Calaiswood Parent Council

05 December 2023

**Attendees:** Mike Stevens, Gracious Saini, Debbie Alvarez Turner, Jodie McGregor, Julie Morham, Tracy Hudson, Fiona Stevens, Catriona Bathie and Laura Spence

1. **Welcome and Introductions**

Mike welcomed everyone to the meeting and thanked them for their attendance.

1. **Group Secretary**

There is unfortunately still no secretary for the group. Mike therefore took the minute for this meeting.

1. **Previous Minute and Actions Update**

Mike advised that all the actions from the last meeting were on the agenda.

The previous minute was agreed.

1. **School Update**

Laura provided a staffing update. She spoke about festive plans in the school, explaining they will be minimised where appropriate based on the children’s needs.

Laura expressed her delight at the successful festive fayre, which had a good attendance despite similar events elsewhere at the same time.

Teachers have been asked to provide suggestions for items that could be purchased from fundraising.

A school from Midlothian visited the school recently to see the Innowalk. A large screen is being installed in the hall to support children whilst using Rebound.

1. **Financial Update**

There is currently £1827.96 in the bank with monies raised from the festive fayre still to be added. Mike spoke about the need for good governance and that the account had not been audited for a while. Angela Jackson may be able to assist with this given her job.

**ACTION** – Karen Gammack, treasurer to liaise with Angela Jackson to seek audit of the parent council bank account.

**ACTION** – Karen Gammack to clarify signatory details for accessing parent council funds.

**ACTION** – Karen Gammack to look into renewing the parent council gaming licence for future fundraising.

1. **Matters for Discussion**

Coffee Morning – Members spoke about the success of these and the desire to continue them. We will look at periodically theming these to provide complimentary inputs that parents would find valuable.

**ACTION** – Mike to liaise with Cat to agree monthly dates for the term after Christmas.

Swimming – Mike informed members about the challenges in finding and retaining reliable lifeguards and explained this may jeopardise the swimming program after Christmas. Laura suggested forming a small parents’ group to share management of the burden.

**ACTION** – Mike to advise on position after Christmas once current lifeguards’ intentions are known.

Communication – Mike spoke about family frustrations regarding the content and value of Seesaw messages. Laura responded that staff use of Seesaw will be surveyed to ensure uniformity and consistency and that she will update on this in due course.

Mike then spoke about communication with parents generally and school newsletters and a desire for more regular, proactive contact.

**ACTION** – Laura to look at resurrecting use of the Calaiswood app to facilitate better communication.

There followed discussion around the different communication methods of the children and how the school managed these in partnership with SALT and FAACT.

Parental Involvement – Members expressed a desire for more parental involvement in school events. Laura advised that this can sometimes be difficult but said that she and her team would look for opportunities for this to happen going forwards.

Children’s Gala 2024 – Calaiswood to be involved next year. Debbie is the school representative for this and will liaise with the Duloch gala representative to take things forward. Laura expressed a willingness for Heather at the school to assist with any sign-work.

1. **Fundraising**

Mike spoke of the need for a school fundraising plan. What are we raising money for, what benefit will it bring to the children and school, what monies are needed, how are we going to raise it etc? There was discussion about the proposed VR room and how many children this would benefit as well as the risks of technology quickly becoming dated. There was discussion around the iPads bought for the school from Dave Roper’s fundraising and Laura advised that they would typically expect a lifespan of 6 years given the volume of use. They are no longer supported by Fife Council after a certain period due to security risks but the school do continue to use them.

**ACTION** – Mike to speak to Dave Roper about his school fundraising and its place in a wider parent council plan.

1. **Anything Else?**

Debbie expressed her frustration at the lack of post-school placements for our children in Fife. Laura and Cat advised this is a national problem but one that is being looked at by the Health and Social Care Partnership.

Mike thanked everyone for attending the meeting and wished them all a good Christmas. It was agreed the next meeting would take place before the Easter holidays on a date to be confirmed.