**Lawhead School PTA and School Council AGM**

**Monday 14th June 2021 at 7.30pm**

**Minutes**

1. **Welcome**
2. Present: Amy Niven, Marije Sneddon, Ozge Senay, Donna Bain, Kathryn Steven, Theresa, Cathy Taylor, Emma Ward, Lucy Scott, Melanie Dobbie, Rachel Degan, Pam Robinson, Nicola Steven, Dawn Pemberton-Hislop, Emma Allan, Laura McInnes, Deborah Stanfield, Sandra Wahl, Deborah Stanfield, Brian Thomson, Liz Peacock, Janet Lovett, Melati Cox, Sarah Kay, Lucy Jakeman, Sarah Donald

 **Apologies**: Kate Duff, Diane Palmer

1. Minutes from last AGM approved. Proposed by: Ozge Senay, seconded by: Amy Niven
2. **Chairperson Report**:
* amended constitution to reflect the merger of the PTA and the School Council to form new parent council,
* FB page is updated so that the rules and content are in line with our aims for the page (thank you Kate Duff),
* we shared bios and photos of the school council members so people know who we are,
* we hosted Q&A session with Mrs Bain and worked closely with her to tackle issues faced by the school community ie public access to school site, both gates are now shut throughout the schooldays with (thank you Liz Peacock),
* provided advise/help with digital resources for parents who struggled with this during home learning (thank you Laura Sinclair).
* Aims (formed in discussions with Mrs Bain) for fundraising was for making significant improvement for digital provision and outdoor learning environment.
* Update on outdoor learning environment by Cathy Taylor: details about grant money for outdoor learning was given in detail in the School Council meeting in April ’21 (see minutes). We have earmarked money for future plans including a sensory garden and bespoke planters. £1500 from St Andrews University Community Fund came in today and is for collapsable hockey/football nets and multi sport lines in the P6-7 area.
* Update on the digital provision by Lucy Scott: money raised for digital learning during school events (£924) and successful applications from trusts (£7500) which payed for 16.5 laptops which are currently in school.
* Other organised fundraising and social events by the School Council:

Online Usborne book fair generated free books for the school.

Online social events so that each year group had their own events.

Online Christmas fun night, thank you to Duncan Donald and Miss Copeland for hosting by.

The Fun Run in May was out biggest and most successful fundraising event. Thank you Nicola Steven for making it such a success incl. sourcing donations for raffle prizes and spot prizes for the kids.

Thanks to Sarah Kay for setting up GoFundMe page which was used throughout the year and mainly for the Fun Run.

We set up a series of ‘world of work’ online events which are running at the moment and till the end of term. This is links with the local topics of each class, thanks to the parent volunteers for giving insight into their careers (midwifery, cardiac medicine, medieval history, chef, theatre, music, writing, farming).

We are exited that our aims/targets were met and even surpassed out this year.

* **Road safety and Travel to and from** school by Dawn Pemberton-Hislop: joined ActiveWay group who has lots of great ideas and who would like us to start a blog (maybe pupil driven) about how do we go about getting to school and go about parking. How to make it safer and healthier coming to school. Next step is put out a questionnaire to parent forum.

Thanks to:

Teachers and staff, particularly Mrs Bain, Mrs Simpson, Mrs Allan, Mrs Johnson

Gardening team: Robinson-Taylor family and Ionut Passara (from Flora Gardening)

Jamie Dempster for the football after school activity

Brian Thomson cllr. for attending our meetings and providing valuable input in our discussions

Parent volunteers for making great online events for the kids

Generous local grants who have supported us.

1. Treasurer Summary CT

*As our financial year now runs from August to August to reflect the school year the full accounts report will be issued and discussed at the first PC meeting of the new school year.*

*Bank balance on 19th April (last meeting) was £3103.88*

*Income from that date is:*

*Easy fundraising £39.53*

*GoFundMe £2233.10*

*Bacs: £140*

*University of St Andrews Community Grant money £1500*

*New bank balance after this income is: £7016.51*

*Total Expenses was £1095.78: plants for P2 area £37 and last payment to the ground art £850, Zoom subscriptions £28.78, green house £75 (thank you to the Niven family for transporting it for free), fun run expenses £105*

*Current bank balance: £5920.73*

1. Headteacher Report by Mrs Donna Bain
* Not expecting changes to current COVID-19 risk assessment moving into new session. School will email in August a ‘back to school’ guide.
* Classes: next session: 9 classes, full nursery (with waiting list)
* Staffing: main teaching staff will stay the same. Say farewell to probationer teacher, Mr Mitchell and Miss Clenaghan (covid recovery teachers this session). Pupil Support Staff changes as Mrs Murray has moved to new job and Mrs Brannen is leaving us. Two vacancies advertised, interviews on Mon 21 June. One of these posts is fully funded by the Scottish Government under the Covid recovery plan. Nursery staff will remain the same, with Miss Oxdane returning from maternity leave after the October holidays.
* Pupil Equity Funding (PEF) money; allocated around £15000, 15% increase as part of additional funding for Covid recovery. This will be spend on pupil support assistant hours to continue with targeted interventions for individuals and small groups (kitbag and purchase new resource: ‘understanding and managing anxiety’), purchase new phonic scheme, supplement seal maths resources, breakfast baskets will be provided.
* Standards and Quality report will be shared at start of next session.
* School improvement plan ’21-‘22, after consultation with staff, parent questionnaire and focus group of learners 3 areas are identified: Development of curriculum rational, Writing and Outdoor learning and education provision (make a progressive plan from nursery to P7)
* Transitions:

Sadly no in-person visits for new nursery children.

6 week transition program for new P1 children (22 new children) and a successful P1 parent evening has been had). In person visit (outdoors) for new P1’s on Tue 22 June

P7 transition: no in-person visit explained by Carrie Lindsey in a letter (Fife Executive Director Education and Children’s services), but get a virtual assembly on Mon 21 June and break off in their new S1 classes on Teams. Class-to-Class transition is done through videos this year.

* Uniform: increased selection of Lawhead uniform from supplier Schoolwear Made Easy. Next session we will promote proper school uniform apart from PE days, when they can come in in PE kit.

Thank you to council for hard work, support provided and fundraising you’ve done.

1. **Appointment of Committee Members.**

Sandra Wahl and Marije Sneddon are leaving.

Chair Amy Niven: proposed by SW and seconded by LS,

Vice- Chair Kate Duff: proposed by AN and seconded by DP

New Secretary: Sarah Kay and Sarah Donald will take on this role. Proposed by DP and seconded by CT

Treasurer Cathy will continue in this role one more year: proposed by SK and seconded by AN

New Ordinary Members:

Melati Cox proposed by SK and seconded by LS

Nicola Steven proposed by DP and seconded by CT

Liz Peacock proposed by DP and seconded by LS

Melanie Dobbie proposed by LS and seconded by CT

Rachel Degan proposed by SW and seconded by DP

Theresa Ring proposed by AN and seconded by SK

Community Members: Pam Robinson is stepping down. Thank you for your general input and especially the hard work in the school garden. Diane Palmer will join us one more year.

1. **Council Update from Cllr. Brian Thomson.**

***Traffic calming*** *speed reduction measures on Buchanan Gardens and Hepburn Gardens to be installed in May ’21 and hopefully being resurfaced.*

***Proposed update to Lade braes path*** *which is in state of disrepair. levelled out, widened and resurfaced, and solar lights installed. Objections mainly relate against cyclists. Cycling is legal and the work that takes place makes no difference to that.*

*Update on the new* ***Madras College building****: Brian showed us a series of photos of the new school building.* DB to show P7 class the photos that Brian shared with us.

1. **Remaining Items of Business**
* Consultation from Mrs Bain with the Parent Forum on P7 Residential Course: discuss options and possibilities for this going forward. Short-term for our current P7s. Ardreonaig Centre is closed dues to Covid. Demand is higher on outdoor education centres, often asking for a non-refundable deposit that parents have to pay. For next session there is less time for parents to pay (normally 12 months). Consider alternative venues.

 Long-term: what do we want the children to gain: eco-focus, children’s leadership skills and confidence building, and what time of year.

 Responds of parents:

 Emma Ward: right of passage for P7’s, important for the children.

 Sandra Wahl: children gain confidence. Perhaps do it earlier in P7. Perhaps next session do a few days away rather than a whole week.

 Melati Cox: great and valuable experience but not keen on booking non-refundable trips, maybe look at local activities like Blown Away, easier to manage financially.

 Melanie Dobbie: not keen on non-refundable trips, personal experience it’s a great week, so keep it going.

 Ozge Senay: short term: put out a questionnaire to new P7 parents. Long term: a trip like this should go on, earlier in the year as it is such a bonding experience. Focus on leadership skills as eco-focus is incorporated in curriculum.

 Amy Niven: costs? £300 for 4 nights, 5 days. Apply to local grants for families who aren’t able to pay

 Rachel Degan: Outward Bound Trust to look at. External sponsors, children’s own sponsorship activities.

 Sarah Donald: use Ardoigh transport incl £270

* Fundraising Feedback: Laura McInnes’s daughter really enjoyed the fun run.
* How can we help and improve our school in the coming year? Travel and traffic to school, in line with school’s curriculum developing the links with the community; building on the outdoor learning, men-shed (workshop mens group), community cafe, link with the local care home.
* How can we improve as a Parent Council? serve parent forum as best as we can. Ozge thanks the council for being inclusive and transparent, zoom is good for joining the meetings from home.
1. **Any other Business**
2. **Date of next meeting**

 Provisional date w/c 6th September