

**Minutes
PTA Meeting 26.01.2015**

**Eastfield Primary School and Nursery
Parent Council**

Time of meeting 7 pm

Date of meeting 26th January 2015

Location Eastfield Primary School 5 pages in total

1.0 Present

Name	Initials	Position
Pamela DiNardo	PDN	Head Teacher
Lesley McPhee	LM	Deputy Head Teacher
Julie Baxter	JB	Chairperson
Catriona McLaughlan	CM	Parent Council Group (Treasurer)
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
Hazel McMillan	HM	Parent Council Group
Kerry McGhee	KM	Deputy Head Teacher
Peter McLaughlan	PL	Parent Council Group

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 MATTERS ARISING WHICH ARE NOT OTHERWISE ON THE AGENDA **ACTION**

Ongoing correspondence between Jim Beers and Julie Baxter regarding the issue of shared headship. JB to send Jim Beers minutes of all Parent Council meetings to provide visibility of discussions held within these meetings. JB

4.0 REVIEW AND APPROVAL OF PREVIOUS MINUTES

4.1 Comments to previous minutes / minutes of last meeting

4.1.1 December Minutes have now been issued and awaiting approval at next meeting. KM/PDN

4.2 Action items from previous minutes / matters arising

4.2.1 JB to send copy of amendments to the disco risk assessments to all members of Parent Council regarding changes implemented in connection with tuck shop changes, accident book and registers additions. JB

4.2.2 Parent Council Member Photographs PDN
PDN and JB suggested having photographs of Parent Council members on the school noticeboard in reception. This would enable members of the parent forum to be able to identify council members and approach them with queries or items to add to the council meeting's agenda. PDN to take photographs at end of meeting.

5.0 FINANCIAL UPDATE

5.1 CM reported that the Parent Council bank balance currently stood at **£2799** after the Christmas Discos had been accounted for. INFO
Opening Balance on the account was £2501. £433.02 was spent on supplies for the Christmas Discos, and we have a float of around £180. Income from the discos was £730.44 and the profit on this was £297.

5.2 CM advised the process of adding AM, JB and CM as signatories was now completed. A cheque for the purchase of the P1 cakes was issued to JB and JB to advise if there are any problems with it. INFO

6.0 HEADTEACHERS REPORT

6.1 Update Primary 1-3 Free Meals Entitlement Provision at Eastfield.

- PDN highlighted to the Parent Council that the school is required to provide a safe and hygienic place for pupils to eat their lunch. The in house NLC catering team, employed by North Lanarkshire, are responsible for the provision of café lunches and parental complaints regarding the café facility, lunch menu and service delivery etc should be directed to the central catering team. PDN highlighted that contact details have been distributed to parents within a recent newsletter.
- PDN highlighted that an additional newsflash was sent out to parents/carers to clarify costings and provision of drinks as part of the Primary 1-3 Free Meals entitlement.
- PDN highlighted that from the school's perspective the roll out of the scheme appears to be going well. There has been a large uptake of the free meals.
- PDN highlighted that the school is looking to introduce a Pre Order System where children would make their lunch selection in the morning and would be provided with a coloured band to indicate their choice. This will be rolled out after the February in service day and would support NLC catering staff with the effective catering and delivery of pupil orders.

Gritting routines during Winter.

- Several enquiries and complaints have been raised with the school regarding the level of gritting provision for the car park, paths and playground.
- To clarify the situation, NLC highlights that the school car park is used at users own risk. Pathways are provided but gritting is not required on all pathways. A main designated walking route to school is identified and treated as the main priority route.
- Mrs Scroggie advised the council gritting plan requires her to grit only the main walking route to school – the main pedestrian entrance on Cairntoul Court to the Nursery and then to the first available school door – the P1 entrance.
- PDN and Mrs Scroggie met with the NLC Area Manager to discuss this matter following parental enquiries and were advised that Mrs Scroggie is currently completing more gritting than is required of her by gritting additional footpaths when possible.

Eastfield PS Nursery, Care Inspectorate Visit (14th & 20th Jan '15).

- Delighted to report initial findings scored the nursery very highly however the report is not yet live as the Care Inspectorate are awaiting the parental feedback questionnaires. PDN highlighted that should the draft report be supported by positive parental feedback then the final report will score the nursery at its highest standard since opening.

Staff absence challenges.

- Several staff have been off sick recently and this has led to the management team covering class time.

Forthcoming Social Media Information Evening (For Parents/Carers and Pupils)

- This is an event to provide information on internet safety and how to share information safely, particularly on social media sites.

Promoting Positive Communication Channels with Parents/Carers. Social Media Feedback Concerns.

- PDN highlighted the continued need to reinforce effective communication routes with parents/carers. In addition to telephone contact, both the HT and enquiry school email address is available online and feedback is sought from parents/carers on a monthly basis as part of the school newsletters. PDN agreed to continue to promote the twitter account and use of Glow Blogs to support parental engagement. PDN requested the continued support of the Parent Council to support parents/carers with the use of communication channels that will provide opportunities for the school to address concerns.

Intake for Session 2015-2016 Update

- PDN highlighted that the intake for the session 2015-2016 is currently sitting at 40 primary 1 pupils. Should this figure not change over the next term then this will mean that there will potentially be two straight P1 classes. PDN highlighted that this change of class organisation within the infant stage of the school may affect staffing levels within the school.

CLTAS, National Numeracy Forum Membership (Eastfield PS & Education Scotland)

- Eastfield Primary has been invited to be part of the Curriculum for Excellence CLTAS Forum for Numeracy. This is a consultation group consisting of 10 to 12 members who represent schools and authorities throughout Scotland. PDN highlighted how this membership will support school improvement plan priorities for the areas of numeracy and mathematics.

Energy Policy (Session 2014-2015)

- The school have been tasked with saving 9 – 10 % from their energy costs. PDN highlighted that there is a current overspend arising from heating as the nursery have a historical design fault issue. This along with the installation of Smart Boards in every classroom (this session and last) has required additional electricity and has increased the school's overall energy consumption. PDN will be liaising with the schools Environmental Committee to find savings.

7.0 ITEMS OF BUSINESS

7.1 Possible Minute Taker Appointment (Item 9 – previous minutes)

JB received information from Jim Beers regarding appointing an external, paid minute taker. Costs were £6.50 per hour (usual pay is 2 hours of meeting plus 2 hours preparation time.) Person appointed cannot be member of Parent Council and is usually an employee of North Lanarkshire Council i.e. school office staff etc. This was discussed and was agreed to keep minute taking in house at the moment.

INFO

7.2 Christmas Disco Debrief

7.2.1 Changes to the tuck shop were brought in to provide healthier options. In reflection crisps did not go down well as there were boxes left. Crisps also have very high salt content. JM emailed all Cash and Carry's in the area to obtain list of ingredients to compare options
The cartons of fruit juice all sold out and it was noted this was preferred to the large bottles of flavoured water.

INFO

JM noted we could improve on ticket system by numbering tickets sold with the added benefit of having an idea of numbers attending before buying provisions.

Reduction of tuckshop opening time caused a build of queues. The system adopted at the later discos of calling class groups up worked well. This should continue. As should closing the tuckshop early in order to organise children for collection.

If a price list of tuck items was provided in a newsletter to parents prior to the disco parents could limit children bringing too much money. JM to provide price list to JB.

JM/JB

In summary

The register went well, this is now part of the risk assessment

Tuckshop – continue to open for half an hour each disco, call out class groups one at a time and section the queue with folding dividers.

7.2.2 There may be children attending events with physical disabilities. The parent council discussed that our events should be inclusive, therefore a meeting will be arranged to discuss plans for supporting children with disabilities with the school. PDN asked parent council to request prior notification of attendance of children with physical disability. PDN can then request ASN staff to be in attendance at the disco to ensure the inclusion of all pupils at such events. PDN to continue to liaise with JB on ways to support planning for pupils with individual needs.

JB/PDN

JB sent all school staff an email thanking them for attending the discos. Next step to engaging staff with attending discos to further build on home/school links is to formally invite staff to attend discos as guests. I.e. not to be asked to run games, chaperone children etc. but to come along to join in and have fun.

Easter Disco Planning (Pupil Consultation)

7.2.3 Parent council should meet with pupil council to introduce ourselves and our role. Excellent way to share ideas for future events i.e what games the children would prefer at discos. Are there events they would prefer to a disco etc? JB to email PDN to organise dates.

JB/PDN

7.3 Parental Involvement

PDN advised that Education Scotland's Parent Zone is an invaluable source of information on the new curriculum.

INFO

7.4 First Class

JB advised this is a site where Parent Council's from schools across the country can share information. Eastfield Primary has an area to post their minutes and agenda and any information they feel could be relevant. Parent Council members should all have log in for this. JB will discuss this in more detail at our next meeting.

INFO

7.4.1 Parents Consultative Group Meeting

JB attended on our behalf. Chairpersons from various parent councils along with parent council members attended and communicated the ways they share information with parents. JB shared information for this session with the group. The new and improved GLOW and the EYC (Early Years Collaborative) were among the topics discussed. The minutes from these consultative meeting can also be viewed on Firstclass.

INFO

7.5	Parent Comments	
7.5.1	Tickets for Assemblies/Shows for Toddlers	
	AM asked could parents with an infant (under 3) be allowed to bring said infant and have their allocation of two tickets per show as young children do not take up a seat as they can sit on parent's knees.	
	PDN advised that capacity is related to health and safety protocol measures and highlighted that an increased number of school shows has been offered to parents/carers to address the school's capacity issue. PDN highlighted the school's need to know the number of people attending and the ticket is for the person, not for the seat. PDN will clarify the age at which a child require a ticket as potentially under 1's do not.	PDN
7.5.2	JM asked for clarification on a reported incident on a social media site at Holy Cross primary in Croy of a person approaching a child after school. It was reported that Community Police officers spoke to the pupils in Holy Cross primary and that North Lanarkshire Council sent parents at Holy Cross a letter.	INFO
	PDN advised that in such incidences an authority council wide alert response is flagged to HTs. PDN highlighted that this would be issued by the authority further to consultation with the community police. Headteachers would then inform parents of such incidents with support notice. PDN clarified that there has been no alert or authority communication in connection with this alleged incident.	
7.6	Future Fundraising Ideas	
	PDN put forward the idea of holding a car boot sale/summer fete within the school grounds to raise money to buy more iPads for the school.	ALL
	All council members agreed and after some discussion a date of 20 th June 2015 was agreed upon. It was also agreed a sub committee would be set up to organise this with CM taking the lead on this.	
8.0	Correspondence	
	KM summarised the correspondence received.	
8.1	Email sent from Jim Beers to all Parent Council members inviting them to the forthcoming Parent Council Information and Training Sessions. JB advised if you wish to go you could either email JB or register yourself directly following the link on the email.	INFO
9.0	AOB	
	None	
10.0	Date of Next Meeting	
	Monday 9th March 2015 – 7.00pm.	