

**AGENDA**

**St Albert’s Primary School - Parent Teacher Council Meeting**

**Meeting date:** 31st October 2018 (Wednesday)

**Time:** 9:00– 10.00 GMT

**Location:** *St Albert’s Primary School, 36 Maxwell Drive – Glasgow – G41 5DU*

*(Room 10)*

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| **PTC Attendees** | **Role** | **Present (Y/N)** |
| Carene Blackwood | Chair | Y |
| Nadeem Ishaque | Vice Chair | Y |
| Nasreen Nadeem | Treasurer | Y |
| Tayaba Ishaq | Treasurer | Y |
| Samiea Ishaque  | Time Keeper | Y |
| Saadiya Bhatti | Parent | A |
| Aasha Ahmed  | Parent | Y |
| Nabila Azhar Tabassum | Parent | Y |
| Liana Cice | Parent | A |
| Ayesha Nawaz  | Parent  | A |
| Maysaa Halawi | Parent | Y |
| Rubina Sohail | Parent  | Y |
| Veena Rani | Parent  | Y |
| Musarrat Qasim | Parent | Y |
| Tony Hollern | Parent  | A |
| Noreen Rehman | Parent | A |
| Mr Kashmar | Parent | Y |
| Samaiya Ikram | Parent | Y |
| Iqra Ahmad | Parent | Y |
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| **St Albert’s Attendees** | **Role**  | **Present (Y/N)** |
| Clare Harker | Head Teacher  | Y |
| Karen McFadden  | Teacher / Secretary | Y |

* **Welcome & Introductions**

Miss Blackwood welcomed back current members and new members of the PTC.

* **Apologies**

As above

* **Previous Minutes**
* Writing letters of complaint to GCC to improve the standards of the school and having upper school students involved.

PC devised a ‘to do’ list to prepare a letter of complaint about the school environment and lack of resources to send to GCC. Mrs Ishaque recorded ideas. PC members will arrange a date and time to discuss plans further and gain advice from Mrs Harker. Mrs Mc Fadden suggested a walk round the building to identify areas of concern. Mr Ishaque suggested the pupil council be involved in writing letters.

* More communication and organisation within the school between parents and teachers re: future events and education

Mrs Harker advised that most school communication was through class blogs. Also this week an information sheet will go out to all parents advising parents of the class term’s learning plans and events occurring.

* Voting for PTC roles

Roles established

* **Matters Arising**
* Complaint to GCC about building refurbishment

Discussed as above.

* Saturday clubs

Mrs Harker advised that football, hockey and judo will begin in November. Members asked about evening workshops. This will be looked into.

* Class size

Miss Blackwood stated that parents were concerned about class sizes. As some classes had 25 pupils and others had 30 pupils. Mrs Harker advised that P1 classes are capped at 25 to accommodate a more playful learning experience and assured parents that classes with more pupils were always supported with other staff. Mrs Mc Fadden advised parents that all pupils had been assessed and support was being provided by Mrs Dunnet in the areas required.

* Reading Groups

Support reading groups have been established to encourage challenge. Mrs Ishaq suggested parents reading groups to increase parent’s confidence.

* Sports/homework club

After school clubs will continue

* Healthy eating workshops

Food and cooking workshops will begin in February

* Digital learning workshops

Mr Ishaque suggested creating a club to enhance pupil’s digital skills. This will be discussed with Mr Stewart

* World of work day

To be arranged in term 4

* PTC training for members

Miss Blackwood and Mr Ishaque requested to receive training on being on the interview panel. Mrs Harker said she would organise this. Mrs Mc Fadden advised members of the free online courses ‘Connect’ offer.

* Games for outdoor play (Games painted on playground?)

Mrs Mc Fadden advised that she will collect list from outdoor learning co coordinator and organise for purchase of games.

* **Head Teacher Report**
* Update from Mrs Harker

Tracking: assessments can be carried out at any time when the child is ready and this information will be shared with parents.

* DHT and PT posts

There will be an acting DHT post and a DHT post advertised within the next two weeks. A parent will be asked to be on the panel.

* **Treasurer Report**
* Update from Tayaba

£2474.31

Parent council agreed that some of this money could be used to buy playground equipment.

* **School**
* **Community**
* **AOB**
* **Next Meeting**
* November 2018

Fundraising

* **Previous Minutes**

 None recorded at last meeting

* **Matters Arising**

Carene introduced the meeting and welcomed members.

 Fundraising: Xmas fair and party, and PTC spending money

Christmas Fair: PC will organise a food stall and a second hand toy stall.

Mr Ishaque suggested that we ask a representative from the City Mission to come to speak to parents at the Christmas fair to raise awareness. Also groups of pupils and parents could visit the City Mission to raise awareness of their charity. Mrs Ahmed suggested the school get involved with the filling shoe box charity and she will look into that. The school will continue this year to collect for food banks at the City Mission.

* Fundraising activities – Mother’s day, Mela,

To be reviewed in term 3

* PTC spending (family day out; Saturday clubs; painting; carpets)

To be reviewed in term 3. Mr Ishaque suggested we hold a culture night – a barbeque or food night to bring in our community.

* Cystic Fibrosis awareness week

Mrs Ahmed suggested we organised awareness weeks for our pupils and community. Mrs Mc Fadden will look into dates of awareness weeks

* **Treasurer Report**
* Update from Tayaba

£2474.31

* **Next Meeting**

November 2018