



**Parent Council Meeting**  
 28 August 2023  
 Time: 7pm  
 Castlehill Primary School and on Teams

**In person**

Emma Purvis (Chairperson), Gordon Florence (Vice Chairperson), Lisa Gilroy (Headteacher)  
 Sarah Frame, Mary Spence, Gemma Bisset, Sally Curnyn, Kara Kinnaird, Kim Duffy, Kate Magumise,  
 Cllr John Caffrey, Mira Caie, Neil Keddie, Jenna Aitken, Anne Lawson,  
 Ross Gibson (Deputy Headteacher) and Lindsay Scott (Deputy Headteacher)

**Online**

Cllr Margaret Kennedy, Katharine McCann, Katy Keddie

**Apologies**

Gillian Lumsden, Su Florence, Victoria Leonard, Karen Smith, Yvonne Strachan, Leigh Jamieson

Agenda Item	Minutes
Welcome and Approval of Minutes and Thanks and Acknowledgements <i>Chairperson</i>	Approved and seconded by Parent Council members.
Headteacher Update <i>Lisa Gilroy</i>	<p>Pupils are now settled. There is a smaller number of pupils coming in, used to be over 500. We now have 15 mainstream classes and 3 ASC classes.</p> <p>It is likely that we will drop a class next year as 93 p7s will be going up to High School and 45-50 pupils coming into p1.</p> <p>Staffing – one or two members of staff have left the school and some have returned. We have 2 new Pupil Support Assistants which are being funded out of the Pupil Equity Fund (PEF).</p> <p>Pupil Leadership teams ready to start.</p> <p>Senior Leadership Team also keen to commence parental engagement opportunities including curriculum rationale and how the school spends its PEF money.</p>

	<p>This could be done as working groups etc and a calendar of events can be drawn up.</p> <p>RG and LG have met with the Active Schools co-ordinator about all the activities which will be upcoming. Cluster Leagues were discussed (inter-school competitions) Parents will be welcome to assist in this.</p> <p>Swimming will continue.</p> <p>LG advised that she has been tasked with supporting another school on a temporary basis which will take her out of Castlehill on a Tuesday and Thursday. LG will still be contactable and in touch with Castlehill during this time.</p> <p>Council was approached and has provided 0.73 FTE teacher cover to backfill in class teaching duties and allow RG and LS to cover the Headteacher role on these days.</p> <p>LG wanted to publicly thank the Library Team for all their hard work in building a central library in the school, in addition to the smaller libraries in the classroom areas.</p> <p>Cllr Caffrey presented £200 cheque from an anonymous donor for further library resources.</p> <p>The pupils will be shown how the library is to be used and a pupil librarian role will hopefully be fully operational within next two weeks.</p> <p>LG mentioned that she had been advised that it would be possible to submit a further application for a Tesco Community Grant within the next 6 months</p>
Library Project Update	<p>The library facility now in School Control Funding from Tesco and University of St Andrews has funded both new titles (fiction and non-fiction) and Audio players.</p> <p>Library project has been identified as beneficiary of community fund raising project in NE Fife</p> <p>Future funding application planned to Siobhan Dowd Trust</p>

<p>Eco Garden Update</p>	<p>The sheds have been painted.</p> <p>LG is exploring the possibility of Developing Outdoor Learning funding</p> <p>A Tesco Community Grant has been applied for by the School's Eco Committee Club.</p> <p>It was agreed it would be essential for the Eco Committee Sub Group to meet with the school pupils and teachers to establish what they want and how we can help.</p>
<p>Lost Property</p>	<p>Further to the clearing of the lost property at the end of term, there has been a significant pile of lost property placed in the girls changing room toilets.</p> <p>There will be a dedicated room for the lost property and for parents to be able to come and search for it however it probably won't be available until October.</p> <p>There were discussions around labelling and going through the lost property on a more regular basis.</p> <p>Agreed to clear and organise the current pile and rag bag anything that was particularly unusable. The current levels are becoming unworkable and alternate solutions required to clear the backlog – redistribute to local charity shops, Coats for Kids etc as a matter of urgency</p> <p>Parent Council members offered to assist in dealing with future lost property.</p>
<p>Glow Accounts</p>	<p>RG keen to get all the pupils their glow accounts so they can access Office 365 but some administration needs to be done within the Council regarding password resets. This will be rolled out though.</p>
<p>P7 Microsoft Teams Experience</p>	<p>RG advised that Microsoft Teams skills for P7s are a priority so they are prepared for S1. In Term 3 they will be able to start learning about Teams and gain some experience through practicing with the software and in Term 4 any homework will be delivered through Teams.</p>

<p>Updating School Website</p>	<p>RG advised that some amendments had been done. He is still looking for teachers to assist him in maintaining and updating the website. He will go back to the teachers and try to resolve this.</p> <p>Website needs to be populated with information such as the school improvement plan.</p> <p>Parents felt that inputting the dates on the calendar would be useful to save trawling through old emails.</p>
<p>School Buses</p>	<p>Stagecoach won the contract to run the Castlehill buses however there have been a few 'teething problems' regarding buses not showing up, lack of capacity, having a different number of stops going to school and from school, broken down buses, double-deckers being used and buses with no seatbelts. There is legislation governing school buses in respect of seat belts, Seatbelts on School Transportation (Scotland) Act 2017, that Fife Council are technically in breach of.</p> <p>School is raising lack of seats and lack of seat belts as a concern. Cllr Caffrey happy to assist if necessary.</p> <p>Discussion around how the Moffat and Williamson drivers all knew the pupils and where they got on and off the buses.</p>

**AOCB**

Parent asked about the overgrown bushes at the side entrance to the school. LG advised that this has been noted and the Council were to attend to it.

Also raised were dogs being in the playground during school hours. This should not be happening and will be monitored.

Next Meeting Monday 18<sup>th</sup> September AGM