

West Kilbride Primary School

Parent Council Meeting

13<sup>th</sup> November 2023, 7pm

Online via Microsoft Teams

**In attendance:** Emma Clark (Chair), Judith Spence (Vice Chair), Kate Matthews (Treasurer), Karen Harkins (Secretary), Gemma Carson (Head Teacher), Lisa Mitchell, Phil Pritchard, Joe Douglas, Penny McKnight, Deborah Matchett, Jenny Clark, Laura Turner, Pamela Couper, Michelle Murray, Lu Oliver, Catriona Moran.

### **1. Welcome and introduction**

EC welcomed all attendees to the meeting. Apologies were sent from Kirsty Rolfe and Jennifer Smith. The group welcomed 2 new members to the PC, Catriona Moran and Ainsley McLean.

### **2. Previous minutes and Matters arising**

Previous minutes were accurate, no changes required.

#### **Matters arising:**

None.

### **3. Finance Update**

KM provided an update on the financial position. The current balance is £7368.70. We have received Participatory Budget funding from NAC of £352.00, this covers the running costs of the Parent Council. Halloween disco profit was £332.05. Outgoings include the cost of applying to renew the gambling licence and purchasing a small gift for a member of teaching staff.

### **4. Funding Update**

EC informed the group that the Participatory Funding for the Uniform Shop is live and young people can now vote. To vote you must be aged 12-16 years and have a Young Scot Card. Details have been shared on PC Facebook Page. Please share with friends who have older children.

### **5. Events**

EC informed the group that our next event is the Christmas Fayre on the 7<sup>th</sup> December 2023. Volunteers are required to run a stall, game, and be on the door. EC encouraged members to ask friends/family to help on the night.

**ACTION: GC will send an email to staff asking who will be available to volunteer on the night.**

JD's Dad has volunteered to be Santa. Sessions will be pre-booked, like last year. The first slot will be at 5pm. JD asked if his dad could bring his dog dressed up, unfortunately, dogs are not allowed on the school premises.

MM asked if kitchen staff will be in attendance. EC confirmed that no catering staff will be available. Discussion took place around the food and drinks being provided. Hot Dogs are not allowed to be in the kitchen facilities due to NAC's policy on Nitrates, however they could be prepared by volunteers in Slow Cookers at the event. Everyone agreed to this. Vegetarian options will also be available. The urns will be used for Teas and Coffees. EC suggested that drinks and food are not included in the admission price, and that we charge less for admission and drinks are charged separately, all agreed. JC suggested serving Hot Chocolates, JC happy to think of the logistics and get back to the group. GC informed the group that one of the urn's isn't working properly and the school have been borrowing an urn from the Community Centre. JS explained we may purchase a new urn and possibly borrow the CC one also.

## **6. Update from West Kilbride Primary School**

Gemma Carson, Head Teacher at WKPS provided an update (see attachments).

- **ATTAINMENT**
  - In response to questions posed by parents regarding WKPS's position within NAC schools, GC provided information on the attainment data. GC provided information from the Standards and Qualities Report (see attachments), which was published in June 2023 and highlighted the data for each stage in all areas. GC informed the group that this report uses data from June 2022 and that the attainment figures from June 2023 are not made public until December this year.
  - GC explained that upon joining WKPS her attention was drawn to the June 2023 data, which is significantly lower than the June 2022 data. When the data is publicly available, GC will be happy to discuss this further with the PC. GC provided a verbal update on the 2023 data.
  - GC informed the group that the school are now using enhanced assessment, tracking and monitoring processes and in doing so have seen the data lower at the start of Term 1 than the data recorded in June. This is to be expected given that more formal assessment methods are being used. However, as a number of intervention programmes and 'boost' groups have been introduced, small increases in attainment are already being seen at individual pupil level.
  - Staff have embraced the changes made regarding the assessments, tracking and professional development.
  - JD asked for confirmation that creative work and activities are still taking place. GC confirmed that there is a lot of community engagement around expressive arts and provided examples. GC explained that Interdisciplinary Learning is a longer-term goal whilst they focus on the core learning strategies.
- **AFTER SCHOOL CLUBS**
  - The school choir is up and running. A textiles club is running on a Friday, Baking club starting next week.
  - Awaiting PVG checks for the arts and crafts clubs and school football team before they commence.
  - Athletics, Golf and Tennis clubs starting in January. PVG processes started today for these volunteers.
  - GC highlighted that all this would not be possible without volunteers and community support.

- EC asked a question from a parent regarding a Winter Athletics Team and why WKPS doesn't have such. GC will speak to Kayreen, the schools' Athletics volunteer to ask about Winter Athletics and expressed that the parent would be welcome to contact GC directly for more information.
- DOGS IN THE PLAYGROUND AND PARKING ON ZIG ZAG LINES
  - GC explained that dogs are not allowed on school grounds. Messages have been sent to all families, asking them not to bring dogs into the playground, staff are also challenging people when they do bring dogs, however it continues to happen. The school will continue to share this message.
  - Regarding parking on the Zig Zag lines, the police have been contacted and advised staff not to challenge those who are doing this, it is classed as a road traffic offence and the police will patrol the area when they have capacity.
  - Pamela C suggested a walk to school campaign or Park and Stride, where children are rewarded for walking to school. GC agreed this was a great idea.
  - JS suggested the JRSO officer be visible at drop-off and pick-up times at the bus lay-by with signage, perhaps made by the children, in the hope that it might deter people from stopping.
  - CM asked if the children could be involved in a joint campaign with RRS to make roads safer, perhaps the parents would listen more to the children.
  - PM suggested the children get involved in a poster campaign around no dogs in the playground.
  - DM highlighted her concerns around people leaving dogs tied up to the railings unsupervised close to the school.
  - JD asked if dogs are allowed in the area of grass at the main entrance of the school. GC confirmed that this is still school grounds and dogs are not allowed in this area.
  - GC thanked everyone for their ideas.
- EARLY YEARS
  - Currently only 2 pupils in the afternoon class. No uptake on the offer for parents to move children from the morning to the afternoon session. Arrangements have been made with West Kilbride Early Years Centre for the children from both nurseries to visit each other. A variety of community links including sessions within Headrigg Gardens have also been arranged.
  - GC explained that unfortunately, the nursery cannot offer full day placements as we are a Model 2 provider.
  - Jo, the nursery manager has requested a child-accessible shed for easy access to outdoor resources. Approval paperwork must be submitted to NAC for this. It has been suggested that the Parent Council could provide funding for this, if approval is granted.
- PRIVACY AND CHANGING FOR PE
  - GC explained concerns were raised by a parent about changing facilities for the children at PE time.
  - GC informed the group that at present, infant classes (P1-3) change in class together for P.E lessons. Children can change in the toilet if they prefer. P4-P6 change in class in alternate gender groups, with the other group working/reading in the open area. Again, those who wish to, can use the toilets. Within P7 classes, the girls change in the cloakroom area and the boys change within the classrooms.

- GC has explored alternative options with staff, but were unable to find an alternative solution.
- EC suggested that children wear their PE clothes to school on school days. GC agreed that this would be a good idea. With regards to the P6's and P7's, they are encouraged to change for hygiene reasons but the option would be there for them too.
- **ACTION: GC to send a message to parents to let them know that children can wear athletic wear on PE days, if they have their school jumper/seater on top.**
- **RESOURCING**
  - Staff have been engaging in a lot of professional development opportunities. North Ayrshire Council's Numeracy Framework has been introduced into the school and practices are already being embedded into the teaching.
  - To use the Framework, a number of resources are required, and a recent audit identified a lack of resources to support this. GC made it clear that no resources have been discarded since she has been in post.
  - GC provided the audit and toolkit contents (see attached). Each class requires a class toolkit. Many resources are being made in school to minimise costs.
  - GC explained that the resource budget is very tight, and she welcomed a conversation at the meeting, for the Parent Council to vote on the possibility of supporting some of these costs.
  - Regarding broader resources, the school have invested in extending the reading scheme, Big Cat, to cover P4 and P5, this is imperative given the situation with attainment. It also includes the assessment materials, lesson plans, running records and worksheets. The cost of this is approx. £3,000.
  - The school have also invested in Nelson Handwriting scheme.
  - There is no handwriting policy within the school, however this is a big expense, therefore they are still decided which programme to use.
  - The school previously subscribed to Accelerated Reader for children in P6 and P7. However, it was underutilised and cost prohibitive (approximately £1400 annually) and so they are currently looking for an alternative.
  - EC began discussions about the PC providing funding for the numeracy resources that are required within the school. Previous to the meeting, the details of which were shared with PC members.
  - KM confirmed that current PC funds are £7368.70. The cost of the numeracy resources is £3300.
  - A vote took place with the 3 options: PC pay for the resources in full: 8 votes; PC pay £2000 towards the resources: 4 votes, PC do not contribute to the cost of the resources: 0 votes.
  - It was agreed that the Parent Council will fund the full amount of the numeracy resources.
  - GC expressed her gratitude on behalf of the school.
  - EC explained that in future the PC funds are raised to provide the children with experiences that cannot be paid for from the school's core budget, however given the circumstances with the budget this year (GC inheriting only 40% of the budget when she came into post), the PC would provide funds on this occasion.
  - GC agreed and there will be no expectation in the future or a necessity for this on an ongoing basis.

- **ACTION: KM to send GC the PC Funding Request Form. GC to complete and return to KM. On receipt, KM will transfer funds to the school.**
- STAFFING
  - The school have appointed Mrs Jacqui Park as new DHT- she will start on the 8th January. Mrs Finlayson and Mrs Reid will carry out DHT remit in an acting capacity until Christmas.
  - Jacqui worked as a Principle Teacher in West Kilbride previously.
  - Mrs Herron was successful in adding an additional day to add to her current contract on a temporary basis to support the raising of attainment through use of intervention strategies. Mr Paul Smith will join as a Classroom Assistant after the November break. Paul was previously NAC's CALMS Co-ordinator. There is also a temporary 15-hour Classroom Assistant vacancy to appoint.
- TOILETS
  - GC explained that currently the school are experiencing high levels of vandalism to the toilets, particularly within the P7 area.
  - Staff have had conversations with pupils and correspondence has been sent to P7 parents requesting support with this. A 'buddy' system has been introduced to limit the opportunities for vandalism.
  - Maintenance budget within the school is not strong.
  - GC added that pupils often display disrespectful behaviour towards materials and resources generally within the school, so as part of the Health and Wellbeing workstream, staff are looking at a programme of work for this.

## 7. AOB

- GC asked to have it noted that regarding school trips, costs will never be a barrier to a pupil attending a trip.
- EC raised a point on behalf of JD who left the call earlier, regarding a performance opportunity by Artie previously from the Singing Kettle to WK Village Hall for pupils. He was potentially looking for costs to be covered by the PC. EC has requested costing details, still to be received. **ACTION: EC will speak to JD offline.**
- On behalf of the OSC, PP requested a stall at the Christmas Fayre. All agreed that this would be a nice addition to the Fayre. JS suggested that a representative from OSC contact EC or herself to discuss the type of stall or activity.
- EC raised the Christmas Fayre raffle. Raffle tickets will be sent home with children prior to the Fayre. P7's have written a letter to local businesses asking for donations for the raffle. EC and JS suggested top prizes of Smyths vouchers. Other members suggested Amazon or Argos vouchers for choice. PC suggested using local businesses, in particular Timberbooks, she is happy to speak to Michelle about it.
- EC informed the group that Kay Hall and a P1 parent have been tidying up the front of the school at the main entrance. Kay has requested £120 for compost and some other supplies to help tidy up the areas. All agreed to provide the funds to Kay.

## 8. CLOSE AND DATE OF NEXT MEETING

EC thanked all for their attendance and closed the meeting.