

## Minutes of Meeting 24<sup>th</sup> January 2017

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

### **Attendance & Apologies**

#### ***In Attendance:***

Lesley McPhee	LMP	Headteacher
Fiona Easton	FE	Acting Depute
Julie Baxter	JB	Chairperson
Catriona McLaughlan	CM	Treasurer
Hazel McMillan	HM	Parent Council Member
Frances McLaughlan	FM	Secretary
Donna Fairclough	DF	Parent Council Member
Karen McMillan	KM	Parent Council Member
Adelle Carroll	AC	Vice Chairperson
Ashley Mitchell	AM	Parent Council Member
Pamela Renton	PR	Parent Council Member
Gillian Kilday	GK	Parent Council Member

#### ***Apologies:***

Sarah Singleton	SS	Provisions Secretary
Lindsay Brolly	LB	Parent Council Member
Jo Grant	JG	Parent Council Member
Kate McLean	KM	Parent Council Member

### **Approval of Minutes**

JB ran through the agenda and extended a warm welcome. Congratulations were offered to LMP following her appointment to Headteacher. The minutes from the previous meeting (6<sup>th</sup> December 2016) are to be provided as soon as possible for review and approval and will subsequently be published on the school website.

### **Matters arising which are not otherwise on the agenda**

None

## **Items of Business**

### ***1. Criteria Led Selection***

A discussion was held regarding the requirements and desired attributes of the successful candidate looking to fill the vacant post of Deputy Headteacher. These include: consistency of approach, an ability to bring the nursery forward, an ability to collaborate across the authority and nationally, parent-friendly/approachable, innovative, good leadership skills, sustainability and adaptable.

The job pack is complete and the post was advertised on Friday 20<sup>th</sup> January with a 6<sup>th</sup> February closing date. Applications are currently being accepted from within North Lanarkshire only, although this would be opened up if required. LMP would like to see the post filled ASAP and is hopeful of an appointment after Easter.

The process is similar to that of the Headteacher post; i.e. two stage interview. As with the post of Headteacher, CM and PR would be representing the Parent Council and wider Parent Forum during the interview process, currently being the only members of the Parent Council with the required training to perform this function.

Other members of the Parent Council will be able to attend training for this in Spring 2017.

N.B. FE, a candidate for the post, left the room during the time in which these discussions took place.

### ***2. Scotcrest Uniforms***

The school has indicated to Peter Keir, owner of Scotcrest, that it is happy to go forward with the company for provision of school clothing.

There is a keen desire to introduce a tartan option to the school uniform; i.e. a tartan skirt/pinafore and a senior tie.

It was stated that the Pupil Council may come along to next meeting. Pupil Council can speak with other children and Scotcrest could bring a range of tartans to allow a suitable choice to be made.

The following points regarding the school uniform were made:

- Keep school colours for tartan, if possible;
- Keep cost effective;
- Reduce range of uniform options (v neck/round neck jumper, v neck cardigan, grey trousers/skirt/pinafore, tie, short sleeved polo shirt, tartan skirt/pinafore, senior (tartan) tie;
- Reinforce uniform, especially at P6 and P7 stage; and
- The possibility of designing a logo for the nursery and bringing "Nursery Class" back into the current logo.

### ***3. Future Fundraising***

The decision was taken to hold the following fundraising events in this school year:

- Fish and Chips Bingo Night - Friday May 12<sup>th</sup> . **LMP to book hall.**
- Spider Drive (Family Fun Night) - Hallow'een (date TBC); and
- Summer School raffle - to be launched at Fish & Chips night, with tickets on sale at Parents' Evening and available throughout school from 1<sup>st</sup> June. Draw to be held on last week of school.

LMP also to find out the hall capacity at night with and without dining tables in use. Possibility of opening up GP room.

It is intended that school summer fête will take place again in 2018 and run every second year.

- Easter Disco - continue with this as still profitable and will help in absence of summer fête.

### ***4. Clyde in the Classroom***

400 baby trout are currently being nurtured in the school by P5s. The trout require a stable temperature of between 5 and 15 degrees. This is monitored at regular intervals by the pupils. In order for this project to succeed, a small under-counter freezer was purchased from online company "ao.com" at a cost of £119.00 from Parent Council funds.

The freezer will also be a useful purchase in the event that a movie night is held or for during hot days when it can be used to store ice lollies etc. for the pupils.

£400.00 per class and government funding of £400.00 per class obtained. An ongoing initiative.

### ***5. Quids In***

This is the P6 & P7 enterprising scheme. £60.00 was borrowed from the Parent Council by one group who subsequently made £1600.00. An update on Quids In projects will be given at the next Parent Council meeting.

## **Head Teachers Report**

### ***1. Enrolments***

Enrolments for P1s starting in August 2017 took place the week commencing 16<sup>th</sup> January. There have been over 25 placement requests for children out-with the catchment area to attend the school. Given the current figures, it is envisaged that there will be at least two P1 classes.

### ***2. Clerical Cuts / Staffing***

Clerical cuts have been applied; a reduction of 25 man hours. This will have an effect on the office. Weekly meetings in place to plan and target priorities. It is hoped that, going forward, the adoption of a new uniform provider with uniforms being purchased online or in store will help to ease some of the pressure from the office. In addition, tickets for events are now generally going via class teachers rather than the office.

The answer phone was being used for 1 1/2 hours per day to allow the office to focus on administrative duties. However, this has now been stopped as it is felt that it is important that parents and guardians can get through to the school and speak to someone at any time of the school day.

An additional 15 hours of ASN in place.

1.6 days classroom assistant (5 + 3 days). Have an additional classroom assistant.

### ***3. School Improvement Plan - Health & Wellbeing***

Mr. Miller (a former coach) is leading P3s in Health & Wellbeing, which is part of the school Improvement Plan.

The school entered, for the first time, an athletics competition and was awarded 3<sup>rd</sup> place. A great achievement, particularly given that 120 primary schools took part.

The school will be taking part in Dance Mania again this year.

Kilbowie - trip to Kilbowie for P7s will be taking place week commencing Monday 20<sup>th</sup> February.

### ***4. In Service***

Wednesday 15<sup>th</sup> February. This day will be used to look at planning / progression planning, including nursery and P1s. Vital that we ensure that there are no gaps in the curriculum. Want to cut back on paperwork, where possible to enable focus on teaching and learning.

### ***5. School Trips - Funding and PVG***

it is increasingly difficult to get a trip for £6 or £7 per pupil. It can be almost £5 per pupil for the bus alone. This does not leave much for any entry costs or the costs of any other activities.

To enable trips to be more closely linked to children's' learning and thus, more relevant to pupils, the Parent Council agreed that the cost of school trips should be increased to £10 per child.

Additionally, in order to be able to help on school trips, helpers need to be PVG-checked. School will fund this. AC and PR interested in obtaining this. LMP also happy to fund nursery parents.

Currently the following members of the Parent Council are PVG-checked: FM, CM, JB, HM, JG, SS,

**JB to look into whether additions are needed to ensure full coverage.**

## ***6. Anti-bullying***

LMP continues to be part of working group to develop this policy. Draft in progress. Discrepancies in Scottish Government caused delays to this.

## ***7. Health & Relationships***

Mr. Miller and Miss Duddy will attend the next Parent Council meeting to discuss what information it is acceptable to provide to our children on this issue and at what stage of their school life different aspects should be covered.

Parents and guardians can always opt their child out of any lessons on sexual health. Parents are always given advance notice when topics are to be covered.

Parent consultation to be undertaken to help design the curriculum for this. The wider Parent Forum will be invited to the next meeting where a presentation will be given. The Parent Council can then take discussions forward with the school prior to further consultation being made.

## ***8. Pupil Equality Fund***

New initiative, dependent on the number of pupils within the school entitled to free school meals. Receive £1200 per pupil. This may help to develop and support Health & Wellbeing within the school; e.g. development of the pitch.

## ***9. Risk Assessment and First Aid***

Property to be added to the school's risk assessment.

First aid area within the reception/office has been moved to the other side to allow more privacy to those receiving treatment.

## **Treasurer's Financial Update**

A total of £515.22 was earned from the Christmas discos, after a spend of £269.00.

Freezer cost: £119.00. Gift for Mr. Amos (DJ for school discos): £80 Milano voucher.

Current bank balance: £3700. All monies accounted for; nothing outstanding. No cheques to be issued.

## Correspondence

None.

## Any other business

### *1. Parent Council Funding to school*

33 iPads have been purchased by the school following a donation from Parent Council funds. This is an increase from eight meaning that there are enough iPads for a full class. It was agreed that these are to be officially gifted to the school at the assembly at the 09:30am assembly on Friday 3<sup>rd</sup> February. CM and PR will make the presentation on behalf of the Parent Council and the wider Parent Forum.

It was suggested that, this year, the Parent Council could provide funds for the Go for Green treat; possibly the buses that would be required for this.

LMP to consider what the school currently needs. This can then be communicated/advertised via the summer raffle and help promote the raffle itself.

P7 Leavers - Names to come from the teachers for sweatshirts. Approval to come from parents to confirm that their child's name can be used and the way in which the name itself should appear. Scotcrest suggested as a possible provider this year and other quotes to be obtained, possibly from AM and Fiona Dick.

### *2. Staffing of Discos*

It was agreed that we need to ensure that there are always PVG-checked Parent Council members at each disco and that members should attend the disco that their child or children are attending as a minimum (although it is acknowledged that this may not always be possible due to work commitments, sick children etc.).

Ideally discos should have a mixture of longer standing Parent Council members and newer members to ensure continuity and experience and to enable a consistent approach to be followed. Procedures for the management of discos are to be developed to compliment the existing "running order" guidelines.

An extensive list of parent helpers has been created following the requests for additional helpers for the Christmas discos. It was agreed that all those helping

at discos should be advised to arrive 15-20 minutes prior to the start time to allow relevant preparation and discussions, including risk assessment/fire procedures etc.

**Next meeting - Tuesday 7<sup>th</sup> March 2017 at 7pm**