

West Kilbride Primary School

AGM

11th September 2023, 7.30pm

West Kilbride Community Centre

In attendance: Emma Clark (Chair), Judith Spence (Vice Chair), Kate Matthews (Treasurer), Karen Harkins (Secretary), Gemma Carson (Head Teacher), Tyler Poole (Temp Deputy Head Teacher), Kirsty Rolfe (Deputy Head Teacher), Claire Edgar, Lisa Mitchell, Michelle Duffy, Penny McKnight, Emma Meechan, Deborah Matchett, Sarah Gilhooly, Jenny Clark, Lousie Meeke, Susan Rankin, Kayleigh Maxwell, Lu Oliver.

Apologies: Jenn Wood, Kate Fox, Jennifer Smith, Phil Pritchard, Joe Douglas, Gillian Burns, Pamela Couper.

1. Welcome and introduction

EC welcomed all attendees to the West Kilbride Primary School Parent Council AGM. The list of apologies was provided as detailed above. All those in attendance provided a brief introduction. There was parent representation across the nursery and school years.

2. Nomination of Office Bearers

EC stated that all current office bearers were happy to continue in their roles for another school year. Emma Clark as Chair, Judith Spence as Vice Chair, Kate Matthews as Treasurer and Karen Harkins as Secretary. This was proposed by JC and seconded by MD.

3. Previous minutes and Matters arising

Previous minutes were accurate, no changes required.

Matters arising:

The fundraising activities for Calum Rae have exceeded expectations and the family have reached their fundraising target.

The results of the survey around school trips that was issued to parents were distributed. 91% of parents would be happy to contribute up to £15 for their child to attend a school trip out with the local area. Parent Council are happy to assist with the funds of transport to help facilitate trips.

Playground equipment was purchased and is in use with the chalkboards being installed around the fence in the infant playground today.

Lunchtime and afterschool clubs – GC to provide an update in her report.

4. Role of the Parent Council

EC clarified the role of the parent council. The parent council represents the views and interests of all parents, and they work in partnership with the school staff, local authority and wider community to support the school and its pupils. EC requested that if parents have specific questions or queries about their child, they should contact the school office in the first instance as they will be able to help.

5. Finance Update

KM provided an update on the financial situation. In the last year the parent council raised £7672.53. Funds of £5192.47 were spent on contributions towards the school nativity show, out of school care, P7 leavers events, P4-7 show, uniform bank, playground equipment and the nursery.

The current balance is £6636.61.

6. Funding Update

The parent council have applied to the North Ayrshire Council Participatory Budgeting funding. £1000 for the uniform shop and the plan is to apply for another £1000 for the Arran trip for next year's P7.

The Halloween Disco is our next fundraising event, closely followed by the Christmas Fayre.

7. Events and dates for 2023/24 meetings

Discussion took place around the format of future meetings (in-person or online). It was agreed that every second meeting would be in-person at the West Kilbride Community Centre. Other meetings would take place on Microsoft Teams as Zoom have made changes to the ability to log in after the initial time has lapsed.

Parent Council Meeting Dates are as follows:

- 6th November 2023 (Online)
- 22nd January 2024 (Community Centre In-person)
- 18th March 2024 (Online)
- 13th May 2024 (Community Centre In-person)

Ad hoc meetings will take place leading up to events etc, details will be issued at the time.

Fundraising Event Dates are as follows:

- 26th October 2023 Halloween Disco
- 7th December 2023 Christmas Fayre
- 15th February 2024 Valentines Disco
- Summer Fayre – Discussion took place around the timing of the Summer Fayre as currently the 1st June clashes with the West Kilbride Gala Day and they have stated that they are unable to change their date. JC suggested that we organise an alternative event to the Fayre and was happy to share some of her ideas with the parent council at a later date. It was suggested and agreed that the Fayre could go ahead at an earlier date around Springtime.

- ACTION: EC to send out a poll to the Parent Council members via Whatsapp with potential dates in May for a Spring Fayre and check that there are no clashes with other community events such as the Spring Flower Show.

8. Update from West Kilbride Primary School

Gemma Carson, Head Teacher at WKPS provided an update.

- WELCOME
 - Firstly, GC thanked all parents, carers, the Parent Council, school staff, pupils and the wider WK community for the warm welcome she has received since starting her role as Head Teacher.
- STAFFING
 - The school are currently recruiting for two 1.0 FTE Classroom Assistants, who will be funded through the Inclusion Group. A shortlist will be compiled this week. GC is also undertaking a Job Sizing exercise prior to the recruitment of the permanent Deputy Head Teacher position, which she hopes will be in post by the end of October.
- COMMUNICATION
 - GC explained that the school aims to have open, organised and consistent communication with the parent body. A weekly diary for staff has been created to ensure they have an overview of the upcoming week, and an annual calendar of events has been issued to parents in order to support them to arrange childcare and work commitments to ensure they can attend school events where possible. This will be updated and re-issued termly and available on the school website. Termly newsletters will also be issued to parents.
 - GC clarified that whole school communications will be issued via Xpressions. Class-based communication will be issued via Seesaw. GC explained that teachers have been allocated nominal time for Seesaw updates and so correspondence via this will be at the teacher's discretion. School events updates such as the P7 trips will continue on X (previously known as Twitter) in order to share successes with the wider community. There are also unofficial class WhatsApps groups that parents are welcome to join in order to get to know other parents and for informal advice and information (these groups are not managed by the school). GC thanked the Parent Council for their support in sharing school communication within their Facebook page.
- ATTAINMENT
 - GC explained that draft data on attainment shows that West Kilbride Primary School is one of the lowest attaining schools in North Ayrshire. Assessment data completed at the end of last term and the start of this term shows that there are a significant amount of pupils not on track to meet expected levels of attainment. This year and for the next few years the school will focus on raising the attainment. This will be done by increasing professional development opportunities for staff, development of learning and teaching input, and planning, tracking, monitoring and assessment practices. GC explained that this may mean that other elements of the school year will

need to be simplified or time spent on some activities reduced e.g. school shows. GC emphasised the importance of prioritising the learning experiences of the pupils.

- GC explained that this will impact the school budget as the spending will focus on educational resources and programmes to improve the attainment level. 54.5% of the school's core budget for this financial year has already been spent and so future spends will be allocated carefully.
- PARENT HELPERS
 - GC explained that she is keen to recruit a few consistent volunteer parents who would be able to offer a full day a week to support the delivery of the school's intervention programme. Training will be provided. An Xpressions message will be sent out this week.
 - Teachers can offer lunch and after school clubs, but this is at their own discretion. GC is looking into the possibility of parents or carers leading activities without staff supervision. An Xpressions message will go out to parents when clarification has been received.
- SCHOOL TRIPS
 - GC is keen to explore what type of school trips the school can offer this year to pupils. The budget will be restricted however in the recent survey conducted by the Parent Council, 91% of parents said they would be happy to contribute financially to school trips and the Parent Council have agreed to provide a financial contribution also. GC has asked each stage to suggest a school trip related to their current learning. Bus costs remain a major barrier to school trips. Families who are unable to contribute to trips will not be disadvantaged and all pupils will be supported to attend.
- PLAYGROUND ACTIVITIES
 - New chalkboards that the Parent Council funded last year were installed today. Playground resource boxes are available for each stage. A classroom helper is allocated to bring out and put away the box at each interval. Classroom assistants will encourage pupils to play games and build friendships, including those with children from out with their own class. If the Parent Council wish to provide additional resources, this would be welcomed.
- PROMOTING POSITIVE BEHAVIOUR
 - GC is aware that a survey was issued to the parent body before summer regarding the Positive Behaviour Policy and this is something that she will endeavour to update by the end of the calendar year.
- HOMEWORK POLICY
 - GC informed the group that new homework guidance has been issued to staff this week to ensure a consistent approach across the school. Homework will be issued on a Monday and should be returned the following Friday. Staff will encourage pupils to hand homework in early if it is completed before the Friday to aid with marking. There will be no homework on short weeks where there is a holiday. It is strongly recommended that parents support their child to complete their homework, however it is not mandatory. All homework will be work that is covered in class. A homework grid will be sent to parents and carers via Seesaw and will contain a variety of learning activities including some online learning. A homework jotter will

be issued for handwritten work as well as appropriate worksheets. More information will be provided at the Learning Conversation events (previously known as parents night).

9. AOB

- JC asked about the expected turnaround time for enquiries to the school to be answered. GC explained that she will always respond as quickly as possible.
- Discussion took place around the mixing of classes as pupils move through the school and KM requested more advance notice for parents about class changes in order to facilitate transition discussions. GC confirmed that new class letters would be sent in sealed envelopes and staff will encourage pupils not to open letters but to hand them directly to their parents.
- PM asked if parents could be informed if a class teacher is absent. GC explained that school management are not permitted to share this information with parents unless they are aware that it is a long-term absence.
- EC suggested that the Parent Council offer financial support to help buy resources that the school needs in order to raise the attainment levels. GC welcomed this idea.
- KM asked what additional support parents can give their children at home to help with learning. GC confirmed that parents should focus on supporting their child with the homework issued by the class teacher and that no further support is required.

10. CLOSE AND DATE OF NEXT MEETING

EC thanked all for their attendance and closed the meeting.

Date of the next meeting: 6th November 2023 (online, link will be issued nearer the time)