

## Minutes of Eastfield Primary School Parent Council

### Annual General Meeting

27<sup>th</sup> August 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
Frances McLaughlan	FM	Treasurer
Diane McNaughton	DM	Secretary
Suzanne Breakell	SB	Provisions secretary
Karen McMillan	KM	Parent Council
Adeeba Ahmad	AA	Parent Council
Stella Pytharouli	SP	Parent Council
Linzi Wright	LW	Parent Forum
Donna Holmes	DH	Parent Forum
Caroline Tulloch	CT	Parent Forum
Lesley McPhee	LMP	Headteacher

#### *Apologies:*

Jenn McGowan	JMG	Provisions secretary
Lyndsay Brolly	LB	Parent Council
Laura Russell	LR	Parent Council
Pamela Renton	PR	Parent Council
Lynne Herman	LH	Parent Council

### Agenda

- Welcome (Catriona McLaughlan)
- Chairpersons annual report (Catriona McLaughlan)
- Treasurers annual report (Frances McLaughlan)
- Headteachers annual report (Lesley McPhee)
- Election of members according to the constitution (Diane McNaughton)

- Review of the constitution
- Election of members
- Any other business

## **Welcome**

CM extended a warm welcome to all in attendance. CM introduced all the members to Parent Forum members in attendance.

CM introduced the aims of the PC. Primary aim is to raise funds for spending within the school. The PC is also involved in consulting on school policies such as anti-bullying and health and wellbeing.

## **Chairpersons report (CM)**

CM explained that over the last year, 2018-2019 session, there had been many changes to personnel within the PC and how the PC operated. Julie Baxter, previous Chair of the PC resigned her role with CM taking over as Chair and AC as Vice-Chair. FM became Treasurer and DM became Secretary.

The PC aimed to increase communication with the parent forum last year and did this in part through biannual newsletters which is something CM would like to build on in the coming year. The PC was also keen to build a stronger bond with the school and in particular teachers within the school. To this end the PC held a teachers evening where teachers were invited to come along to an informal meeting and make suggestions as to how the PC could spend fundraising. From this meeting an after-school cooking club was held. A staff member was supported financially to attend a children's yoga course and yoga mats were purchased for the school. The PC and staff are still in discussion about the purchase of outdoor play equipment and iPads.

In a change from previous years the PC held fewer discos. Halloween discos were organised which remain very popular but instead of Christmas and Easter discos alternative events were held at the school. The PC served tea and coffee and organised a raffle at the school Christmas concerts. The PC also organised an evening of wrestling and arranged a music event with a Little Mix tribute band. Both of which were great fun and well received.

Last year the PC organised personalised Christmas cards for all families in the school designed with their own child's festive drawing. Early in 2019 Eastfield was visited by Charlie Flynn and Inspiration 4 Schools which was a huge success and a tremendous amount of fun for children and staff.

CM stated that the PC was keen to continue fundraising this coming year as well as continue to build on the collaboration with teachers and also try to further engage with parents.

CM then discussed how important fundraising was in light of local authority budget cuts to schools. LMP agreed.

### **Treasurers report**

FM gave an overview of 2018/19 financial activities.

Opening Balance for term (Sep 2018): £5876.44 (Cash float £136.20)

Halloween Discos brought in: £571.02

Xmas card project brought in: £523.86 (plus £121.00 nursery)

Xmas concerts: £467.96

Inspiration for Schools: £2094.30

PWB Family Night: Broke even

Little Mix Magic: £224.99

Online Fundraising: £17.77

Closing Balance: £7027.65 (Cash float £72.32)

### **Secretary's report (DM)**

DM began by reviewing the Constitution. She explained that the constitution is a document which establishes the fundamental rules by which the parent council is governed. Gives everyone involved an understanding of the parameters within which the Parent Council will work and what is expected of members.

The main points from our Constitution were reiterated as follows:

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents/carers
- To promote partnership between the school, its pupils, its parents and the local community
- To develop and engage in activities which support education and welfare of the pupils.
- To identify and represent the views of parents on the education provided by the school and other matters affecting the welfare of the pupils.

DM outlined the main aspects of PC membership:

- The membership of the Parent Council is a minimum of 4 and a maximum of 20 parents of children attending the school. A Chairperson, Vice Chairperson, Secretary and Treasurer are appointed by the Parent Council members to coordinate, manage, record and report on all Parent Council business.
- A member of the Parent Council can serve for a period of up to two years, after which they may put themselves forward for re-selection.
- Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the upper limit of twelve, members will be selected by an election with all members of the Parent Forum being entitled to vote. Alternatively, we can opt to modify our constitution to increase our maximum number of members.
- The Council may co-opt up to two others to assist it with carrying out its functions. These can be teachers, senior pupils or any members of the local community.

DM stated that in the past the PC has co-opted a member from the nursery parent forum, AA and we would be very keen to re-establish this role to aid communication between the nursery and school.

In terms of expectations of members DM stated that:

- Members are expected to attend meetings. Currently 6 meetings were throughout the year, held on a Tuesday at 7pm in the school. Additional meeting will be held for example in the run up to the fete, times and days will vary depending on availability and are often held in the Smiddy.
- Members are also expected to help out at events when possible. At least 2 discos, help at the school fete and in preparation for the fete and other events.
- Members are also expected to take on responsibilities in relation to events e.g. organising prizes for the fete or collecting money at the school or preparing newsletters, tickets etc.

DM raised that a suggestion to modify the constitution slightly has been made to both include reference to the Code of Conduct and further outline membership expectation in terms of attendance at meetings.

DM read out the suggested additions:

- It is expected that all Parent Council members conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. All Parent Council members must sign and adhere to a strict Code of Conduct. If these expectations are not fulfilled, the appropriateness of membership of the Parent Council would be discussed and advice sought from the local authority.
- A member of the Parent Council failing to attend three consecutive meetings or events without reason/apologies may be deemed to have retired from the Parent Council.
- Changes or additions to the constitution must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two-thirds of those present.

DM asked if anyone had any objections to these additions. Everyone in attendance was in support of the changes to the constitution.

**ACTION:** DM to update and circulate the revised constitution.

DM then initiated election proceedings. She stated that currently there were 8 PC members that had served a total of 1 year and were staying to served their second.

1. CM - Chairperson
2. AC - Vice-Chairperson
3. SB - Provisions Secretary
4. JM - Provisions Secretary
5. LB
6. KM
7. SP
8. LR

2 members had resigned after 1-year membership (LH and PR)

FM (Treasurer), DM (secretary) and AA (co-opted member from Nursery Forum) had all served the maximum of 2 years but indicated that they would like to be re-elected. They were all duly elected.

3 members of the Parent Forum, LW, DH and CT, indicated that they would like to join the PC and were duly elected.

Office bearer roles were assigned by due process.

CM - Chair

AC - Vice-Chair

FM - Treasurer

DM - Secretary

SB - Provisions secretary

JM - Provisions secretary (To be confirmed)

The role of co-op member from the nursery parent's forum was discussed. AA had a friend who was interested in the role but was unable to come to most meetings. The PC discussed that this was not ideal and would prefer all members to attend most meetings. LMP stated that co-opted members should also be a member of the Parent Forum. The position would be further discussed at the next PC meeting. CM also briefly suggested a new role to increase communications from the PC. This will also be discussed at the next PC meeting.

Total PC members stands at 14.

### **Headteachers Report (LMP)**

LMP began by outlining the school's improvement plan for 2018/19 which was based on North Lanarkshire Council and the Scottish Governments plans for improving schools.

The aims were as follows:

1. To increase attainment in numeracy and literacy
2. To close the poverty related attainment gap
3. Improve health and wellbeing
4. Develop the young workforce

LMP discussed how data from the Scottish National Standardised Assessments (SNSAs) had been used to identify areas where improvement was needed.

Children are tested in line with government guidelines in P1, P4 and P7. Last year testing indicated that writing, in particular the use of correct punctuation, could be improved throughout the school and LMP was pleased to say that improvements had been seen at all levels in this area this year. LMP discussed how the SNSAs data is analysed by teachers and how important class size and being aware of the number of children with additional needs is when interpreting the data as a whole. Large improvements had also been achieved in reading and numeracy. Talking and listening was an area where improvements were not seen overall but LMP discussed that this was a national trend and was in line with the increase in the number of children receiving support from

speech and language specialists. This was an area that was being monitored closely by the school.

In order to address closing the attainment gap where material poverty was thought to play a role the school was focusing on increasing general health and wellbeing. The school had been working with certain groups to increase attendance at school. They had improved their nurture room facilities and increased the number of sessions available. The school offered multiple trips to children and provided financial help for all to attend. LMP commented how important school trips are to increase independence and confidence through for example risk taking.

The school had offered 6 teachers mindfulness training. Mr Miller had been proactive in organising multiple school sports clubs and competitions providing lots of opportunities across the whole school. PEF funding had been used in this area to fund buses to transport children to various events.

To further develop this area for the coming year Mr Miller has taken on the role of Health and Wellbeing Co-ordinator, lead in Nurture Development and Sports Development.

In terms of developing the young workforce the school held several events that help children gain skills invaluable for life and work. A World of Word event was held highlighting different careers and skills required. In line with 2018 being Year of the Young People several other events were held with the school. LMP commented that the school was in the process of revising the structure and role of the Pupil Council and hoped the PC and the Pupil Council could work closer together over the coming year.

The school is adopting the 'How good is our school?' (HGIOS) approach to carry out self-evaluation and improvement.

The School Improvement Plan for the coming year has essentially remained the same. Mrs Kelly has taken up senior roles in Literacy and Numeracy.

LMP updated that the school has been without a full-time deputy headteacher for 15 months but believed North Lanarkshire Council were addressing the situation.

**AOB**



Future events were briefly discussed. Events planned thus far are:

Parent Council meetings (7pm)

Tues 27th August 2019 - AGM

Tues 17th September 2019

Tues 8th October 2019

Tues 12th November 2019

Tues 21st January 2020

Tues 10th March 2020

Tues 12th May 2020

Halloween discos

Tues 22nd October 2019

Wed 23rd October 2019

Christmas card project - September - November

LMP updated that it was ok to go ahead initiate the project and issue Christmas packs to teachers

Christmas concert (tea/coffee/raffle)

Tues 17th December 2019

Wed 18th December 2019

Summer fete - Sat 6th June

**Next meeting**

17<sup>th</sup> September 2019, 7pm, Eastfield Primary School