

# Minutes of Eastfield Primary School Parent Council meeting

12<sup>th</sup> March 2019

Location - Eastfield Primary School

The meeting was called to order by Catriona McLaughlan at 1900hrs

## Attendance & Apologies

### *In Attendance:*

Catriona McLaughlan	CM	Chairperson
Adelle Carroll	AC	Vice Chairperson
Diane McNaughton	DM	Secretary
Suzanne Breakell	SB	Provisions secretary
Jenn McGowan	JMG	Provisions secretary
Lyndsay Brolly	LB	Parent Council Member
Stella Pytharouli	SP	Parent Council Member
Alexander Rutherford	AR	Acting Depute Headteacher

### *Apologies:*

Frances McLaughlan	FM	Treasurer
Lynne Hernan	LH	Parent Council Member
Laura Russell	LR	Parent Council Member
Karen McMillan	KM	Parent Council Member
Adeeba Ahmad	AA	Parent Council Member
Pamela Renton	PR	Parent Council Member
Lesley McPhee	LMP	Headteacher

## Welcome

CM welcomed all in attendance.

## Previous meetings minutes

Minutes from the previous PC meeting held on the 22<sup>nd</sup> January were approved.

## Treasurers report (FM via email)

Current bank balance: £7359.36.

### **Inspiration for Schools:**

Total raised prior to event: £3714.00

Inspiration for Schools received £1695.60 inc £350 admin fee (£1 per pupil).

School received £2018.40 in sponsorship money raised by the children prior to the event with an additional £75.00 handed into school post-event, giving the school total of £2093.40.

SB commented that there had been very good feedback from the children who took part in the event. All in attendance agreed that it had been a fantastic event. All teachers had agreed and relayed this feedback to CM.

Some parents however had been concerned that 40% of all sponsorship money had been donated to Inspiration for Schools. CM indicated that there had been Tweets to this effect following the event on the Eastfield Primary Twitter page.

There was discussion that it had been made clear to parents in correspondence prior to the event that 40% of all money raised would be donated to Inspiration for Schools. Everyone agreed that if this or a similar event was held in the future, we would make this point ever clearer. AR pointed out that if money wasn't paid to Inspiration for Schools then Charlie Flynn and the other athletes would not be visiting the school to hold the event, no money would be raised for the school and the children would have missed out on the inspiring and worthwhile experience. LB commented that athletes such as Shannon Archer and Kelvin Cham train full time and rely on sponsorship through initiatives like Inspiration for School for funding to enable their training. CM reiterated that Eastfield School was very proud to sponsor athletes and fully supported the 40% donation.

### **Signatories:**

Changes to bank account signatories has now been completed. Ashley Miller and Julie Baxter have been removed from signatories' list and AC, DM and FM added.

Bank statements are now being sent to FM.

**Recent Spending:**

1. £300 given to JM for wrestling provisions, (school to donate £190.00 towards this).
2. £190.00 for purchase of blinds for Cooking Kitchen.
3. £10.00 for Wrestling posters.
4. £11.35 to AC for tableware for Teachers Evening.
5. £50 to CM for food & drink provisions for Teachers' Evening.

**Secretary's report (DM)****Correspondence:**

DM read out the main points from recent correspondence received from Inspiration for Schools regarding the event which was very well received by all whom took part and an email from Alan Miller relaying gratitude for the recent donation of sports kits for the school's sports team and the continued support of the Parent Council towards sports in the school.

DM asked that if anyone had any feedback to please forward it to her for future reference.

**Newsletter:**

DM updated that she anticipated producing another PC Newsletter for distribution to parents around Easter. Everyone in attendance agreed that the format of the previous newsletter was of an appropriate design and content. The forthcoming newsletter would summarise previous event including Inspiration for Schools, PBW and the Teachers evening. It would also advertise Little Mix Magic and Easy Fundraising and reiterate our need for additional helpers at all events.

## **PC Folder:**

DM indicated that she was in the process of updating the PC folder that is held in reception. Correspondence in the folder had dated back to 2015 and required refreshing. Going forward the folder is to contain a copy of the Constitution and Code of Conduct, a list of all PC members and roles, AGM and general meeting minutes and Newsletters.

## **Headteachers Report (AR)**

Senior staff had taken part in leadership training courses focusing on professional development, team work, change and self-evaluation and changes to the law that effect the school. The information received was being dissipated to teaching staff within the school.

A routine Fire Inspection was due to take place at the end of March.

Mrs Juba and Mrs McGowan were still on sick leave. No cover had been appointed leaving the office under staffed at present. Mrs Carroll had recently joined the office team.

As part of the How Good is our School (HGIOS) platform a number of self-evaluation exercises were planned. The Pupil Council were seeking feedback from pupils via questions that would be given at assembly. Teachers were to give feedback and Survey Monkey questionnaires were going to be used at Parents Evening to engage with and gather feedback from parents.

Transitions from nursery to P1 and P7 to Greenfaulds High School were underway.

An issue had been raised by the Nursery that money raised by the Nursery Forum at the 2018 Christmas Fayre had gone missing. It was noted that the Nursery do not hold their own bank account and use the School account for banking funds via Mrs McGowan. As such an internal financial audit was due to take place within the school.

The school was intending holding a PEF consultation with Parents in the near future.

School achievements: The school had been very successful at the recent cross-country championships with 86 pupils taking part in the first round. Eastfield Primary had won the Rotary Club quiz.

LMP asked AR to express her thanks to the PC for holding the Teachers Evening. She said it was very well received by all and much appreciated. CM commented that the PC would meet with any teachers who could not attend on the 6<sup>th</sup> of March but still wanted to make a proposal.

AR updated that car parking within the school was still a major issue. Parents had been found parking in the teacher designated areas causing disruption to classes. Children were also being observed crossing the car park unsupervised and inappropriate parking in the disabled parking bays was also causing problems.

Junior Road Safety Officers within the school were planning to make a video that would be tweeted to help highlight the issue. It was suggested that a leaflet outlining the proper use of car parks could be produced and included in P1 induction packs.

AR asked if the Parent Council could produce a leaflet for parents to reiterate the concerns of inappropriate and danger use of the car park. The PC agreed to do so.

AR feedback that all teachers well highly complimentary about the Inspiration for Schools sponsored sporting event that had recently taken place.

### **Code of Conduct (CM)**

Prior to Christmas 2018 a number of parents had contacted CM to discuss concerns they had over inappropriate comments that had been made by a member of the Parent Council on a WhatsApp chat forum. CM reminded everyone that members of the Parent Council had signed and agreed to adhere to a strict Code of Conduct which outlined clear guidelines in terms of expressing personal opinions openly both verbally and through social media. In particular it was important that personal comments or opinions did not undermine the Parent Council, school, teachers or anyone else connected with the running of the school. CM reminded everyone that if any Parent Council member had a grievance with any aspect of their child's schooling they were urged to adopt the correct procedure for complaints and contact the school

directly in the first instance. CM also reminded everyone that being part of the Parent Council is entirely voluntary and whilst the council would never dictate what the opinions of its members should be towards the school, she urged that if anyone felt that they could no longer act in a supportive capacity they should consider stepping down from their position.

CM informed the Council that the situation was being monitored and if any more concerns were raised from parents then the Council would have to consider potentially consider asking individuals involved to step down from their position. The Parent Council relies on new parents joining and thus it was of upmost importance that the Council remains a positive attitude and approach.

### **Wrestling (CM)**

PWB were due to arrive at 3.30pm and would take 3 hours to set up their stage. CM, DM, LR and SP would arrive at 3pm for setting up. The rest of the helpers were asked to arrive at 5.30pm. 120 chairs were requested for seating the event and 5 tables (4 tuck shop, 1 merchandise). Let was booked until 10pm.

CM and AC would man the door.

FM would sort floats for the evening.

Prices for refreshments were agreed as follows:

Hotdogs: £1

Popcorn: 50p

Cans: 50p

Quenchy cups: 20p

Water: 50p

Sweets (Haribo, Fredo, Fudge) 20p

DM would produce signs for the refreshment stalls.

Door would open at 6.30pm, the event would begin at 7pm and refreshments would be sold throughout the evening. The event was due to finish at 8.30pm with a meet and greet organised until 8.50pm. PWB indicated that it would take

1hr to disassemble and the PC would stay to clear up at the end of the evening. CM confirmed that a risk assessment had been completed for the evening. JM had purchased food for the evening. First aider support had been confirmed for the evening by LB.

Adults and Adults with children would use the disabled toilet. It was still to be confirmed which toilets the children would use on the night but no adults were to be admitted to these and they would be checked by a PVG checked helper only.

### **Teachers Evening (CM)**

Positive feedback had been received from all teachers who greatly appreciated the sentiment and for those who could attend enjoyed the evening.

CM commented that it would be great to accommodate all requests if possible and the Parent Council agreed. See minutes from the 6<sup>th</sup> of March for details of all proposals.

**Miss Gallagher** - Everyone agreed to fund £50 for ingredients.

**Miss Cameron** - It was agreed to fund the yoga mats 30x£6 approx. (and it was agreed at a later date to fund Miss Cameron to attend a child specific yoga course, £550).

**Mrs McElroy/Miss Duddy** - The purchase of outdoor play equipment and den building supplies was requested. Nothing specific was asked for and these resources would therefore require some research. Suggestions included painting Snakes and Ladders and the 'Daily Mile' on school grounds. Assembling blackboards and basketball hoops in the play areas. The ScotPlay website had been recommended by Mrs McElroy. CM and AC agreed to research these resources further.

CM show some pictures of an outdoor playpark and learning area that had been built on a muddy embankment in Crammond school at a cost of £85,000 that had been raised within the school. It was understood that the school entered the Kilt Walk fundraising event which helped raise the money. It was discussed if we would like to embark on a similar long-term fundraising project within the school. It was also discussed whether the school would benefit from resurfacing the clay pitch. AR indicated that grants to North Lanarkshire Council had been applied for in the past to resurface the pitch but these had been unsuccessful

due to other schools in the area being awarded grants to complete similar work. It was discussed that parental engagement would be ultimately required in order to embark on a substantial long term fundraising project so it may be beneficial to obtain feedback from parents as to what they would support in terms of fundraising in the future. DM agreed to compile a questionnaire for parents. AC commented that she had contacts that may be able to quote for resurfacing the school pitch to help benchmark the extent of funds that would be required to convert the clay pitch into an all-weather multi-functional sporting area.

**Mrs Steel** - LB commented that Mrs Steel had some fantastic ideas of how iPads can be utilised within the classroom to further children's learning.

Since a specific request for specification and number of iPads was not requested more research is required as to what the school would most benefit from. 1 per class was suggested but at an approximate cost of £5000 further feedback would be required from teachers that appropriate use would be made of this resource.

DM agreed to compile a questionnaire to send to teachers to assess the requirement for iPads within the class and how best these could be managed. CM agreed to contact LMP with regard to existing IT budgets that could also potentially be used to purchase iPads for classes.

DM had contacted Apple Support and been directed to 3 companies who specialised in supplying iPads to schools. Contact had been made and pricing had been obtained. The preferred supplier for Eastfield Primary School was XMA which had been previously used and were familiar with the school's procurement system.

### **Next meeting**

14<sup>th</sup> May 2019, 7pm, Eastfield Primary School