

# PARENT COUNCIL MINUTES

## **Eastfield Primary School Parent Council Minutes**

June 15, 2015

The meeting was called to order by Julie Baxter at 1900.

### **1.0 In attendance**

Pamela Di Nardo  
Lesley McPhee  
Julie Baxter  
Kate McLean  
Ashley Mitchell  
Jennifer McGowan  
Peter McLaughlan  
Hazel McMillan  
Margaret Lee  
Pamela Renton  
Helen MacIndoe

### **2.0 Apologies**

Alexander Rutherford  
Catriona Lindsay  
Lyndsey Brown  
Balwant Chada  
Alan Masterton  
Alan O'Brien  
Barry McCulloch

### **3.0 Approval of Minutes**

The minutes were read from the May 5, 2015, meeting and will be approved via email following the busy end of term calendar.

### **4.0 Matters Arising which are not Otherwise on the Agenda**

None

### **5.0 Budget and Financial Update**

JB advised that sales of the raffle tickets for the fete were very successful and sales were close to covering all outgoings for the fete.

Also P7 Ceilidh was paid this week.

CM will provide detail at a later date.

## **6.0 Headteachers Report**

### **6.1 Shared Headship**

As advised at start of shared headship PDN committed to a 1 year term and Chapelgreen were now interviewing for a new Head teacher.

PDN reported the experience was very positive and offered many opportunities for the children and staff of both schools to integrate and share learning.

### **6.2 Staff Changes**

PDN advised the following staff changes, which will be briefed to parents in the last newsletter of the term.

- Mrs Campbell has confirmed her retirement.
- Two new probationary teachers have been allocated to the school. PDN highlighted the benefits of new staffing to compliment the existing teaching team within the school
- Mrs Stewart has accepted a full time, permanent position with South Lanarkshire Council. She will take up this appointment in August '15. Mrs Dickson (currently Mrs Stewart's job share partner) will take over the full time position of the entire role in August '15. PDN highlighted the positive contributions that Mrs Stewart has made to the school whilst at Eastfield PS.
- Miss Smith has also accepted a full time permanent position within South Lanarkshire. She will take up this appointment in August '15. PDN highlighted the positive contributions that Miss Smith has made to the school whilst at Eastfield PS.
- PDN highlighted that the school has held a small number of temporary posts over the past four years and that the school has now been granted permission by the authority to fill these positions. PDN highlighted the benefits that these appointments would bring to the school in terms of gaining stability of staffing. PDN confirmed that interviews for the posts have been completed and recommendations of appointments have been issued to the authority for approval. Following approval and confirmation of candidate acceptance of post, information will be shared with parents/carers as soon as possible. PDN confirmed that this information will be shared with parents before the end of the session.
- PDN discussed how teaching staffing was currently a national issue. She highlighted that a significant number of schools across the authority were faced with the same appointment process this term. PDN highlighted that plans remained in place for 'Meet the Teacher' transition events in the last week and where possible new staff would be invited into the school to meet the children.

### **6.3 Nursery Trip**

PDN noted that she had been approached again by a nursery parent enquiring about the possibility of a whole nursery trip. KM advised that she had spoken to a number of the nursery parents and it was felt it would be better to leave the discussion until early next year. KM advised parents have many good ideas. PDN happy to hear these ideas and if they can fulfill the Care Inspectorate criteria will be happy to move that forward.

KM to organise a meeting of nursery parents and PDN to discuss early next session.

## **6.4 School Diaries**

PDN to order and it has been agreed the Parent Council will fund.

## **6.5 Homework Bags**

P1's will receive a complimentary homework bag branded with the Eastfield School logo from the school. PDN highlighted how this will help prevent home/school communication letters from being mislaid and also protect newly purchased reading books etc from damage during transport to and from school. PDN highlighted that last session bags were purchased and gifted to every pupil within the school. She noted that these would be intended for pupil use each session and would be collected in and redistributed each year. As pupils move up the school, if they require replacements they will be asked to pay a charge of £5.

## **6.6 Provision of PE**

PDN highlighted the ongoing issues within the school in terms of space and facilities suitable to deliver PE. Due to the size constraints of the school hall and its multipurpose use, she highlighted the requisite 2 hours per week physical education for each child was becoming very difficult to deliver. PDN highlighted the school's creative use of space and current attempts to address capacity issue. However due to the ongoing challenges she informed North Lanarkshire Council of this matter and requested an audit of space, provisions and possible funding for additional PE opportunities for the school.

PDN confirmed that she has now secured an extra swimming block allocation for all P7 pupils (in addition to the current Primary 5 blocks). She also confirmed that use of the Community Hall at the Forge has been granted to enable PE to be delivered on dual sites simultaneously. PDN noted that the details of these arrangements were still being finalized however the council had confirmed that they would support this arrangement via funding. She confirmed that new arrangements would commence next session.

## **7.0 Items of Business**

### **7.1 Summer Fete Update**

PDN briefed the finalised fete layout plans. Two were prepared, one indoor and one outdoor (weather dependant).

There will be a communications board placed at the main school entrance (closed to the public, for use of PC members and staff only). This will carry copies of both plans and highlighted areas will show the position of all First Aid sites, all Communication sites (walkie talkies) and all Toilets.

Names and contact information for all First Aiders will also be displayed on this board.

All available PC members to help on set up tables and signs on Friday evening to minimise work required on Saturday morning.

If fete to be held indoors the number of people within the school will be monitored via ticket sales. ALL people within the school require a ticket to ensure no overcrowding. This includes all PC members, helpers and children.

All external companies have provided copies of insurances.

JB highlighted the team leaders for the day. As discussed at a Fete subcommittee meeting, each team leader was responsible for allocating their helpers/volunteers a time slot to ensure full coverage of all stalls/games.

JB informed that all signs (prices/directions/safety signs) had been printed and laminated ready for use and will be distributed to team leader for that area.

Sponge the teachers – four members of staff and the management team had signed up to take part.

JB handed over all raffle prizes to PR. Prizes to be drawn on the day and announced over the tannoy system by Mr Amos.

JM will collect polystyrene cups/diluting juice/tea/ coffee etc as well as hot dogs and buns for the refreshment stall. Numbers were agreed.

ML has been making hand sewn items with the children in school which will be sold on the day of the fete.

P6 and P7 helpers have been recruited for helping with selling of raffle tickets and selling on class stalls.

## **7.2 Leavers Gifts**

The Parent Council presented the Management Team and staff with the P7's leavers dictionary and thesaurus gift set. These were very well received. These will be presented to the P7 children at their Leavers Assembly.

## **7.3 AGM Preparation**

A letter will be sent to the parent forum before the end of the school term to advise of the new term of the parent council beginning at the start of the new session.

All members can sit for 2 school sessions but there is no obligation to sit for the two full sessions.

Two members will be standing down, Lynsey Brown and Margaret Lee. JB thanked them for all their hard work and support both within the school and on the Parent Council.

Two posts are now available and the election process will be followed at the AGM.

JB to look at ways to raise the Parent Council's profile within the school and hopefully attract parents new to the school (P1) as well as others from within the parent forum.

## **8.0 Parents Comments**

- Some parents have approached the school enquiring about a specific behavioral issue within the school. PDN noted that the Parent Council members should continue to refer any parents regarding such matters directly to the school. JB confirmed this it is normal procedure that any concerns the Parent Council may encounter are passed directly to the Head Teacher in order to effectively support the wider parent forum.
- PDN thanked the Parent Council members for their continued support and for their dedication in organising the Summer Fete.

### **9.0 Correspondence**

- The SPTC e-newsletter for June 2015.

### **10.0 Any Other Business**

None

### **Next Meeting**

AGM - Tuesday 8<sup>th</sup> September, 7pm.