

**Minutes
PTA Meeting 01.12.2014**

**Eastfield Primary School and Nursery
Parent Council**

Time of meeting 7 pm

Date of meeting 01 December 2014

Location Eastfield Primary School 6 pages in total

1.0 Present

Name	Initials	Position
Pamela DiNardo	PDN	Head Teacher
Kerry McGhee	KMG	Deputy Head Teacher
Lesley McPhee	LM	Deputy Head Teacher
Julie Baxter	JB	Chairperson
Peter McLaughlan	PM	Parent Council Group
Catriona McLaughlan	CM	Parent Council Group (Treasurer)
Hazel McMillan	HM	Parent Council Group
Pamela Renton	PR	Parent Council Group
Jennifer McGowan	JM	Parent Council Group
Margaret Lee	ML	Parent Council Group
Kate McLean	KM	Parent Council Group (Secretary)
Ashley Mitchell	AM	Parent Council Group (Vice chairperson)
Lyndsay Brown	LB	Parent Council Group

2.0 Apologies / Additional Distribution

Mr. Rutherford AR Class Teacher / website & IT

Distribution to all of the above

(the previous action item is shown in brackets below the new action item, if the action is still live)

3.0	MINUTES	ACTION
	Welcome & New Chairpersons Introduction JB opened the meeting and welcomed everyone present, including new members. JB outlined the role of a parent council and shared her vision for how Eastfield's Parent Council could continue to support the school and the wider parent forum. JB covered the ground rules of a parent council and then circulated the agenda.	INFO
4.1	Comments to previous minutes / minutes of last meeting Outgoing parent council to approve minutes of previous meeting.	PM
4.2	Action items from previous minutes / matters arising 4.2.1 It was noted that the formal minutes of the meeting held with Ellen Docherty regarding the shared headship of Eastfield Primary and Chapelgreen Primary are being completed. PM agreed to email his list of questions and other parent council members who were present at the meeting will expand on this with their own recollections. These will then be discussed at the next parent council meeting to be held on January 26 th 2015.	PM
4.2.2 (1.2.2)	It was also agreed the new treasurer (CM) would arrange to meet with the bank to discuss the transfer of names to the PTA bank account. An update to this can be found in the treasurers report (Section 5.0)	CM

4.2.3 (1.2.3)	Parent Council, in partnership with the school, to consider setting up an Environmental Group to apply for grant funding for Eco projects, such as funding the re-turfing of the astroturf (through a landfill grant). This would be done with assistance from NLC and the school's own Eco Committee, but was noted as a longer term project <u>ongoing</u> . This is now diaried for discussion for Spring meeting (March 9 th 2015)	INFO
4.2.4 (1.2.6)	ICE Training and Questionnaires: It has been previously highlighted there is a web based resource (with various forms of questionnaires) the Parent Council can use, alongside the school, to get parental input and feedback on different matters. It was also noted that Playback ICE have offered to make a presentation to the Parent Council on the use of different resources available to North Lanarkshire Council Parent Councils. Mrs Di Nardo noted this would cost approx. £50. It was agreed to consider how best to use this resource (and presentation) from next term, to allow the new Parent Council the opportunity to discuss <u>ongoing</u> . This is now diaried for discussion for Spring meeting (March 9 th 2015)	INFO
4.2.5 (1.2.9)	Next Terms Dates: PDN advised the Spring meeting (9 th March 2015) is not in the diary of events issued at the start of the August term however the let has been agreed and the meeting will go ahead.	INFO
4.2.6	It was suggested that there should be information on the Parent Council section of the school website to explain what the Parent Council do, and also the difference between the Parent Council and the Parent Forum. Possibility was raised of having an area within this section of the website where parent forum can raise questions. PDN suggested using the school enquiry email address and any emails with Parent council in the subject line will be forwarded directly to JB.	JB/AR
5.0	Financial Update	
5.1	Spreadsheet attached (Appendix 1.0) showing current balance CM reported that the Parent Council bank balance currently stood at £2501 after the Halloween Discos had been accounted for. Opening Balance on the account was £1139. £264 was spent on supplies for the Halloween Discos, £21.60 was spent on cakes for the P1 snack at the disco and £106 was spent on a years insurance. Income from the discos was £954.04 and the profit on this was £562.40	INFO
5.2	CM advised JM (provisions secretary) is not a signatory on the bank account.	INFO
5.3	CM advised AM, JB and CM were to be added as signatories. For this to occur the previous signatories (Liz and Chris) needed to complete paperwork stating they approved the addition of the aforementioned.	Liz /Chris
5.4	CM passed forms to JB and AM to complete in order for their names to be added.	CM/JB/AM
5.5	PDN is happy to write a letter of support to state this is a parent council bank account and that the signatories require changing, this may speed up the application process.	PDN
5.6	JM would like to purchase provisions for tuckshops and selection boxes this week coming (w/c 8 th Dec) to ensure are in place. PDN agreed to provide cheque for £400 to cover this from school funds if CM will repay this when can manage to get Liz and Chris (outgoing signatories) to sign cheque for removal of funds.	PDN/CM/JM

HT Report Items	Main Discussion Points
1) Minutes from PC Meeting 6 th October '14	<p>PD highlighted that she was absent on at the Parent Council (PC) meeting on the 6th of October due to special leave circumstances. As a result, she wished to clarify specific items that were discussed at the last meeting with her Senior Management Team. Should any items within the HT report from this meeting require to be expanded then PD requested approval from the PC to support this exercise. All members of the PC agreed that they were happy with this review and possible update.</p>
2) NLC Management Savings Exercise (Primary Sector)	<p>PD highlighted that North Lanarkshire Council are introducing management savings across management teams within their primary schools this session. These savings will have an impact on the management staffing in schools and the exercise is planned to be completed by June '15 for August '15 start. Further information will be shared with the Parent Council during the process as directed by NLC.</p>
3) 'Raising Attainment for All' Scottish Government Pilot Work	<p>PD highlighted that Eastfield PS are currently piloting a Scottish Government initiative aimed at 'Raising Attainment for All'. As a result, a small number of pupils within the school are being supported to engage with individual leadership opportunities. These leadership opportunities are aimed at supporting pupils with the development of their social and emotional needs and in turn impacting their self-esteem and motivation to leave and achieve. Should this pilot be successful then further opportunities will be offered to a wider cycle of pupils in the second phase of the pilot.</p> <p>PD also highlighted the school's significant developments in Additional Support for Learning tracking and intervention this session as part of the School Improvement Plan (Priority area 3).</p>
4) Active Literacy, School Improvement Planning (Priority area 1) update	<p>PD highlighted that all members of staff have now completed training in the use of North Lanarkshire Active Literacy Policy. PD noted that a significant amount of funding has been allocated to this development area with approx £1400 being spent on staff training and approx £6000 being spent to date on the purchase of literacy materials such as reading books etc.</p>
5) Wider Achievement Opportunities for Pupils- Interdisciplinary Learning	<p>PD highlighted the successful 'WW1- Learning Showcase Event' in addition to the Class Assemblies that have been held this session. PD noted that these events have helped to share the wider achievement of the pupils and showcase interdisciplinary learning. PD thanked the parents/carers within the school (via the Parent Council) for their continued support in ensuring the success of such events.</p>
6) Infant Area 'NLC Effective Play Pilot'	<p>PD highlighted that the infant area of the school (led by Mrs Fiona Kelly-PT) are participating in an Effective Play Pilot this session. As part of this pilot the infant area of the school will be developed to support effective learning through play. This development will build further on the school and nursery's transition</p>

	links through adopting similar learning and teaching styles at early CfE level. PD noted that part of the school budget will be used to support the purchasing of furniture and resources for this development. PD noted that the Effective Play pilot links to all three areas of the School's Improvement Plan for this session.
7) Shared Headship 'Eastfield PS & Chapelgreen PS' Partnership Update	PD highlighted that her current role at Chapelgreen PS is to continue to build effective partnership working of staff across the two campuses. PD noted that Chapelgreen PS also have a supporting Parent Council and suggested that both Parent Council's meet to share ideas and establish further partnership links. PD discussed the recent 'Beetle Drive' fundraising event that was held in Chapelgreen PS involving members of the local community.
8) Eastfield PS Presenting at the Scottish Learning Festival 2014	PD highlighted that she presented at the Scottish Learning Festival 2014 to share the school's involvement in a Glasgow University Pilot aimed at Improving Teacher's through Mentoring.
9) Inservice Day 'Maths on Track' Tom Renwick, Mental Agility Session	PD highlighted that the whole staff team at Eastfield PS were involved in mental agility training during the November inset. PD noted that this training was linked to School Improvement Plan (Priority area 2) and supports staff with the delivery of effective learning and teaching in numeracy. PD also noted that the school have also purchased Numicon material to further support learning and teaching within the area of numeracy and mathematics. PD highlighted that a Numeracy and Maths Workshop was planned for parents/carers in December to share these resources and provide support for learning at home.
10) Gaelic Training at Eastfield PS, Scottish Government's 1+2 initiative	PD highlighted that two members of the staff team were currently completing GLPS training in order to support with the teaching of Gaelic next session. PD noted that this investment in training supported the Scottish Government's 1+2 language development and highlighted the school's commitment to prepare for this implementation of national policy. PD also noted the literacy links created through this development in line with the School Improvement Plan (Priority area 1).
11) Parent Council & Parent Forum Communication Developments	PD highlighted the benefits of a Parent Council notice board being established within the school reception area. It was agreed that this would contain basic information about the school's Parent Council and provide contact information for the Parent Forum. PD also highlighted the possible development of termly Parent Council Newsletters to support further communication with the wider parental forum.

7.0	Items of Business	
7.1	Halloween Disco Debrief	
7.1.1	AM now managing parent helper list for discos. This will now be rotated to allow all volunteers a chance to attend.	AM
7.1.2	AM sent text reminding of Maths workshop to those parents on the helper list. This worked well as it reminded some of the event and therefore increased uptake at the event. LB feels increased uptake could be due to children being invited along as this negates requirement for childcare and also engages children and parents to work together.	For info
7.1.3	Following on from Halloween disco's JB would like parent council members attending the disco's should take the lead in organising tasks for the volunteers on the night. Volunteers need to be made aware of tasks to be carried out and must arrive ten minutes prior to start of disco to be briefed on the risk assessment.	ALL
7.1.4	JM suggested emailing the risk assessment and list of tasks/areas to be covered to volunteers prior to the disco. PDN suggested a one off meeting prior to the disco would maybe more suitable. This will be discussed at the next meeting.	JB
7.1.5	JB discussed requirement for a register at the disco. PDN suggested numbering each ticket sold and the office staff recording names against each ticket on a register. On the night of the disco a parent council member would collect the tickets and mark off the child's name on the register thus providing an accurate register. HM offered to carry out this task on the night. JB will update risk assessment to show this change to procedure and update letter to parents to show tickets will be required for entry on the night as they are numbered to each child.	JB/HM
7.1.6	JM noted there should be an Incidents Book held for recording incidents to enable the provision of information to parents in child falls etc. JB will add to Risk Assessment. LM and JB to review school incident slips to use at discos.	JB/LM
7.1.7	PDN has advised she has spoken to upper school pupils regarding their behaviour during discos. PDN suggests Parent Council members could meet with Pupil Council members to discuss ideas to the discos which will in turn improve behaviour at disco.	INFO
7.1.8	Use of mobile phones at discos is prohibited. Due to safeguarding restrictions in place no photographs are allowed at all. JB to update letter to parents re disco to reflect this information.	JB
7.1.9	KMG suggested children should be sitting on benches at collection time at the end of the disco instead of benches as this provides easier visibility for parents collecting children. This will be adopted from now. Structured collection was discussed with ideas including a door in/door out policy and using the register to tick off who has been collected. PDN suggests the door in/door out policy is good idea as improves flow of traffic but that an exit register is not strictly necessary as the register is mainly for fire purposes only. JB advised the addition of an exit register will be reviewed again when risk register is reviewed.	INFO

7.2	Christmas Disco Planning	
7.2.1	CM to organise gift for Mr Amos (DJ)	CM
7.2.2	JB to lead one night and JM to lead the other – will discuss structure prior to disco and will present to parent helpers on the night.	JB/JM
7.3	Tuckshop Discussion	
7.3.1	Healthy options at the tuckshop were discussed alongside various ideas to streamline the tuckshop and avoid it becoming central focus of disco. It was agreed it was too close to Christmas disco to make drastic changes so was agreed to open tuck 15mins after disco begins and close 15mins before end. All agreed sherbert straws and the large bottles of water should no longer be sold – only small chocolate items, small cartons and bottles of water, Haribo's and Flumps and crisps.	INFO
7.3.2	Moving forward tuckshop may be streamlined further in accordance with North Lanarkshire schools healthy eating policy. Ideas included charging £1 extra for P2/3 disco and providing a snack similar to P1 disco. Was noted P2/3 children are too young to be responsible for money as lots was found lost on the night. Another option was £1 addition to ticket price to provide bag or £1 minimum for tuck shop. Pros were profit would be good on this and cons were it would be time consuming to prepare the bags. A letter will be sent for the Easter disco to request feedback from Parent Forum as well as discussions with the Pupil Council.	INFO
7.4	Parent Comments	
7.4.1	Discussion took place where KM advised of complaints from Parent Forum members regarding the infant door being closed at 9am precisely. PDN advised doors should be manned until 9.10 if children are still present in playground. KMG had discussed these complaints with staff and it was noted there had been no further complaints since.	INFO
7.5	Future Fundraising ideas	
	It was discussed that moving forward one disco a year may be dropped and replaced with something different i.e – a movie night/Christmas Fair/Ceilidh. Parent council to discuss with Parent Forum and Pupil Council. To be discussed at a later date.	INFO
8.0	Correspondence	
	KM summarised the correspondence received.	
8.1	Email from PTA.co.uk offering PTA magazine subscription. This was diaried for discussion at a later date as a potentially great idea.	INFO
8.2	Press release from the National Parent Forum for Scotland on Assessment and Reporting Approaches in the BGE.	INFO
8.3	Email from Jim Beers inviting chair to Parents Consultative Group Meeting Tuesday 9 th December. JB will attend this meeting on the Parent Council's behalf.	JB
8.4	Press release from EIS representative regarding impact of budget savings within North Lanarkshire Council.	INFO
8.4.1	PDN advised all communications from within the school staff should be passed on via PDN.	INFO
9.0	AOB	
	PDN advised there is a minute taker facility within the authority. PDN to enquire about utilising this for future Parent Council meetings.	PDN
10.0	Date of Next Meeting	
	Monday 26th January 2015 – 7.00pm.	