



RPC meeting – Date: Monday, 02 October 2023

**Attendance:** Jane Clayton, Mari Raikes, Morag Stephen, Karen George, Caitlin Smart, J Raffan, Lynne Cameron, Kirsteen Sheppard

**Apologies:** Lindsey Garrioch, Lauren Milne, Sarah Elton, Theresa Coull, Julie Ingram, Debbie Johnson, Hannah Johnson, Donald Gatt

| Agenda Item: | Discussion/Action:   | Actioned By:  |
|--------------|--|---|
| 1.           | <ul style="list-style-type: none"> <li>• <b>HT Update</b> – JC shared the current School Improvement Plan (see below - <i>Item 1</i>)</li> <li>• <b>Priority 3</b> – using Spelling Shed and Wraparound Spelling to follow on from Jolly Phonics</li> <li>• <b>Priority 4</b> – MS to share OL progressions with JC/MR, MS to share link to LtL grant application</li> </ul>   | <ul style="list-style-type: none"> <li>• MS</li> </ul>                          |
| 2.           | <ul style="list-style-type: none"> <li>• <b>RPC Secretary required</b> – due to family leaving the school, we no longer have a secretary. No volunteers from those present. All present asked to share with other parents to try to recruit new secretary. MS to put up post on Facebook. Main duties of role outlined below (<i>Item 2</i>). Until Secretary appointed, minutes to be taken by volunteer at each meeting.</li> </ul>  | <ul style="list-style-type: none"> <li>• All</li> <li>• MS – FB post</li> </ul> |
| 3.           | <ul style="list-style-type: none"> <li>• <b>Tesco Tokens</b> – MS shared update from DJ – last round of money now spent and completion report submitted so we are now eligible to apply again. DJ happy to complete application again (no objections raised). Staff and pupils would like to bid for larger loose parts (planks, crates, etc) for outdoor free play. MS will ask DJ to proceed with application.</li> </ul>  | <ul style="list-style-type: none"> <li>• MS/DJ</li> </ul>                       |
| 4.           | <ul style="list-style-type: none"> <li>• <b>Treasurer's update</b> – As of August '23, accounts up to date and signed off by HJ (previous treasurer) and handed over to KG</li> <li>• Opening Balance - £2313.06, Money in - £252.61, Money out - £295, Closing balance - £2270.67</li> <li>• Change of signatory required for bank account – as only office bearers KG and MS to complete form and become new signatories.</li> </ul>   | <ul style="list-style-type: none"> <li>• KG/MS</li> </ul>                       |
| 5.           | <ul style="list-style-type: none"> <li>• <b>Fundraising</b></li> <li>• Playgroup are having a Christmas Fayre – already have someone doing baking so no bake stall for RPC</li> <li>• <b>Ideas for fundraising</b></li> <li>• <b>Sponsored walk</b> – teachers felt previous distances have been too far to complete during school day as takes up a lot of time.</li> <li>• <b>Bingo/beetle drive/race night/other in person 'big' fundraiser</b> – leave until later in school year when not so dark in evening</li> <li>• <b>Easter Egg Hunt</b> – KG will let Playgroup know that RPC intend to organise for Spring term fundraiser. Offer bake stall to playgroup.</li> <li>• <b>Photo Competition</b> –</li> </ul> | <ul style="list-style-type: none"> <li>• KG</li> <li>• MS</li> </ul>            |



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|--------------------------|---|--|
|                          | <ul style="list-style-type: none"> <li>- Entries by email, pay per entry, small prize for winners in 3 age groups</li> <li>- MS to ask local photographer if they would judge</li> <li>- Date/theme to be decided once we have a judge on board</li> <li>• <b>Christmas Hampers</b></li> <li>- Advertise as raising funds for Panto/Christmas parties</li> <li>- Requests for donations – MS to check RPC FB for lists from previous years</li> <li>- Themed hampers <ul style="list-style-type: none"> <li>o Food</li> <li>o Alcohol</li> <li>o Kids</li> <li>o Movie</li> </ul> </li> <li>• Donations to school office – KG to collect and make up hampers</li> </ul>   |  |
| AOB                      | <ul style="list-style-type: none"> <li>• <b>Engaging with parents</b> - discussion around best ways to involve parents/encourage parent participation. Agreed to continue using variety of platforms (email, FB, X, Forms) to try to reach as many parents as possible. Try different days/times for RPC meetings.</li> <li>• <b>Request for helpers for Bikeability</b> – JC will email timetable with request to all parents. MS will post on RPC FB</li> <li>• <b>Hallowe'en Party</b> – enquiry from parent regarding Hallowe'en party/disco. All present happy to continue with each class being given £15 to spend on in-class party. KG to organise cash to be given to class teachers.</li> <li>• <b>Rev Amy Bender – Summer Holiday Club</b><br/>Request from new minister looking to run a summer holiday club regarding when would be best time in holidays for a club. General consensus was towards end of holidays. JC will pass this on to Rev Amy.</li> </ul> | <ul style="list-style-type: none"> <li>• JC</li> <li>• MS</li> <li>• KG</li> </ul> |
| Actions for next meeting | <ul style="list-style-type: none"> <li>• <b>Next meeting</b> – Wednesday 15<sup>th</sup> November 2023, 6-7pm, in school and online</li> <li>• <b>Minutes</b> - MS</li> </ul>   |  |



**Item 1**

|   |  |
|---|--|
| #Successful Learner<br>#Learning Teaching and Assessment #Curriculum<br>#UNCRC Article 28 Access to Education   | #Successful Learner<br>#Learning Teaching and Assessment #Curriculum<br>#UNCRC Article 3 Best interests of the child   |
| <b>PRIORITY 1</b><br>Raising Attainment in Numeracy & Mathematics<br><br>❖ Daily Mental Maths<br>❖ Shared language of learning to reflect on successes and next steps<br>❖ Track attainment and achievement to offer timely interventions/support               | <b>PRIORITY 2</b><br>Improve Quality & Consistency of Learning, Teaching and Assessment<br><br>❖ Professional reading on pedagogy with focus on use of learning intentions, success criteria, differentiation, feedback and questioning<br>❖ Develop whole school learning language to support learners to reflect on their achievements using LIs and SC  |
| <b>PRIORITY 3</b><br>Raising Attainment in Literacy<br><br>❖ Daily spelling tasks to support all learners<br>❖ Whole School approach to spelling following on from phonics teaching<br>❖ Track attainment and achievement to offer timely interventions/support | <b>PRIORITY 4</b><br>To develop learning through play, outdoor learning and child-led opportunities<br><br>❖ P1-3 to continue to develop playful learning with appropriate challenges. Play opportunities will be indoor and outdoor<br>❖ P4-5 to develop outdoor learning opportunities<br>❖ P6-7 to continue to develop opportunities for pupils leading learning supported by the teacher to ensure a greater understanding of learning intentions and success criteria |
| #Successful Learner<br>#Learning Teaching and Assessment #Curriculum<br>#UNCRC Article 28 Access to Education   | #Effective Contributor<br>#Pupil Voice #Curriculum #Leadership<br>#UNCRC Article 31 Rest, Play, Culture, Arts  |

**Rothiemay Primary  
School Improvement Plan  
2023/24**

**Item 2**

**The main roles of the Secretary**

The Secretary can be any member of the Parent Council.

The main role of a Secretary is to support the Chairperson to ensure the smooth running of the PC and to maintain effective communication links between PC/committee members and between the PC and the school.

Their role may also include:

- Ensuring meetings are well organised and minuted.
- Maintaining records and administration – these should be kept in a file, or online storage platform such as Dropbox or GoogleDocs to be handed on to the next Secretary.
- Handling communication and correspondence.