

Time of meeting 7 pm

Date of meeting 9<sup>th</sup> March 2015

Location Eastfield Primary School

5 pages in total

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## 1.0 Present

Name	Initials	Position
Pamela DiNardo	PDN	Head Teacher
Kerry McGhee	KM	Deputy Head Teacher
Julie Baxter	JB	Chairperson
Catriona McLaughlan	CM	Parent Council Group (Treasurer)
Peter McLaughlan	PM	Parent Council Group
Margaret Lee	ML	Parent Council Group
Ashley Mitchell	AM	Parent Council Group (Vice Chairperson)
Lyndsay Brown	LB	Parent Council Group
Hazel McMillian	HM	Parent Council Group
Lynne Campbell	LC	Parent Forum

## 2.0 Apologies / Additional Distribution

### Local Councillors

Mr. Rutherford	AR	Class Teacher / website & IT
Pamela Renton	PR	Parent Council Group
Lesley McPhee	LM	Deputy Head Teacher
Jennifer McGowan	JM	Parent Council Group
Kate Mclean	KM	Parent Council Group (Secretary)
Helen Macindoe	HMC	Class Teacher / Fete Committee

Distribution to all of the above

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3.0 MATTERS ARISING WHICH ARE NOT OTHERWISE ON THE AGENDA ACTION

None

## 4.0 REVIEW AND APPROVAL OF PREVIOUS MINUTES

JB/KM

4.1 Comments to previous minutes/minutes of last meeting.  
Previous minutes from December and January now approved and issued.

4.2 Action items from previous minutes / matters arising

- |       |   |        |
|-------|---|--------|
| 4.2.1 | Parent Council Member Photographs and Notice Board<br>PDN and JB still to have photographs taken of PR, HM and PM<br>JB planning on information, pictures of Parent Council members and an events folder made available for wider Parent Forum. | PDN/JB |
| <br>  |   |        |
| 5.0   | FINANCIAL UPDATE  |        |
| 5.1   | CM reported that the Parent Council bank balance currently stood at £2799.<br>No changes since last Parent Council meeting.   | INFO   |

## 6.0 HEADTEACHERS REPORT

### 6.1 Update on school management savings

PDN explained NLC efficiency savings would affect the Primary Sector with effect from August 2015. Whilst official notification of efficiency savings is available via the NLC website, additional information for school distribution is not available at present. PDN was unable to comment on how the changes would be communicated to parents from NLC directly. She indicated her intention to provide parents/carers with an update in a forthcoming newsletter.

PDN highlighted that from August 2015, the Eastfield PS structure would reduce to 2 principal teachers and 1 depute. PDN highlighted that this leaves us currently with both 1 depute and principal teacher surplus. PDN stated that all schools of similar size would have the same management structure.

Following NLC redeployment policy (on the basis of length of service) Mrs McGhee has been identified as the surplus DHT. PDN noted that following this process, Mrs McGhee has been seeking a permanent promoted post and has since successfully been appointed as a HT in South Lanarkshire.

PDN highlighted that Mrs McGhee would be absent from the next PC meeting on 5th May as she will take up her post after the Easter break. PDN thanked Mrs McGhee for her hard work and support on behalf of the children, parent/carers, school and authority during her short time in post at Eastfield PS.

PDN confirmed that information regarding Mrs McGhee's relocation and success will be shared within the next newsletter to the parent forum.

PM asked PDN how new management structure would affect the current shared headship arrangement. PM highlighted that the management structure at Eastfield PS was meant to be protected for the current session as PDN is managing 2 schools.

PDN explained that the school has had, and will maintain, a surplus PT throughout session 2014-2015 as agreed by Ellen Docherty. PDN highlighted that this agreed arrangement and structure supports PDN continued support for the shared headship until June '15. PDN highlighted that 'Acting Posts' will be advertised and filed internally within the school to re-establish the full structure until June '15/ end of session 2014-2015.

PDN explained that whilst consideration of staffing for session 2015-2016 is still to be confirmed by NLC, moving forward (if possible) she hopes to have 1 principal teacher released from class commitment.

PDN highlighted that from April '15 Mrs McPhee would hold the co-ordinator post for Additional Support for Learning across the school and nursery. Information regarding the successful appointment of Acting posts and allocated remits will be shared with Parents as soon the process has been completed.

### 6.2 School Uniform

PDN showed PC a soft shell jacket that was sent to Mrs Juba from uniform supplier. PC agreed that the jacket was not of the same quality as the current design and decided not to proceed with the product for future sales.

### 6.3 Parking

PDN highlighted that Police continue to patrol the school perimeter and she has been informed that they are issuing fines to any parents/carers who are parking illegally/ irresponsibly within the surrounding residential streets.

LB asked what rules applied to parking when collecting and dropping children at school? Parents have asked LB this.

PDN explained that rules were in accordance with the Highway Code.

PDN suggested that we invite community police to highlight to parents responsible parking. The Parent Council agreed that this would be beneficial for parents and it was agreed that a meeting would be scheduled. PDN to organise.

### 6.4 Internet Safety

PDN and the PC discussed concerns relating to inappropriate use of social media. PDN highlighted the negative impact that social media can have on pupils in relation to cyber bullying. PDN highlighted the need to protect both pupils and staff from its inappropriate use and advised that NLC continues to monitor posts where the school and staff are "tagged". It was advised that the PC should continue to remain vigilant in relation to reporting of parental concerns that are shared via social media sites. If any member of the PC know of any misuse then this should be reported directly to the school or NLC. On occasions where it is deemed necessary the Police will assist with such matters. PDN highlighted that the police have the authority to investigate social media concerns raised by the school, that they have the right to enforce the removal of posts and in extreme circumstances pursue the matter further to enforce charges.

PDN stressed the importance of encouraging parents to share concerns via more effective and appropriate routes of communications. These communications channels are shared with parents on a regular basis within monthly newsletters, monthly feedback sheets, website and twitter links. PDN also highlighted that she is always available to meet the parents/carers should it be required and her direct email address is also accessible via the school website.

PDN highlighted that a workshop was recently organised by the school to support parents with the monitoring of social media and internet access at home. This Open Event was delivered in partnership with NLC and highlighted the responsibility of everyone to be aware of social media misuse.

#### 6.5 Nursery Class

PDN highlighted that following the Care inspectorate's recent visit to Eastfield Nursery the report had now been published. PDN highlighted that the grading of the nursery awarded during this visit is the highest grade achieved to date and this is proof of the variety of improvements that have been made across the nursery within the past two sessions. PDN thanked staff and parents/carers for their support whilst these essential improvements have taken place.

Copies of the report were shared with the Parent Council. PDN highlighted that a link to the report would also be shared with the Parent Forum via the next school newsletter.

#### 7.0 Items Of Business

##### 7.1 Shared Headship Correspondence

JB asked us to think back to the letter that was initially issued on behalf of the authority regarding the shared headship. PM was the Chairperson at that time. PM was called from Ellen Docherty 2-3 days prior to the letter being issued to parents. The call notified PM that the shared headship was going ahead. PC was not consulted about shared headship as stated in the letter that was issued.

PM explained that Ellen Docherty was going to personally deal with misrepresentation. After careful consideration JB asked the PC members their views on continuing to pursue authority for clarification or draw a line under it.

JB has pursued clarification of misrepresentation, however feels that not getting anywhere. As PC feel that there has been no issues during PDN appointment into shared headship and that wider PF haven't come forward with concerns. It was therefore agreed that they would no longer pursue this matter. PDN will give PF an update at year end.

##### 7.2 JB talked about our PC wall display, complete with pictures of members, how to contact us etc. If any members have ideas regarding wall display contact JB. JB showed example of upcoming PC newsletter. We discussed corporate identity. CM to have PC logo designed (same as summer fete banners.)

##### 7.3 Discos

JB confirmed we shall run with the same format as Christmas Discos. CM to organise Mr Amos (DJ) for 2 nights.

PDN reminds us to clarify ticket numbers. JM possibly not be able to organise provisions for discos. LB will contact JM regarding provisions. With regards to Additional Support Needs of children with disabilities JB and HM met with LMCP regarding emergency procedures and PC role with pupils with ASN. All children have to be included. PC members will not be responsible for those child it would be a member of the school staff who will support these children. The PC leader at discos will introduce staff member responsible for ASN to parent forum helpers. New procedures are being introduced before the Oct Discos of the next session.

#### 7.4 First Class Users

Future proofing PC First class Intranet is an excellent tool for documents, letters, and templates and can communicate with other groups in the area .JB to email login details.JB is currently reviewing all documents and arranging for them to be held in first class for future reference

#### 7.5 Summer Fete

CM heading Summer Fete planning sub-committee. CM explains that our insurance covers us for every aspect of fete activities other than Bouncy castles and face painting. AM and CM explain that bouncy castle and face painter booked for event have their own PLI (AM to be emailed copies of PLI from bouncy castle and face painter nearer timer of event). PM would like to clarify bouncy castles PLI as this covers them for children that injure themselves due to faulty equipment.

Let is booked, booked by PDN. Flyers to be printed (examples shown, look great!)

- 7.5.1 JB has introduced Helen Macindoe (class teacher) to the sub-committee and she is helping with the Fete Planning and providing great feedback and advice. Pupils will design hessian bags for competition and winners design will feature on the new bags which will be sold at the Fete. Mrs Macindoe has agreed to help with this task. Mrs Macindoe is working alongside the sub-committee as teacher/PC liaison.

Entry has been discussed at £2 per adult, 50p per child.

Further updates will be provided by the sub-committee lead Catriona McLaughlan via email.

#### 8.0 Parent Comments

- 8.1 P7 leavers gifts a comment was made regarding the quality of the diaries from last year. We will discuss the matter further at our next meeting in May. Yearbooks have been suggested amongst other ideas.

#### 9.0 Correspondence

JB summarised the correspondence received.

JB passed a letter from PDN regarding traffic concerns. The letter was written by a local councillor on behalf of the traffic warden. Traffic calming was highlighted in the letter.

JB received email regarding parent's annual conference. Normally a 2 day event in early evenings. Very useful information. JB to email Parent Council members with details.

#### 10.0 AOB

None

#### 11.0 Date of Next Meeting

Tuesday 5th May 2015 at 7pm