Largoward Parent Council Meeting

Minutes

**Date**: Tuesday 30 August 2022

**Time**: 18:30

**Location**: School

# AGM

# In Attendance

Adam Lawson (Chairman), Donna Bain (Headteacher), Chris Law, Stuart Stenhouse (Secretary), Jen Smith-Spiers

Apologies – Leanne Law, Rebecca

**Chairman’s Report**

Adam noted thanks for all the effort from Parents, Teachers and Children throughout the year. Particular highlights were the Christmas Fayre/raffle and Easter Egg hunt. Great effort and output given the size of school.

Also gave special thanks to outgoing treasurer/PTC member Vicky Lothian for all the contributions, effort, and drive around events. Vicky will be missed and appreciation for all that she has done for the school.

**Secretary’s Report**

Notes from last meeting have been shared.

**Treasurer’s Report**

Full annual accounts shared and approved. Final year-end closing balance of £3,495.58. Key highlight raised of Christmas Fayre/Raffle for funds raised (~£1500 after costs).

£150 is allocated for the P7 residence trip.

It was acknowledged that the money raised is a great achievement given the size and population of the school. Thanks again go to all those involved.

Nominations of office bearers

**Chris Law** volunteered and was then nominated, seconded, and elected as **Chairman**. Special thanks to Adam for all his efforts in role.

**Stuart Stenhouse** was nominated, seconded, and therefore re-elected as Secretary.

**Rebecca** had volunteered, nominated, and seconded as treasurer. At time of meeting, this was tbc but following has now been confirmed. Signatures for accounts to be changed and to be added to group chat.

No more Business and AGM closed

# Parent Council Meeting

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# Parent Council Meeting – Tuesday 30th August 2022

# Headteacher Report

# New School Year

Our new P1’s has settled in very quickly and the start to the new school year has gone very well for the pupils.

# School Roll and Staffing

There are now less than 19 pupils enrolled at Largoward and the school is no longer entitled to the staffing which would secure two classes. With some joined up working across Lawhead and Largoward we have managed not to lose a class teacher. Over the course of this session there will be times when all P1-7 pupils work together, time for team teaching with teachers working with different groups of learners across P1-7 and time when they will work as two separate classes. It is highly likely that in Session 2023-24 the school will be a single P1-7 class and this academic year we will work in a way that ensures a smooth transition for the children.

Mrs Kirsty Emberton has resigned her post as Support for Learning teacher at Largoward. Mrs Jill Macmillan will be taking over this role for the school from mid-September.

# Standards and Quality Report for Session 2021-22 and School Improvement Plan for Session 2022-23

# These important school improvement documents will be published on our school website later this term. This session we have identified 4 main areas for improvement based on our feedback from children, staff, parents, and other stakeholders:

# 1. Raise attainment in writing – Year 2 of 3

# 2. Outdoor learning – Year 2 of 3

# 3. Consistent delivery of digital learning and computing science

# 4. 1+2 – Embed French (L2) and introduce British Sign Language (L3) – Yr. 1 of 3

A request was asked for someone who could support this with a couple of paid hours. Mrs. Bain is exploring some options, but contacts would be appreciated. Chris has some potential candidates.

# It is likely that Largoward Primary School will receive a visit from Her Majesty’s Inspectors of Education (HMIe) this academic year as it has been over 12 years since the school was last inspected. The strong links that we already have between the school, parent council and wider parent forum will be very important, and we would like to involve the parent council in completion of our summary self-evaluation that we will be worked on over the next few months. (To be discussed at the parent council meeting.)

Mrs Bain ran through the assessment criteria with the PTC. This includes:

* Leadership of Change
* Quality of Learning, teaching and assessment
* Wellbeing, equality, and inclusion
* Raising attainment and achievement

# Pupil Equity Funding For 2022-23

# We have been allocated £6,125 in pupil equity funding for session 2022-23. It is planned to use this primarily for pupil support hours to enable us to provide targeted to support for pupils who are not meeting expected attainment levels.

# Calendar For Session 2022-23

# We have this in draft form and will be sharing with parents once finalised. Parent council events such as the Christmas Fair are still to be added. Mrs Bain will share the draft calendar at the meeting and look for feedback.

Key upcoming events are Parents Evenings on 20/22 September and the open afternoon on 3rd October. Great to have these in-person events again.

# Pupil Leadership Groups and Houses

# This session all pupils will be part of a pupil leadership group with clearly identified roles and responsibilities to help improve our school. These will be:

# • Pupil council

# • Digital leaders

# • Health and Safety/Wellbeing/JRSO

# • Gardening/Outdoor Learning/Eco

# The pupils will be involved in defining the responsibilities of each group and will be given a choice of their preference. Dedicated time every 2/3 weeks will be protected for the children to take the lead in these areas.

# We will also be returning to having a house system in place at Largoward. We intend to have three houses and pupils will be ‘sorted’ into their new house next week. Senior pupils will have the opportunity to stand for house captain with elections taking place on Thursday 1st September.

# School Travel Plan

# Mrs Bain shared the plan with the Parent Council prior to the meeting and was widely approved. Will be formalised and shared wider.

# Other Items

# Christmas

The Christmas Fayre is penciled in for the 10th of December. The week prior is unavailable in the hall and the last weekend in November was agreed to be too early. We agreed that the school as a venue would be too small.

Adam to book the hall.

Chris to arrange Santa.

Kate has agreed to arrange the raffle prizes

Other things to sort include the selection boxes and tombola.

There is also the plan to hold the Christmas concert/nativity in the church this year – Adam to speak with Mrs Bain to help get booked.

# Halloween

There will be a school event on Halloween (Mon 31st) – discussion around the PTC dressing the hall and support for the event. There are decorations stored in the hall, but Chris also noted that there are some additional items that could be brought from New Gilston. Volunteers were sought from the PTC to help setup the hall and games for the evening after. Further discussion to happen nearer the time.

# Sports Day

Planned for the 15th of June (contingency 26 June). Discussion if we can book the hall as a contingency as well so that something can go ahead if the weather is bad.

The school will be taking part in the active-schools competition and working with Lawhead where there will be inter-school competitions.

# PE

A discussion was held on the topic of the children changing for PE – Mrs Bain clarified that there are separate areas for the boys and girls to change in the hall. There are however limitations due to the size and setup of the school/hall, but best efforts are made to ensure the children have privacy to change separately by gender.

# Report Cards

A question was raised on the content and structure of report cards with a view to make them more personal. Mrs Bain confirmed that the structure was set by Fife Council and text limited to 500 characters per box, however there was an ongoing review to change the format.

# Next Meeting

Tuesday 25 October @ 6.30. Planning to be in the school.

(Will review timing and mix of in-person and/or remote to support attendance)