

Eastfield Primary School and Nursery Parent Council Minutes

Time of Meeting: 7 pm

Date of Meeting: 5th May 2015

Location of Meeting: Eastfield Primary School

5 pages in total

1. Attendance

| Name | Initials | Position |
|---------------------|----------|----------------------------------|
| Pamela Di Nardo | PDN | Head Teacher |
| Lesley McPhee | LMP | Deputy Head Teacher |
| Julie Baxter | JB | Chairperson |
| Catriona McLaughlan | CM | Parent Council Group (Treasurer) |
| Kate McLean | KM | Parent Council Group (Secretary) |
| Peter McLaughlan | PM | Parent Council Group |
| Hazel McMillan | HM | Parent Council Group |
| Pamela Renton | PR | Parent Council Group |
| Helen MacIndoe | HMI | Class Teacher / Fete Committee |
| Barry McCulloch | BM | Local Councillor |

2. Apologies/Additional Distribution

| Name | Initials | Position |
|----------------------|----------|----------------------------------------|
| Alexander Rutherford | AR | Class Teacher / website & IT |
| Ashley Mitchell | AM | Parent Council Group(Vice Chairperson) |
| Margaret Lee | ML | Parent Council Group |
| Jennifer McGowan | JM | Parent Council Group |
| Lyndsay Brown | LB | Parent Council Group |
| Balwant Chada | BC | Local Councillor |
| Alan Masterton | AM | Local Councillor |
| Alan O'Brien | AOB | Local Councillor |

Distribution to all of the above.

3. MATTERS ARISING WHICH ARE NOT OTHERWISE ON THE AGENDA

None

4. REVIEW AND APPROVAL OF PREVIOUS MINUTES

4.1 Comments to previous minutes.

Previous minutes from March now approved and issued.

KM

4.2 Action items from previous minutes / matters arising

4.2.1 Parent Council Member Photographs and Notice Board
JB to have photographs taken of PR, HM and PM

JB

4.2.2 First Class Intranet is an excellent tool for storing documents, letters, and templates which can be communicated easily with other groups in the area. JB to email login details.
JB is currently reviewing all documents and arranging for these to be held in First Class for future reference.

JB

5. FINANCIAL UPDATE

Easter Disco Update

CM reported that following the Easter Disco's the Parent Council :

| | |
|--------------|------------------------------|
| Banked | £810 |
| Spent | £320 |
| Profit | £490 |
| Bank Balance | £2962 – with a float of £170 |

INFO

6. HEADTEACHERS REPORT

6.1 Uniform Suggestion

Further to the proposed new items of uniform discussed at the previous PC meeting PDN suggested an alternative route to supplying uniform for pupils. Chapelgreen, PDN's shared headship school, currently has a supply arrangement with Tesco where if parents order school branded uniform from Tesco, the school receives a commission.

Comparable prices are also lower than current supplier which offers better affordability for families.

Something to consider for future. PDN passed literature to JB.

INFO

6.2 Trim Track

Parental concerns regarding the safety of the Trim Track were raised via the Parent Feedback forms at the Daffodil Tea. The Trim Track was funded by the National Lottery and is therefore not maintained by North Lanarkshire Council.

The school contracted Sport Safe UK to assess the Trim Track and this resulted in the school paying for a repair to the bridge section. Timetabling the use of the Trim Track has increased the safe use of the area. There is an element of risk in all outdoor activities and school monitoring and supervision procedures continues to ensure safe use of the equipment.

INFO

6.3 Active Numeracy

Class P7b have been selected to be part of the National 'Wee Box' Numeracy Challenge. This is a great opportunity to show what has been gained from using new Active Numeracy approach that has been implemented this year as part of the school's improvement priority to improve teaching, learning and attainment in numeracy and mathematics throughout the school.

INFO

6.4 Communication/ Glow Blogs

The school is continuing to develop its website to support home and school communication and build on existing reporting routes. Online blogs have been set up for each class and are being used to showcase and report on childrens' learning in the form of active learning journals. Already these blogs are being successfully utilised by parents and children to assist with effective home and school reporting links. Parental and children feedback regarding these recent developments has been positive. Blogs will continue to be developed will next session.

INFO

JB/CM

PDN confirmed that the previous yellow folder 'target setting folders' that were used within the school (prior to August 2014) required to be revisited in light of national curriculum developments. Since August 2014, the core focus of the school in terms of profiling has been to model and build pupils' reflective language skills. In addition, PDN noted that class assessment strategies continue to be developed within the school and classes to support individual pupil target.

INFO

Further to the introduction of pupil diaries, the school is looking to introduce a new format of pupil profiles in Session 2015-2016. These profiles will compliment existing daily practice and help share pupils' latest and best work with parents/carers on a more regular basis. This will help to build on existing informal open evenings and class assemblies in addition to formal parents' interviews and reports.

PDN confirmed that the introduction of the School Diaries has been a success this year and plans to be continued for next session. The PC discussed the possibility of gifting the diaries to the school for use next session.

INFO

This was agreed by the PC. JB and CM to arrange payment to the school

6.5 Security

To increase and develop security within school grounds PDN requested CCTV be installed. This has been approved by local authority. A monitor shall be installed on site and also one off site.

KM/CM

6.6 Local Councillor in Attendance

BM stated he is a supporter of the school and is very supportive of the Head Teacher and all developments that are being achieved within the school.

Following recent incidents within the school car park and community, BM is working with North Lanarkshire Council and PDN to ensure all staff and pupils remain safe at all times on school grounds. BM confirmed his approval of the installation of CCTV on the school grounds.

INFO

He is also currently working with the council to introduce a policy to combat the abuse of social media relating to schools.

7. Items of Business

7.1 Funding – Grant Application

JB noted that it is possible to apply for a grant to fund the advertising costs for the school summer Fete. JB asked KM and CM to work on completing this application form.

7.2 Clerk Fees and Lets

PDN noted that she had made enquires and that the budget to pay for clerk fees to record the PC meetings does not carry over to a new session. JB noted that we had not applied and utilised this budget this session and therefore would lose it. PC will look into this again next session.

The PC discussed how payment for lets requires to be incorporated and paid for from the school budget. PC to discuss the possibility of applying next session for possible grants to support with the financial cost of lets.

Provisional dates have been drafted for next session's PC meetings. JB to forward to PDN for review.

JB/PDN

7.3 Summer Fete Update

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Banners and flyers have been printed and will be here next week. | INFO |
| Raffle tickets have been printed and are ready for stapling into books for issue to children to sell to families. | INFO |
| Bouncy slide/face painter/large outdoor games (Jenga etc)/fire engine/police all booked. Hook a duck – JB to provide. | JB |
| HMI held meeting within school to ensure support of teachers. Teachers will take responsibility for producing items for and running the children's class stalls. Teachers also will take part in a 'Sponge the Teacher' event. HMI to arrange delivery of dragon cut out with JB. CM to purchase buckets and sponges for event. | HMI/JB/CM |
| CM to allocate each PC member an area to be in charge of on the day. Then will allocate a number of volunteers to each area. | CM |
| JB would like to contact parent helpers to have briefing prior to day. JB to email volunteer list to CM. | JB |
| HMI to send out letter to P6/7 to gauge how many could help on day as will require parental consent as is out with school hours. | HMI |
| Need to set up cash office on day within school office. Keep spreadsheet to see which stall did well for future reference. CM to organise. | CM |
| PC members to borrow walkie talkies for the day to aid communication. | INFO |
| JM to purchase all refreshments and hot dogs and sweets (for 10p mixture prize bags). CM to discuss with Mrs McMillan how much would be required in her experience. | CM/JM |
| Insurances for all outside suppliers already emailed to JB for risk assessment. | INFO |
| PM to make all handmade games i.e. pop up pringles etc. | PM |
| Helium balloons – PDN to arrange. | PDN |
| JB speaking to dance schools. Yet to confirm any. | JB |
| Mr Amos is booked to provide music on day. | INFO |
| Fete to be advertised in the Cumbernauld Herald. LMP to provide CM with contact to arrange reporter to come along on the day to take pictures etc. | LMP/CM |
| Looking for volunteer to take photographs on the day for the school website. | INFO |
| JB is organising ice cream van to attend on day. PDN to check NLC guidelines to ensure that this is permitted to operate within school grounds. | PDN/JB |
| HMI running competition within school to design Eco Bags for sale on day. | HMI |
| Fete risk assessment drafted. PM to look over it and discuss any concerns with PDN. | PM/PDN/JB |
| HMI to arrange text notification to be sent out encouraging parents to park and stride on day and to ask for no refrigerated items of home baking to be donated as no access to fridge. | HMI |

7.4 Leavers Gifts

The order for the dictionaries which have been sourced from the Book People has not yet been placed due to an illness in the rep's family. JB to speak to Mrs Juba in the school office to confirm the order will be placed and the items will be available in time.

JB

8. Parents Comments

8.1 Nursery Trip

KM raised the issue that parents within the nursery requested further clarification as to why there will be no excursion within the nursery class this year.

PDN discussed arrangements that were in place to facilitate nursery outings prior to August 2014 and how current management decisions have been made in relation to current Care Inspectorate and NLC standards/ policies (ratio and supervision requirements).

PDN highlighted that due to children being in nursery during their 600 hours entitlement, during trips and outings the core responsibility of supervision and care remains with the school. Any accompanying parents/carers would require PVG in order to be permitted to support the event. PDN discussed the challenges facing an outing of all children (70 children) together due to ratio requirements and stated that the school could not accommodate the cover of these ratios according to the Care Inspectorate standards.

KM

PDN confirmed that this issue has been raised on two previous occasions and that a separate meeting was held with nursery parents/carers to discuss the renewed arrangements. PDN also highlighted that during the Care Inspectorate's recent visit, this matter was discussed in addition to the school's decision to review procedures. PDN confirmed that the decision and new procedures were reflective of the code and the Care Inspectorate supported this change in procedure. She highlighted that during a previous meeting she invited parents/carers to contact the Care Inspectorate direct to seek further clarification of ratio requirements should they wish to do so.

KM proposed a further informal meeting with the nursery parents and PDN to discuss the matter. PDN discussed how alternative options could support smaller group outings and that such options have been previously shared with the nursery parent group.

PDN highlighted the need for support from nursery parents/carers to support ratio requirements during alternative outings and the need for parental PGV certification. She highlighted how the school could support with the cost of this certification should parents be available to support events across the school and nursery. PDN highlighted however that the number of nursery parents/carers who have been able to offer their support over the last few years has been limited.

PDN confirmed that she would be happy to meet and discuss ideas with nursery parents as to how to assist and support future plans. KM to discuss the matter further with the parent group and provide PDN with a list of possible suggestions that could be explored at a later meeting.

KM

8.2 Pram Access in the Evenings

JB was informed by a parent that the outer perimeter gate is locked in the evenings during events such as the disco's and parents evenings. This means parents walking with children and prams to the school need to enter via the car access gate. PDN and JB to look into this as ensuring the safety of all people attending the school is of utmost importance.

JB/PDN

9. Any Other Competent Business

None

10. Correspondence

AM received correspondence from SPTC regarding their workshops which can be arranged within the school.

INFO

11. Any Other Competent Business

Date of Next Meeting
Monday 15th June 2015 at 7pm