



SGOIL A'BHAC PARENT COUNCIL

Minute of Meeting

Date: 11.10.17

Time: 7.30pm

Venue: Sgoil A'Bhac

Chairperson: Dana Murray

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Present: Dana Murray, Jill Lockerby, Dawn MacLennan, Eilidh MacPhail, Ali Maclean, Mairi Maclean, Allan Cameron Maclachlan, Catherine MacLennan, Eileen Macmillan, Mandy Gillies (PC Members) Margaret Macritchie, Norma Maciver, Lynsay Macleod (Parent Forum)

Staff: Kirsteen Maclean

Apologies: Christina Macleod (Teacher), Anne Ramsay (Nursery)

Item	Summary and Action
1	Welcome Chair Dana Murray welcomed everyone to the meeting.
2	Apologies Apologies from Christina Macleod (Teacher) and Anne Ramsay (Nursery)
3	Appointment of Members and Secretary <p>The Head Teacher advised that Catherine MacLennan and Eilidh MacPhail, who had indicated in a recent questionnaire that they would be willing to become Parent Council members, had confirmed with her that they would be willing to stand on the Parent Council for this year. Anne Macleod and Erica Clark are still to confirm.</p> <p>Dana advised that she can longer undertake the role of Chair and Secretary and asked around the table if anyone would be willing to take on this role. Eilidh MacPhail agreed to take on this role and asked if it could be shared for meetings she may not be able to attend. Mairi Maclean agreed to help out with this.</p> <p>Mandy Gillies was asked by the Chair if there was any business related to treasurer role. She indicated that the current balance is £1643 with some items still to pay. Dana and Allan are to be the two new signatories for the account.</p> <p>The Parent Council Constitution was also discussed and circulated. It was noted that changes had been agreed at the AGM including the requirement to serve for one year and that members would lose their place on the Council if they missed three consecutive meetings.</p> <p>The Head Teacher raised the issue of co-opted members. She noted that the Minister was currently a co-opted Member and asked if there should be others. She noted that there should be more parent members present than non-members including staff and co-opted members. This had been a problem in the past when turnout was low but should be less of a problem with more parents involved so was something to consider.</p>

		<p>The Head Teacher noted that local Councillors should be invited to the next meeting, which was agreed for 4th December. Mandy Gillies offered to send their email addresses to the Secretary so that this information could be sent out to them.</p> <p>Dana asked Norma, Margaret and Lindsay if they were interested in becoming members of the Parent Council but they all declined.</p>
4	Head Teacher's Report	<p>Anti-bullying Guidelines</p> <p>A Health and Well-being evening was held in the school on Monday 9th October to inform parents about the anti-bullying policy, e-safety and Grounds for learning project. There was not a great attendance at this, with only 9 parents present, but those who did attend seemed to find it interesting and useful.</p> <p>The school was required by CnES to draft new anti-bullying guidelines by the end of 2017 and this has been carried out but the policy needs ratified by the Parent Council. The Sgoil a' Bhac guidelines are very much in line with the new Western Isles anti-bullying guidelines passed by the Council, as these were seen to be good practice. The guidelines clarify the roles and responsibilities of staff, pupils and parents and give a definition of bullying which relates to the impact on the individual, who may be differently affected by the same situation. The Head Teacher noted that bullying is often seen as a repetitive act, involving premeditation and ongoing but the guidelines make clear that this may not be the case. She highlighted the section on 'prejudiced based' bullying, related to protected characteristics in the Equalities Act. These incidents have to be reported centrally to the Head of Service, recorded in the School Management information system and reported annually in the school census, with all 'allegations' to be recorded. The policy highlights what the school can do in terms of prevention. The Head Teacher noted that, while not naïve enough to believe there are no instances of bullying in the school, there have been very few (single figures) incidents in the year she has been in post. The policy is clear on actions and procedures, and partnership with parents. The Head Teacher asked if the PC would be willing to approve the policy now, or if it should remain in draft until the next meeting. Dana asked if there was a particular date by which time it had to be ratified. Norma suggested that it be emailed to members of the Parent Council to consider and the Head Teacher agreed. Mandy Gillies suggested responses could be back in by the beginning of the first full week back after the October break (Monday 30th).</p> <p>Probationer</p> <p>Mentoring of the school's probationer teacher is going very well. She has to have ten observations, around one per month, so it is quite a lot of work involved.</p> <p>Quality Assurance (QA)</p> <p>Most quality assurance this term is focused on working through the two issues raised in the improvement plans: 1. raising attainment in literacy and numeracy for all and 2. improving learning and teaching in technology. The school held a very positive Masterclass in the last week of term and it was good to have the children from Tolsta joining in with these activities, for both groups of children. The Head Teacher reiterated that it would be helpful if Parent Council fundraising could be put towards this focus on technologies as, for example, toys for construction such as K-nex, Meccano, Lego etc, are very expensive for the school to purchase. The Masterclasses focused on skills such as textiles, ecological work in the garden, digital literacy such as vlogging. Masterclasses will take place in terms 1, 2 and 3.</p> <p>In terms of attainment, the Head Teacher meets with all teachers on a termly basis for an in-depth attainment review for all children, by analyzing data. This is relevant for the Pupil Equity Fund and the Scottish Government's Attainment Challenge, which the Scottish Government awards to the Local Authority areas with the greatest need, dependent on a number of factors.</p> <p>The Head Teacher has formed a Quality Assurance Hub along with 2 colleagues who also have dual headship roles. They have held 2 very positive QA days in Term 1, where they got together to cast a critical eye on QA at Tolsta and Shawbost schools. Back School</p>

	<p>will form part of the next QA day, taking place on 7th November. These collaborations have been received very positively by the Director of Education and Education Scotland’s Attainment Advisor Maeve Mackinnon and they may look to extend this to other areas.</p> <p>In the P1 and P5 annual assessments the children performed very well. All of P1 undertake a reasoning test and P1 English mainstream also undertake a literacy baseline test. The literacy test results were very positive- the lowest results were middle average, while others were extremely high, so the teachers will work to ensure that they provide suitable challenge and pace for those children. In the P1 reasoning, usually 15% have lower than average scores, while in the school 20% were normal at the lower end; usually there is 10-15% at the very top, while the school scores showed 30% at the very top. The P5 results were also very positive in terms of their Cognitive Ability tests and individual reports have been passed on to parents. There are four batteries of tests- verbal, non-verbal, quantitative and spatial. In the verbal tests, the quantitative and non-verbal tests, 11% got less than average but this amounted to one pupil each time, and a different pupil for each test. In the spatial test, all got average or above. In terms of the overall mean, all pupils, despite weaknesses in some areas, met the targets that were expected of them and scored average to moderately high.</p> <p>The Scottish Attainment Challenge and Pupil Equity Fund are allocated based on poverty indicators, which in primary school, the indicator is pupils who are eligible for free school meals. There are now none in Back, and Tolsta is similar.</p> <p>The Director of Education has identified funds and the Head Teacher hubs are working on improvements in different areas. There will be 12 posts created related to the Pupil Equity Fund, with titles along the lines of Education Attainment Officer. As part of this there will be 6+ Gaelic Language Assistants. One is already working in the school, Eilidh Murray, who is completing a Modern Apprenticeship; as she is a ‘Hub resource’, she will soon move on to visit other schools. Norma asked if staff in these posts would also be working on Gaelic with the English mainstream class; Kirsteen acknowledged that that they wouldn’t. Eileen noted that a number of English Medium teachers are now undertaking GoGaelic training.</p> <p>The school is addressing under-performance issues of 14 pupils identified and 7 projects are in place (7 literacy related, 5 numeracy, 2 behaviour)</p> <p>As part of the National Improvement Framework, the school reports are being sent to the Director and self-evaluations have been taken, and a visit of the District Inspector is likely.</p> <p>Website The school website is now hosted by Glow- the site is fundamentally still the same but has a slightly different look.</p> <p>Holiday Pupils Return form October Break on 26th and staff return on 25th to complete an in-service day focusing on self-evaluation, technologies and personality typing.</p>
5 Fundraising	<p>Angela Mackay has offered to help with a soup and pudding lunch in the school towards the end of November. Someone with a relevant food hygiene certificate is needed, for example nursery staff. Eileen and Jill also indicated they hold this. Mandy Gilles offered to email Angela to check for suitable dates. It would also need to be checked with Minister and the Hut to make sure they have no events on the same date.</p> <p>The Head Teacher has agreed that the Parent Council can sell tickets for a raffle for a Christmas Hamper at the Christmas Concert, which will take place the last Monday of term. It was discussed whether these should be themed and if they should be based on parent donations.</p>

		<p>Norma also suggested that if fundraising was for particular themes eg construction toys then it may be worth approaching local businesses in related fields for donations, with tailored letters for each request.</p> <p>The Head Teacher raised the issue of the Grounds for Learning project for the school grounds and indicated that there are a huge number of parents willing to help with that. Mandy queried whether we should ask construction companies for donations for that eg wood, tyres etc. The Head Teacher indicated that she thought it would be mostly ‘junk’ that would be used. She intends to meet with Annette Gordon at the beginning of next term to discuss how to progress this with short, medium and long term plans.</p> <p>Mandy asked the Head Teacher if they had a figure in mind for what they would require in terms of technology or a timeframe. The Head Teacher said that she would raise this with teachers and try to create a ‘wish list’ for the next meeting. Eileen has experience of STEM in Breasclote and Science Grants, so STEM funding may be worth looking into.</p> <p>Other options for potential funding were considered including the Community Council (for example, for the grounds, if they were to be available for community benefit too) . the Woodland Trust (to help with tree planting which may improve pitch drainage), Tesco environmental community projects (though this may also need to show evidence of community benefit).</p> <p>The Head Teacher suggested that perhaps sub-committees or Working Groups could be set up for certain projects, eg Grounds for Learning, Grant applications, which could include members of the wider Parent Forum and one or two members of the Parent Council. Norma noted that in the past there had been a separate fundraising group.</p> <p>Other suggestions included: bag-packing and it was suggested that we contact Tesco/Co-op and Iceland to request a bag-packing slot; curry night/ Mexican/Italian or some kind of themed night; sending out a letter request to parents for old Lego etc; a Tough Mudder event; Bingo night (although it was acknowledged that there was a lot of work in organising the previous Bingo night).</p> <p>In terms of the current balance, there is still to be a payment made for the Sgoil Araich bus trip, the NPLA licence, and the trip to the Panto in January.</p> <p>The issue of having another Fun Day was raised. Mandy noted that the last Fun Day cost £1400 to put on but made a profit of £2000. It was suggested that the children should also be asked what they might want to do too.</p> <p>Themes for the Christmas Hamper were discussed including a kids hamper, a Christmas hamper, savoury, sweet, chocolate. It was agreed that we would aim for 3 hampers and parent donations would be requested in November, perhaps by breaking it down into themes by class group (7 classes + Sgoil Araich). A Working Group was set up to discuss this, comprising Mandy, Catherine and Dawn to take this forward.</p>
6	A.O.B	<p>School Foyer</p> <p>Margaret raised the issue of the foyer and asked if anything could be done to brighten it up, as this had been raised before but nothing had been done. The Head Teacher advised that if the staff or Parent Council came up with a plan, it would have to be passed by Technical Services who own the building and budget and the Education department would need to agree, even just for paint. Margaret asked if parents could buy paint and donate their labour but the Head Teacher advised that this would have to be part of a planned programme of works that was passed by Health and Safety team at technical services. She noted that there may be money</p>

	<p>available at the end of the financial year, so if a reasonable plan was put together then it may be considered by the Director of Education. A number of members noted that the Dux and Leadership Boards give the foyer a very ‘secondary school’ feel which is no longer appropriate and that old photos could perhaps be taken down and archived. The Head Teacher noted the previous consultation on this and suggested that if a plan was circulated and anybody objected they could come to the Parent Council and comment and have their concerns minuted. Eilidh noted that perhaps the wider community enjoy looking at the boards and photos when they come to school events but acknowledged that there is now a Sgoil a’ Bhac book giving a detailed historical archive of the school which includes this information. Allan suggested that the children be asked for their views and the Head Teacher suggested this could be done through the Pupil Council and Christina Macleod, the teacher representative on it.</p> <p>Facebook competition The Head Teacher noted the success of the school in a recent Facebook competition for sports equipment.</p>
D.O N.M	04.12.17

Date	Action	Responsible	Status	Comments
11.10.17	Invitation of Councillors to next meeting	Eilidh (Mandy to send on email addresses)		
11.10.17	Head Teacher to send copy of anti-bullying guidelines draft to Secretary for distribution to Council and members to return any comments by 30 th October	Head Teacher/Eilidh/All Members		
11,10,17	Check with Angela regarding suitable dates for soup and pudding	Mandy	Complete	Angela suggested 18 th Nov and 2 nd December but there are other events in the Community on those dates, so it was decided to leave it until end of Jan/Feb.
11.07.17	Consider and consult on target fundraising aim for technologies and timeframe before next meeting	Head Teacher		
11.07.17	Contact Tesco/Co-op and Iceland for availability of bag-packing slots	Mandy		
11.07.17	Ask for pupil views on school foyer through Pupil Council	Head Teacher/ Staff representative		