

West Kilbride Primary School Parent Council

Annual General Meeting

Monday 2nd September 2024

Minutes of Meeting

Venue- The Barony Centre

In Attendance

Emma Clark (Chair), Judith Spence (vice chair), Kayleigh Maxwell (treasurer), Gemma Carson (Head Teacher), Jackie Park (Depute Head Teacher), Susan Rankin, Anil Chundoo, Samantha Parker, Karen Harkins, Hazel Haddow, Kate Matthews, Kara Andrews, Vicky Ramage, Penny McKnight, Jenny Clark, Phil Pritchard, Lisa Mitchell, Dyenaba Cowan, Jennifer Smith, Jennifer da Silva Neto, Rebekah Tosh, Kate Fox

Apologies

Ainsley Simpson, Louise Meeke, Christopher Ferrie, Laura Turner, Catriona Moran, Sarah Fleming, Michelle Duffy, Nicole Adam, Pamela Couper, Gillian Burns

Welcome, introductions (Emma Clark)

Parent Council Chair's Report

For the 2023/2024 Academic Year it goes without saying that this year has been another very successful one for the Parent Council. However, this would not be achievable without the dedication and commitment of a supportive group, the Senior Leadership Team and the wider staff group. On behalf of Judith and I, we would like to take this opportunity to thank those in the group and also those parents and carers that volunteer to support our events and fundraisers throughout the year. A special thank you to Kate Matthews and Karen Harkins who have served as Treasurer and Secretary over the last year. Thank You for your hard work and dedication to the team, we are delighted you are remaining part of the Parent Council.

Our overriding aim is to build a strong, productive and supportive partnership with the school and the wider community to ensure that the children have a positive and memorable learning experience from their time at West Kilbride Primary School. To summarise our work last year involved

- Fundraising Events
- Halloween Disco
- Christmas Fayre
- Valentines Disco
- Spring Fayre
- Car Boot Sale- reluctantly adding this as a highlight as it wasn't a success and we probably won't run another one!
- Submitting grant applications- e.g Community Council Trust, the WK Lottery and Participatory Funding
- Community Work
- PreLoved Uniform Shop & Pop Up Shops
- Re-uniting lost property through our Facebook Page
- Introduction of Fuel Station for Free Breakfast and Snacks
- Coffee Morning Drop Ins

- Helping parents and carers stay up to date with running our Facebook Group and Whatsapp Class Chats
- Supporting new P1 parents and carers with transition information and first day information
- Supporting enforcing positive parking around the school
- Building strong relationships with community groups such as the village hall, Garret Gardens and the fire service
- Sharing community events
- School Support
- Helping start new after school clubs and recruit volunteers to run
- Supporting after school clubs with the running costs such as NAAC entries
- Subsidising P7 Leaver Hoodies
- Helping with transport costs to events such as Ayrshire Music Festival
- Funding improvements to the school grounds
- Securing Legally Blonde theatre tickets for the P7's and funding the bus costs for this
- Subsidising costs for the Pantomime
- Securing grants to pay for outdoor clothing and wellies for the infants ○ Funding new EYC resources- eg reading shed, outdoor equipment
- Funding for numeracy resources for each class
- Funding snacks and drinks for Christmas parties
- Appointment of a new DHT and being on the panel for SLT interviews.

Looking to the Academic Year ahead we hope to do all of the above and then some. We have a very healthy bank balance of £7502.54 so let's utilise this to support the school with great resources and experiences for our children. We always welcome new members to keep the group vibrant and full of help and ideas and are delighted to have some new faces keen to join us for the year ahead. The Parent Council will continue to keep parents and carers informed via Xpressions, our Facebook Page and Whatsapp Class Chats. Here's to a successful, supportive and collaborative 2024/2025 Academic Year.

Treasurer's Report (Kayleigh Maxwell)

The balance of the account was £6,636.61 on 1/9/23 and is now £7,502.54 (31/8/24). During this time £6,213.45 has been raised through the various fundraising events mentioned previously by Emma. An additional £771.65 was also raised through calendars and Christmas card sales. The Parent Council has donated a total of £7,439.19 to the school.

Reviewing of Annual Accounts (Emma Clark)

Jacqueline Kerr has offered her services to review the Parent Council annual accounts. No objections were raised to this.

Appointment of Officer Bearers

Emma Clark will remain on as Chair of the Parent Council, Judith Spence will remain as Vice Chair and Kayleigh Maxwell will remain as Treasurer, these appointments were proposed by Kate Matthews and seconded by Jennifer Smith. No one else wished to take on these roles and no objections were raised.

Parent Council Secretary Vacancy

The role of Parent Council Secretary remains vacant. No one came forward to take on this role. Anyone interested was asked to let any office bearer know.

New Members of the Parent Council

Samantha Parker, Jennifer da Silva Neto, Hazel Haddow, Rebekah Tosh, Kara Andrew, Vicky Ramage and Dyenaba Cowan will join the Parent Council. They were proposed by Karen Harkins and seconded by Lisa Mitchell.

Head Teacher's Report (Gemma Carson)

1. Thank You

I would like to express our thanks to the Parent Council for their unwavering and continued support as we have implemented change and moved our school forward over the past year. Working together as a school community has directly benefitted our young people who have reaped the rewards of organised events, fundraising activities and the continued drive to provide parent helpers to raise attainment. I look forward to working together again as a team for the coming year.

2. Staffing

We have recently encountered some staffing challenges which are impacting us at present but which we hope to have resolved soon. We are currently recruiting a full-time Depute Head Teacher. We brought the post to interview in June but had limited applicants and did not appoint following the interview process. The current advertisement for this post closes on 10th September and will be interviewed on 20th September, pending successful shortlisting.

Mrs Reid, Principal Teacher, was successful in securing a permanent part-time contract at the end of last term, working Wed-Fri. Mrs Victoria McDonald was then allocated to class share with Mrs Reid following her own return to work. Unfortunately, Mrs McDonald's personal circumstances have meant she has had to take a career break and is not able to fulfil her post with us at present. Instead, we are recruiting for a 0.4FTE Principal Teacher, who will then job-share with Mrs Reid. In the meantime, Mrs Jennifer Findlay is currently covering Mon-Wed in P6R on a long-term supply basis until the PT post is filled. This situation changed fluidly over the summer and we have worked as swiftly as possible to make the necessary arrangements to ensure P6R is covered with as much consistency as possible.

Mrs McDonald's post will not be covered, resulting in a 0.6FTE loss to our Class Teacher numbers. This had previously been given by NAC as additionality.

3. Attainment

Attainment continues to be a primary focus for our staff team. However, our data already shows definite improvement. Combined ACEL data recorded for P1, P4 and P7 in June 2024 show improvements across Numeracy and all areas of Literacy (Reading, Writing and Listening and Talking) when compared with June 2023 data. Primary 1 and Primary 4 data shows particularly positive upwards trends. However, most P7 data (with the exception of Reading which remained steady) was lower than previous the previous years. This was due to staff baselining and assessing pupils more robustly and identifying gaps in learning. Although progress was made at individual pupil level, the number of pupils able to be brought back on track was lower than the previous year. In cognisance of the wider gap in the upper stages of

the school, within this year's School Improvement Plan, we have identified interventions, supported by the Professional Learning Academy, specifically targeting P6 and P7 pupils including Boosting Reading and Numbersense programmes in addition to our existing intervention supports across the school.

Our Standards and Qualities Report and our current School Improvement Plan are now available to view on our school website. As previously discussed, 2023-2024 data will be published in December 2024 and so a further explanation of our data will follow at the Parent Council meeting after it's publication.

4. Outdoor Learning

As part of our School Improvement Planning this year, we are promoting and extending opportunities for Outdoor Learning. Classes will be encouraged to wrap up and learn outdoors, regardless of inclement weather. Pupils are keen to utilise all learning spaces, including the embankment, and will be actively involved in lessons including den building, fire lighting and outdoor cooking. We anticipate that pupils may get dirty in the process. Whilst we continue to develop a provision of outdoor clothing to support this, we ask that parents provide suitable outdoor clothing (ideally, waterproof) and footwear where possible.

We also continue to look for donations of old wooden and metal kitchen utensils including spoons bowls, pots and pans.

5. Promoting Positive Relationships

This year we will be creating a new Promoting Positive Relationships Policy, in consultation with pupils, parents and staff and this will be fully implemented by June 2025.

This will follow several practical steps towards this over the past year including the purchase of our Bounceback HWB programme and the creation of a safe space for dysregulated pupils, 'The Cove'. In support of this moving forward, we will be introducing a House system to foster an ethos of community, respect and collegiality amongst our pupils. Each pupil will be allocated to one of four Houses, with siblings being grouped in the same House. Individual tokens will be awarded to pupils who work hard, display our school values and demonstrate respect towards the school environment and to others. These will culminate in an end of term celebration for our winning House.

We have also incorporated elements of Pupil Voice, in line with UNCRC principles, within this process. Pupils have been consulted on House names this week with all pupils being asked to vote on naming the Houses after Islands, local hills or castles, with Islands being the clear winner with 50% of all votes. As such our Houses will be named Bute, Cumbrae, Arran and Ailsa. Pupil Leadership will also be a key element to this system, with P7 pupils nominating themselves for House Captain and Vice Captain positions, which will be appointed following competitive interview processes, in line with skills for Developing the Young Workforce. Pupils will also collectively choose their own end of term reward celebrations.

Pupils are already very enthusiastic about this process and are keen to get the ball rolling.

6. Infant Lunch Arrangements

In line with the timings of our school day here at West Kilbride Primary School, all pupils are entitled to a one hour break across the school day, with 15 minutes allocated to morning break and 45 minutes allocated for lunch time. At present, Infant pupils in P1-3 begin their lunch at 12.15pm in order to ensure that all classes can be through during our meal service, ending their break at 1.15pm alongside upper school pupils. As a result, pupils from P1-P3 are missing 1hr 15minutes class time weekly. To rectify this, Infant lunch times will formally move to 12.15-1.00pm on Tuesday 24th September, following the September bank holiday. This will have no impact on pupils or our catering team but will impact staff breaks and support staff timetabling.

7. Parking

Parking continues to be in issue on the main roadways near the school, particularly at drop-off and collection times, with many parents/carers parking illegally. We have issued another plea to parents/carers to avoid parking dangerously via Groupcall. NAC have also contacted the Roads and Place departments at the request of the Parent Council to investigate whether they are able to take any further action. We will apply for funding to create banners to raise awareness of the dangers of parking illegally.

8. School building

The school building is not at capacity in terms of the number of classrooms but the issue is lack of shared spaces to offer full PE entitlement and for lunch arrangements. North Ayrshire Council have made budget cuts and this is impacting the general maintenance of the building. There has been some water damage to a classroom. A volunteer group to do some painting in the school building was proposed.

Proposed Meeting Dates for 2024-25

Monday 4th November 2024 via zoom

Monday 13th January 2025 in person

Monday 10th March 2025 via zoom

Monday 12th May 2025 in person

Future Parent Council Events

An event to welcome new families to the school community is planned for September as well as a Taylor Swift Tribute act for later in the year.

CLOSE

END OF MINUTES

Draft Minutes released	Approved (Chair)	Final release (on behalf of secretary)
J Spence	E Clark	J Spence
1/10/24	1/10/24	1/10/24