fayre banner and supplier costs £TBC and approved

The bank balance as at 30th April 2022 is £9,209.34 which includes any outstanding cheques, online banking payments awaiting second authorisation and excludes outstanding clothing sales revenue. Once these are taken into account, the **projected bank balance to date is £8,415.23** (this takes into account the allocated: Hardship fund, Kaplan block and card readers). (Projected bank balance with Shed costs is £3,534.49)

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

Current Period: 01st April 2022 to 30th April 2022

St Clare's Primary School Parent Council Treasurer Report Academic Year 21/22
Time Period: 31st January 2022 to 30th April 2022

Balance Summary

Cash Book balance brought forward from 31st January 22	£	8,721.40
Add: Income from Fundraising Events and Donations	£	809.26
Less: Donations Made to School	£	321.32
Balance per bank statement as at 30/04/22	£	9,209.34

Fundraising	Income	Expenditure	Net Funds raised
Ladies Night	£ 1,595.00	£ 1,199.39	£ 395.61
Dress as you please	£ 180.00	£ -	£ 180.00
Cauliflower Remittance	£ -	£ -	£ -
Sum of Joggers	£ 103.00	£ -	£ 103.00
Sum of Bobble Hats	£ 16.00	£ -	£ 16.00
Easy Fundraising	£ 59.65	£ -	£ 59.65
Paypal to be transferred from account			-£ 145.00
Hoodies	£ 200.00	£ -	£ 200.00
	£ 2,153.65	£ 1,199.39	£ 809.26
Total Income per accounts	£ 809.26		

Donations/ Costs

Arcylic pens	-£ 321.32	
P7 Trip donations	£ -	(£450 to be accounted for)
Kaplan blocks	£ -	(£194.16 to be accounted for)
Card readers	£ -	(£149.95 to be accounted for)
	-£	321.32

Previous Period 1st November 2021 to 31st January 2022

St Clare's Primary School Parent Council Treasurer Report Academic Year 21/22
Time Period: 1st November 2021 to 31st January 2022

Balance Summary

Cash Book balance brought forward from 1st November	£	10,149.19
Add: Income from Fundraising Events and Donations	£	1,102.59
Less: Donations Made to School	£	2,530.38
Balance per bank statement as at 31/01/2022	£	8,721.40

Fundraising	Income	Expenditure	Net Funds raised
Voluntary donations	£ 512.00	£ -	£ 512.00
Dress as you please	£ 295.00	£ -	£ 295.00
Cauliflower Remittance	£ 507.10	£ -	£ 507.10
Sum of Joggers	£ 461.00	£ 1,416.10	£ -955.10
Sum of Bobble Hats	£ 229.00	£ -	£ 229.00
Easy Fundraising	£ 30.19	£ -	£ 30.19
Paypal to be transferred from account			£ -104.00
Hoodies	£ 1,143.00	£ 554.60	£ 588.40
	£ 3,177.29	£ 1,970.70	£ 1,102.59
Total Income per accounts	£ 1,102.59		

Donations

P7 Trip donations £ - (£450 to be accounted for)

Outdoor Play -£ 1,404.50

-£ 1,404.50

Snacks for Halloween -£ 277.52
 Foyer Dec -£ 137.17
 PC Santa Choc -£ 346.49
 Snacks For Christmas -£ 327.72
 Miscellaneous (Mr Edgar gift) -£ 36.98

-£ 1,125.88

Total donations per accounts -£ 2,530.38

Previous Period 10th August to 1st November 2021

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 anticapted spend)

£ -

Snacks for Halloween value still to be accounted for

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

Parent Council

Wednesday 11th May 2022

St Clare's Primary School Hybrid Model - Teams and In-person

Head Teacher's Report

Anne Marie Absolom

Thank you to the office bearers who have served on the Parent Council over the past two years and who are now stepping down. We have lived and worked through exceptional times and we are so grateful for the inordinate amount of time, energy and support we have received from the Parent Council body and all associated with our St Clare's Family. Thank you.

Dressing for Excellence - St Clare's Uniform Policy Consultation

I have met with a cohort of learners from P3 to P7 to discuss their thoughts about our uniform which will lead to the formulation of our own school policy. Flip charts shared with PC and PC members invited to add their views.

Staffing and Budget

Schools are required to make annual managed savings every year.

Next session, we must make a saving of £46,800, which is an £11,400 increase from last year.

We are fortunate to have such a modern, state of the art facility and it is important to ensure we are always mindful of this.

In liaison with my Business Support Manager, we have identified how we will make these savings using money we have been able to carry over from previous years and from our Replacement Teacher Budget. Consequently, this year we will be employing a temporary teacher for the year and we will also be required to utilise the budget allocation from the lowest 20% staffing in order to meet our savings for this year. Mrs Gardner will return part - time in August and this will also be used as part of the savings process. Next session 23-24, we will no longer have reserves but will still be expected to make our savings and as a school we will have to be mindful of all future spends. Significant costs are outlay for buses, whilst trying to balance this with managing the cost of the school day for our families.

School Roll: May 2021 - 392

Predicted - August 2022 407

St Clare's has continued to build a strong reputation within the local community and beyond. Families are attracted to the area and new houses continue to be built within

our catchment. ERC Admissions Department manage and oversee this process and inform schools of numbers and the staffing allocation is formed based on this. The school then has to classify classes accordingly. Therefore, in session August 22-23, we will have 14 classes.

Three classes at P1 and at every other stage from P2 to P7.

PEF – Pupil Equity Funding

As schools we are required to involve our parents in this process and we can use our PC meeting as an opportunity to discuss this. We are expected to produce and provide a report through our annual Standards and Quality Report, which is then shared with Scottish Government.

St Clare's allocation is £29,400.

Based on the learning we have gained as a school through being involved in the Improving Our Classrooms whole school model, we felt that it would be valuable this year, to appoint a PEF Principal Teacher. (Approx. £12,000) The role would have additional leadership responsibility and also contribute to targeted support across the school which would help to create a more sustainable model, moving forward. Next session the main focus would be Numeracy and the implementation of the SEAL intervention programme with identified groups of learners. Approx. £2000 to purchase learning materials linked to SEAL.

Another part of the funding (£12,000) would be to increase the workforce of our PSA's to work with the DHT and the PEF PT. Finally £3,400 through a Participatory Budget process to revisit and revamp our main entrance to create a Family Learning space which will link in with our school garden.

P1 Induction – Katrina Flaherty

P1 Inductions Thursday 26th May 2022 and Thursday 9th June 2022 1.45pm till 2.30pm. We have made initial contact with parents and Miss Flaherty has been visiting various nurseries. The first induction day will be an opportunity for parents to attend with their child. Parents will hear our welcome presentation, have time to meet and chat to the SLT and each other.

Family Friends of St Clare's 2022-2023

We are looking forward to re-establishing our Family Friends of St. Clare's partnerships. As we begin to plan for this, we will send out a form asking families to share a bit about themselves, their career, interests and skills. We know we have an abundance of talent within our families and would love to create many more opportunities for them to get involved in the life of the school.

The form will gather information and interest in families getting involved in

- Establishing or helping with clubs e.g. chess, tennis, art and crafts and cooking
- Interest in becoming a paired reader or numeracy helper
- Hearing about expertise or particular skills that could be shared

- Career talks- world of work week, topic links
- Hear about any special cultural celebration which is important to families and willing to come and tell a class about or share in a workshop
- Hear any other ideas.

Next week we are going to start looking at updating/developing the foyer area and come up with a plan to make it a Family Learning Space where we can hold smaller workshops/activities/drop-ins.

JRSO Update - Mrs Kavanagh

Junior Road Safety Officers are working with Mrs Kavanagh to create a school travel plan. We have surveyed parents and staff to identify common concerns and begin to build an action plan. Parental feedback was strong with 100 responses. The common concerns were:

Speed of cars on surrounding roads

- Lack of barriers at certain points of the road
- Large hedges blocking much of the pavement
- Poor condition of pavements
- Pavements narrow at points, particularly where high traffic when three schools leaving at similar times
- No lollipop person

Car Park congestion

- Drop and go (someone suggested an organised drop off lane)
- Car park design (one way system doesn't appear to work very well)
- MCHS Parents using car park
- Most of the responses were concerned about the double parking and parking on double yellow lines

Suggested Solutions

- Extend speed bumps
- Clearer signage
- Stop double parking/those on double yellows car park ban for offenders
- Enforce rules
- Stern chat
- Park and Stride- highlight options for parking
- Bus service for pupils within 2 mile radius
- More staff
- More police presence
- Banners from children
- Stagger home/start to reduce traffic in car park
- Attitude of car park users
- Buy a field for more parking

There were also many responses highlighting how drivers should take responsibility for using the car park and surrounding areas respectfully. Drivers' attitude was mentioned several times.

We have appealed for parents to join us on a working group to create an action plan for how we might tackle some of these issues however we have not received any volunteers to date.

JRSO organised a car park campaign which received lots of support from parents. There were a very small number of drivers who refused to move their cars from double yellow lines when asked.

The JRSO are meeting with ERC Regeneration Officer John Semple later on this month to consult on the creation of a local action plan. ERC are hoping to take advantage of funding available by the Scottish Government over the next 5 years so this would be an ideal opportunity to raise some of the roads concerns which we have identified. We will appeal to parents again to become involved in our plan and invite any interested parents along to this meeting.

Faith Formation –God's Loving Plan

Mrs Pinna has been working on this and will share information with parents in due course.

Appendix 4. Agenda Items

St Clare's Parent Council

Wednesday 11th May 2022 7pm

<u>Time</u>	<u>Item</u>
7.00pm	Welcome
	Prayer
7.05pm	Chairperson's Report
7.15pm	Treasurers' Report
7.25pm	Fundraising Update
7.35pm	Gardening Club Update
7.45pm	Discuss Pre-Loved Uniform Swap towards end of term
7.55pm	Head Teacher's report
8.05pm	AOB