

Parent Council Meeting

St. Albert's Primary School

PT Room, St. Albert's Primary School, 36 Maxwell Dr, Glasgow G41 5DU

Wednesday, 13.11.2024, at 1:45 pm



Attendees

1. Chamaida, *Chair*
2. Zuzana, *Treasurer*
3. Zinat, *Vice Chair*
4. Georgina
5. Tooba
6. Syma (Virtual)
7. Uzmah
8. Sherin
9. Abdul Wadood
10. Fazim, *Secretary*
11. Ms Kelly, *Principal Teacher*

Non-Attendance

12. Tom
13. Rizwana
14. Urooj

Apologies

None

Other Attendees

15. Khalid (Parent Forum)
 16. Fathima (Parent Forum)
 17. Ms Wynd, *Depute Head Teacher*
 18. Ms Rodgers, *Depute Head Teacher*
 19. Ms Harker, *Head Teacher*
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Agenda

Last Meeting Follow-up

None

Notes

1. Update on folder and file storage (Zinat) 1.50 - 1.55pm

- Handover from previous committee complete
- Google Drive shared
- Issues around access to Google Drive or signing into new laptops etc. Requires Multifactor Authentication (MFA) which is tied to the previous PTC chair's mobile phone.

Action:

- Zinat to look at options for Google Drive access (Workspace or personal account).

2. Event planning & task division for all events (see event calendar) 1.55pm - 2.05pm (Zinat)

- Recommendation is to assign people for events and divided (LINK TO YEARLY CALENDAR HOSTED ON GOOGLE DRIVE)
- Events to be led by dedicated sub-committees/groups consisting PTC members and/or wider parent forum

3. Hedge planting event -update 2.05pm - 2.15pm (Georgina)

- Last year outdoor learning for P4 onwards (21 weeks)
- Site biodiversity - Georgina wrote to the woodland trust requesting trees for a hedge with edible berries. Grant was successful with 420 free trees being provided to the school.
- Support from the wider parent group and community was planned. However tree planting has successfully taken place due to unexpected

early arrival of plants with all planned sites being covered (took place on Sunday 10th November)

4. Buying spring bulbs for the school (Georgina)

- Spring bulb opportunity, £50 required. Apply for funding by what intended, benefits and how much. Nb. This is the procedure for all requests for money from PTC.

Action (Completed):

- Agreed that given the short timescales and benefits for school discussed at the meeting that vote should take place immediately and vote took place. All PTC members voted in agreement. Budget Approved

Action:

- Georgina to liaise with the Treasurer to obtain funds for spring bulbs.
- Georgina to write a blurb and distribute to the wider parent group.

5. Division of responsibility - school repairs: fence, toilets, windows 2.15pm - 2.25pm

- Create and agree on a plan to get repairs done. All parents to call
- Someone to lead this (Fazim)

Action:

- Secretary to develop alternative modes of communication with the wider parent body. Suggestion is a broadcast/WhatsApp admin-only announcements group for information. May require purchase of SIM etc.

6. Christmas Fayre - forming a committee and division of tasks - 2.25pm - 2.35pm

- 13th of December
- Each class has a stall

- PTC will have a stall or a cafe. Samosas and drinks to be sold. Cakes from Costco, tea and coffee.
- Ideas around charity involvement - sub-committee to follow up on this
- Budgets and Forecasts to be set for event and sub-committee will take the lead on the event

ACTION:

- Georgina to lead on the sub-committee and share the group link.

7. Budgets (previous years, future events) Zuzanna - 2.35 - 2.40pm

- Zuzanna and Georgina Closing balance 5th July 2024 £3702.15
- Halloween: £105.81
- Money tin available, need key for petty cash. Receipts required keep log
- Inventory of storage room to be set up by previous chair/committee.

ACTION:

- Treasurer to get in touch with the previous chair of PTC to obtain inventory and prior spending . Also look at statements/spending from PTC bank accounts to develop forecasts of expenditure.

8. Books availability for kids 2.40pm - 2.45pm

- Update by Ms Kelly, Book purchase made for Lower School - £600 utilizing school funds
- Ms Kelly will provide update on Book availability for Upper School

9. School Improvement Plan: Creating a sub-committee (All parents please read current SIP) 2.45pm - 2.55pm

- - Ms Rodgers leading: Restorative approaches: tools for conflict resolution. New school values: faith, love, creativity, compassion,

ambition, and equity. Considering the whole school's approach to behaviour. Restorative approaches.

Tuesday 26th of November focus group morning related to conflict etc. with Mrs Rodgers

- Mr Stewart leading: ASN procedures - parents kept up to date. Stage 3 or 4 intervention, reviewed once a year
- Ms Wynd leading: Writing curriculum - (reading, writing, listening and talking) working on improving writing specifically. Focus on grammar development. Writing initiatives, complete rehaul and review process of how this is evaluated/tracked.
- Ms Harker is Head Teacher for 4 days and Ms Rodgers is Head Teacher for 1 day, every week
- Need a representative from ASN. Approach Christopher Stewart with regards to this.
- Standard and Qualities report.
- Tomorrow, a visit from a quality improvement officer. PTC representation not required
- Sub committee to meet beforehand and bring it to wider PTC
- PEF could potentially stop across Scotland in 2025 £132,500 a year

ACTION:

Chair/Vice-chair to approach Mr Stewart for parent from ASN community to join for representation at PTC

Abdul Sharif to create a sub-committee for SIP, share with wider PTC group and reach out to Mrs Harker to discuss in detail before next PTC.

Any Other Business (AOB)

- Room 10 availability to be checked with Ms Kelly again

Next Meeting: 11th December Wednesday 1.30pm

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