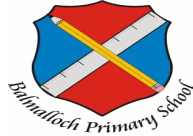


# Balmalloch Primary School and Nursery Class



Parent Council Meeting – 21<sup>st</sup> October, 2020

## **A PLACE OF ENTHUSIASTIC LEARNING AND ACHIEVEMENT**

responsi**B**ility

gr**A**atitude

**BELIEVE IN YOURSELF**

hu**M**ility and forgiveness

persever**A**nce

**L**ove

**ACHIEVE YOUR GOALS**

h**O**nesty and generosity

**C**ompassion and respe**C**t

friends**H**ip

### **1. Budgets**

- School Materials Budget for the session: £205.00 approximately
- Nursery Materials Budget for the session: £1122.00 approximately
- Savings to be made this session: £534.00 (Procurement)
  
- £5170 (Turnover)
- **Mandatory Costs:**
  - Janitorial: £1500
  - Service Level Agreement: ICT Technical Services - £880.00
  - Active Schools: £330.00
- PEF 2020/21: £65789.00
  - Teacher (April to August) - Mr Harkness
  - Books - Core Readers - Infants
  - Smartboard moved to new classroom from the library
  - Foundation Furniture Cloakroom Trolleys - P1a/b/c/P2a/b - Socially distancing/Class Bubbles
  - 63 Laptops - infants/juniors & seniors to access the ICT curriculum due to the removal of the ICT suite to accommodate a new class - 14 classes.

- The old P2 classroom has been used for Nurture & Wellbeing sessions due to its access to the garden and RWI. Additional resources will be required for nurture and outdoor learning as part of school improvement which will be purchased through PEF.
- In August, the school roll fell from 355 to 352 and staffing is based on this figure. As a result, some of the PEF allocation must be used to pay for additional staffing costs. The roll on 20.10.20 is 355.

Approximate Balance at 20/10/20 - £34000

Items coloured in red below have still to be purchased.

<b>Costings</b>  (FTE or resource)	<b>Focus area - Intervention</b>  Literacy / Numeracy / HWB	<b>Intended Outcome</b>  Please describe your planned use of SAC/PEF allocation and what you intend to achieve.	<b>Evidence</b>  Please indicate what evidence you are going to collect to show impact and progression (e.g YARC / MALT assessment etc)
ICT equipment	Literacy / Numeracy / HWB	<p><b><u>SIP Priority 3 – Digital Learning/STEM</u></b></p> <p>ICT provision for all learners – Purchase laptops for junior/senior and infant stages following restrictions placed on schools as a result of the COVID-19 pandemic. ICT suite was made into a classroom to accommodate an additional class in the session 2020-21. All desktop computers were shared amongst all classes to support individual learners in each class (e.g.) IDL/Clicker 7.</p> <p>Cost: £18000 approximately</p>	
ICT equipment	Literacy/Numeracy/HWB	<p><b><u>SIP Priority 3 – Digital Learning/STEM</u></b></p> <p>ICT provision for all learners</p> <p><b><u>Resources</u></b> iPads for infants (11) – Set for 1 per pupil iPad chargers</p> <p>Cost:</p>	
Latest & Best/Learning Log Commercially Produced Jotters	Literacy / Numeracy / HWB	<p><b><u>SIP Priority 1 – Assessment &amp; Moderation</u></b></p> <p>Consistency of approach across the school to gather evidence about learners’ progress across the curriculum. Jotters will be used as part of professional dialogue with teaching staff, support work with external agencies and will be sent out to parents/carers to ensure we are working in partnership to ensure equity and excellence for learners.</p> <p>Gaps will be identified in children’s learning experiences and this will support more effective planning, assessment and next steps to improve attainment and achievement.</p>	

Heinemann Active Maths Textbooks	Numeracy	<b><u>SIP Priority 1 – Assessment &amp; Moderation</u></b>  <b><u>Resources/Quantity:</u></b> First Level Textbooks Second Level Textbooks  <b><u>Cost:</u></b>	
Infant Core Readers	Literacy	<b><u>SIP Priority 1 – Assessment &amp; Moderation</u></b>  Purchase core readers for infant classes to provide children with enhanced learning experiences in reading. Additional texts to be purchased to ensure learners can engage with a range of texts to maintain motivation and interest.  <b><u>Resources:</u></b>  <b><u>Cost:</u></b>	
Novel Studies/Core Readers		<b><u>SIP Priority 1 – Assessment &amp; Moderation</u></b>  <b><u>Resources:</u></b> Guardians of the Wild (15) Unicorns Wed Wabbit (10) Beetle Boy (8)  <b><u>Cost:</u></b>	
Active Literacy Boards	Literacy	<b><u>SIP Priority 1 – Assessment &amp; Moderation</u></b>  Magnetic boards/letters purchased due to increased number of pupils at the infant stages. All pupils in infants given access to their own magnetic board to ensure equity and excellence for learners/access to the curriculum.	
Active Literacy Teacher Books	Literacy	Stage 1 Stage 2 Supporting Children with Literacy Difficulties	
Nurture Group	Health and Wellbeing	<b><u>Cluster Priority &amp; SIP Priority 2 – HWB</u></b>  Establishment of a nurture group to support health and well-being of pupils during the COVID-19 pandemic.  Resources:  Cost:	
Outdoor Learning	Health and Wellbeing	<b><u>SIP Priority 2 - HWB</u></b>  Outdoor learning resources to support outdoor learning experiences of pupils during the COVID-19 pandemic.  Resources: Picnic Tables	

Staff Training	Health and Wellbeing	Cost:	
	Literacy Numeracy	<b>Staff Development</b>	

- Active Literacy
- RSHP – HWB – Mrs Chambers (SIP)
- Primary Scientific Enquiry (including Health and Safety in Primary Science) & Science Part 2: Primary Scientific Enquiry & Planning, Progression and Assessment in Primary Science – Mr Paterson (SIP)
- Analysing SNSA Data – Miss McCarthy

## 2. Staffing

- Clerical Assistant Post has been advertised and interviews are being arranged (internal applicants only).
- Mrs Convery will return to her role in December following accrued holidays. There will be no Principal Teacher for two weeks (23.11.20-4.12.20 inclusive).
- Mr Paterson will resume the role of Acting Principal Teacher one day a week (Thursday) for a period of approximately 6 months. Mrs Convery will work as Principal Teacher for a period of approximately 6 months Monday, Tuesday, Wednesday and Friday.
- Mrs Sommerville will work an additional day as a class teacher on a Thursday for an agreed period of approximately 6 months.
- Mr Harkness will leave his current post when Mrs Convery returns from Maternity Leave and Mr Paterson will return to class 4 days per week and Mrs Sommerville 1 day per week in P6.

## 3. Holidays and Diary Dates

An updated 'Dates for your Diary' - Term 1, 2 and 3 - will be sent out to parents/carers by email to ensure they have the most up to date information (See Below).

## 4. Halloween

Halloween parties will take place in the nursery and in classrooms on 30<sup>th</sup> October, 2020. Children, if they wish to participate, should wear their costumes all day as there will be no facility to change in school. Each class will have activities in their own 'class bubble'. We cannot accept items/food from families and children cannot 'dook for apples' this year unfortunately.

## 5. P7 Projects

### My School, My Planet - P7a

Funded through a [Heritage Emergency Fund grant](#) from The National Lottery Heritage Fund, this £275k pilot project aims to support schools during the COVID-19 crisis by re-engaging pupils with their school environment, supporting their wellbeing and encouraging a greater connection to their natural heritage through the delivery of an outdoor education programme.

*"A deeper appreciation of nature is something that has sustained many people during the COVID-19 crisis. This project allows us to test how studying outdoors can help school pupils understand the essential role played by soils, by nature and by our climate in sustaining our planet for the future."*

Drew Bennellick, Head of Land and Nature Policy, National Lottery Heritage Fund.

In the beginning, the project focused on improving the outcomes of children and young people from disadvantaged ethnic groups and low socioeconomic backgrounds who have the least access to their natural environment. Research shows that children from marginalised households are less likely to frequently visit the natural environment (56%) compared to children from non-marginalised households (74%)\*. The My School, My Planet pilot will support pupils in exploring key environmental issues: ecosystems - climate change - soil degradation. Pupils will be encouraged to connect their learning with their own cultural heritage through a series of practical activities and a bespoke set of curriculum-linked resources.

Balmalloch Primary 7A pupils featured in an edition of 'The Moon' newspaper - 22<sup>nd</sup> September, 2020.

Mrs Patrick will be trained whilst working with P7a on the project to enable this to be implemented with other groups throughout the school.

### School Values Project - P7B - Photography - Emma Wardrope

Mrs Emma Wardrope - Wardrope Photography - will be working with P7B pupils to produce photographs linked to the school values and these will be displayed throughout the school to promote these.

Aim: to produce a visual display of the schools values using images created by the children.

Additional outcomes: to work with the children to achieve an understanding in the creative process. To explore a variety of techniques including (but not limited to) photography, graphic design, image enhancement, storyboarding and presentation skills.

Essentials:

children involved must have written consent for photographs to be taken (schools existing media consent forms)

This project is not suitable for children with photo sensitive epilepsy.

## **6. Family Learning Afternoon**

The Virtual Family Learning session will be uploaded by Mr Paterson for each class allowing families to access this at a time convenient to them. This will be uploaded on the individual class TEAMS on Friday morning - 23<sup>rd</sup> October, 2020.

## **7. Pupil Attendance**

If attendance falls below 85% in a month, parents/carers will be notified by email/letter to ensure they are kept up to date with their child's attendance information.

Please see 'Monitoring Letter' attached below.

Please see 'Attendance Information' leaflet - 'Every Day Counts' providing facts about attendance.

## **8. School Captains and Vice Captains**

The roles of House and Vice Captains are ones of privilege, pride and responsibility. They are more than just a title and badge and require dedication and commitment for an entire year. Children prepared speeches showing how they would ensure our school values, motto, aims and vision would be promoted/encouraged by them.

The children from Primary 7 were selected for the roles by judges - two members of support staff and Kilsyth Academy pupils - 9<sup>th</sup> October, 2020.

Captain:	Ellie Duncan
Vice Captains:	Emily McFadyen & Kirsty McCulloch
Prefects:	Lucas Temporal Cameron Reid Connor Birney Elise Stewart Kyle Fagan Tess Clinton Eva Brodie

Due to COVID, Pupil Voice Groups and Charitable Groups have been allocated to classes as follows:

P7a, P7b & Miss McCarthy:	Captains, Vice-Captains & Prefects
Seniors & Mrs Patrick:	Outdoor Learning - Seniors
P6 & Mr J. Paterson:	Digital Leaders/Young STEM Ambassadors

P6/5 & Miss A. Wright:	Rights Respecting Schools Committee
P5 & Mrs Chambers:	Pupil Council
P4b & Miss Paterson:	ECO Committee
P4a & Mr Clark:	Odd Socks Day - Anti-Bullying Alliance
	Lots of Socks Day - World Down Syndrome
	Outdoor Learning - Juniors
P2a, P2b, Mrs Duff & Miss H. McCarthy:	Christmas Jumper Day - Save the Children
P1a:	Outdoor Learning - Infants

## 9. School Improvement Plan - 2020/21 Priorities

Improvement Plan Summary	
Cluster Priority:	Improve outcomes for children via implementation of the GIRFEC Pathway for Planning and Support refresh and the establishment of integrated Cluster Wellbeing Teams and Bases.
School Priority 1:	To develop a more robust shared understanding of the standards, engaging in regular opportunities to have professional dialogue about children's achievement of a level - Literacy; Writing and Numeracy.
School Priority 2:	To develop a consistent and shared understanding of the wellbeing indicators (SHANARRI) and nurture principles across all stakeholders, using data effectively from robust tracking and monitoring to improve outcomes for learners.
School Priority 3:	To improve outcomes for learners through the provision of high quality learning experiences in STEM and DYW, supporting the development of skills, knowledge and understanding for life-long learning.
Nursery Class Priority 1:	To improve transitions for children and ensure equality for all stakeholders.
Nursery Class Priority 2:	To improve outcomes for all children and ensure tracking and monitoring for the three national priorities for all service users.

## 10. Parent Council Roles and Responsibilities - Election

Chairperson

Treasurer

Secretary

Clerk

Office Bearers

**11. How Good Is Our School? - Parent Consultation/Questionnaire**

Survey for Parents - Self-Evaluation for School Improvement - Partnerships

Mr Paterson will advise parents of how to access this and a closing date.

**12. Parent Council Meetings**

21.10.20 - 6 to 7pm

13.01.21 - 6 to 7pm

24.03.21 - 6 to 7pm

17.05.21 - 6 to 7pm



## Balmalloch Primary School & Nursery Class – Terms 1, 2 & 3



### Dates for your Diary - Parents & Carers – 2020/21

WHEN? TERM 1	TIME	WHAT?	WHO?
24.09.20	N/A	INSET	STAFF ONLY
25.09.20	N/A	HOLIDAY – SEPTEMBER WEEKEND	ALL STAFF & PUPILS
28.09.20	N/A	HOLIDAY – SEPTEMBER WEEKEND	ALL STAFF & PUPILS
02.10.20	9.15am	Star Pupil	Staff & Pupils
05.10.20	1.30pm	ECO Committee Elections	P4, Miss Paterson & Mr Paterson
6.10.20	1.30pm	Digital Leaders Elections	P6, Mr Harkness & Mr Paterson
7.10.20	1.30pm	Rights Respecting Schools Elections	P6/5, Miss A Wright & Miss McCarthy
7.10.20	TBC	Nursery Virtual Learning Day – Red Group	
8.10.20	1.30pm	Pupil Council Elections	P5, Miss McGill & Mrs Chambers
9.10.20	9.00am	Captain, Vice-Captain & Prefects Elections	P7a, P7b, Mrs Grant, Mrs Vernet & Miss McCarthy/Kilsyth Academy Pupils
12.10.20-16.10.20 (Inclusive)	All Day	OCTOBER HOLIDAY	ALL SCHOOL STAFF & PUPILS NURSERY STAFF WILL SPEAK TO FAMILIES ABOUT THE SERVICE PROVISION
WHEN? TERM 2		WHAT?	WHO?
21.10.20	6-7pm	PTA/Parent Council Meeting (Virtual)	SLT & Parent Council
23.10.20	9.15am	Star Pupil (3)	Staff & Pupils
23.10.20	N/A	Virtual Family Learning Day	Teachers & Pupils Parents – Virtually
23.10.20	N/A	School Values Project	Group 1 P7B/Mrs Wardrope
26.10.20 to 02.11.20	N/A	PGDE Students	P2a and P4/3
26.10.20	All Day	Flu Vaccine	Whole School
30.10.20	1.30pm	Nursery Halloween Party	Nursery Pupils & Staff
30.10.20	1.30pm	School Halloween Party	Pupils & Class Teachers
30.10.20	9.30am	PT/DHT/HT Awards	Pupils, Class Teachers & Management
30.10.20		Virtual Nursery Information Tour	Nursery Staff & Parents Virtually
6.11.20	9.30am	Star Pupil (4)	Staff & Pupils
13.11.20	N/A	My School, My Planet ½ day celebration	P7A Pupils, Mrs Patrick & Lottery Fund Ambassador
13.11.20	9.30am	PT/DHT/HT Awards	Pupils, Class Teachers & Management
13.11.20	All Day	Children in Need Day	
16.11.20	N/A	INSET DAY	Staff from Nursery & School in establishment Pupils remain at home.
17.11.20	All Day	Odd Socks Day	All Pupils & Staff
18.11.20	TBC	Virtual Learning Day – Green Group	Green Group – Nursery Parents/Carers
20.11.20	9.15am	Star Pupil (5)	Staff & Pupils
20.11.20	N/A	Pupil Progress Report/Latest & Best Jotter (Return date 24.11.20)	Parents/Carers
27.11.20	9.30am	PT/DHT/HT Awards	Pupils, Class Teachers & Management
2.12.20	1.30pm	P7a Christmas Party	P7a & Mrs Grant/Mrs Ashraf/Miss Bonds
3.12.20	1.30pm	P7b Christmas Party	P7b & Mrs Vernet/Miss D Wright/Miss Bonds
4.12.20	1.30pm	P6 Christmas Party	P6 & Mr Harkness/Mr Paterson & Miss Bonds
4.12.20	9.15am	Star Pupil (6)	Staff & Pupils
7.12.20	1.30pm	P6/5 Christmas Party	P6/5, Miss A. Wright/Mrs Ashraf/Miss Bonds
8.12.20	1.30pm	P5 Christmas Party	P5, Miss McGill/Miss D. Wright/Miss Bonds
8.12.20 – 18.12.20	N/A	PGDE Student - Nursery	Nursery
9.12.20	1.30pm	P4b Christmas Party	P4b, Miss Paterson/Miss D. Wright/Mrs Hourigan
10.12.20	1.30pm	P4a Christmas Party	P4a, Mr Clark/Mrs Ashraf/Mrs Hourigan
11.12.20	1.30pm	P4/3 Christmas Party	P4/3, Mrs Morris/Mrs Ashraf/Mrs Hourigan
11.12.20	9.30am	PT/DHT/HT Awards	Pupils, Class Teachers & Management

14.12.20	1.30pm	P3 Christmas Party	P3, Miss Arbuckle, Miss D Wright, Mrs Hourigan
15.12.20	1.30pm	P2b Christmas Party	P2b, Miss H. McCarthy, Mrs Sommerville/Mrs Smith
16.12.20	1.30pm	P2a Christmas Party	P2a, Mrs Duff, Mrs Ashraf, Mrs Smith
17.12.20	1.30pm	P1a Christmas Party	P1a, Mrs Davidson, Mrs Ashraf, Mrs Smith
18.12.20	1.30pm	P1b Christmas Party	P1b, Miss Hay, Mrs Patrick, Mrs Smith
18.12.20	9.15am	Star Pupil (7)	Staff & Pupils
21.12.20	1.30pm	P1c Christmas Party	P1c, Miss Guilliani, Miss D Wright, Mrs Smith
22.12.20	TBC	Nursery Christmas Party	Nursery Staff & Pupils
22.12.20	9.30am	Virtual Christmas Church Service	Staff, Pupils, Parents
23.12.20-5.1.21 (Inclusive)	N/A	SCHOOL CHRISTMAS HOLIDAY	ALL SCHOOL STAFF & PUPILS
25.12.20-01.01.21 (Inclusive)	N/A	NURSERY CHRISTMAS HOLIDAY	ALL NURSERY STAFF & PUPILS
<b>WHEN? TERM 3</b>		<b>WHAT?</b>	<b>WHO?</b>
21.10.21	6-7pm	PTA/Parent Council Meeting (Virtual)	SLT & Parent Council
15.01.21	9.15am	Star Pupil (8)	Staff & Pupils
22.01.21	9.15am	HT/DHT/PT Award	Pupils/Class Teachers & Management
29.01.21	9.15am	Star Pupil (9)	Staff & Pupils
1.02.21 – 05.02.21	N/A	PGDE Students	P6, P7a & P7b
02.02.21	N/A	BPS Poetry Competition	Pupils/Staff/Kilsyth Academy
05.02.21	N/A	Latest & Best Jotters/Progress Reports	Pupils & Parents/Carers
05.02.21	9.15am	HT/DHT/PT Award	Pupils/Class Teachers & Management
08.02.21-09.02.21 (Inclusive)	N/A	SCHOOL FEBRUARY HOLIDAY	ALL SCHOOL STAFF & PUPILS OFF
10.02.21	N/A	INSET DAY	STAFF IN SCHOOL/PUPILS OFF
12.02.21	9.15am	Star Pupil (10)	Staff & Pupils
17.02.21	N/A	Virtual Family Learning Day	Teachers & Pupils – Parents Virtually
19.02.21	9.15am	HT/DHT/PT Award	Pupils/Class Teachers & Management
22.02.21 – 19.03.21	N/A	PGDE Students	P6, P7a & P7b
26.02.21	9.15am	Star Pupil (11)	Staff & Pupils
05.03.21	N/A	STEM Day	
05.03.21	9.15am	HT/DHT/PT Award	Pupils/Class Teachers & Management
12.03.21	9.15am	Star Pupil (12)	Staff & Pupils
19.03.21	9.15am	HT/DHT/PT Award	Pupils/Class Teachers & Management
19.03.21	All Day	Lots of Socks Day (Organised by P4a)	All Staff & Pupils
24.03.21	6-7pm	Parent Council & PTA Meeting	PTA Members/PC Members/Management
26.03.21	9.15am	Star Pupil (13)	Staff & Pupils
01.04.21	9.15am	HT/DHT/PT Award	Pupils/Class Teachers & Management
01.04.21	All Day	Nursery Spring Party	Nursery Staff & Pupils
02.04.21-05.04.21 (Inclusive)	N/A	GOOD FRIDAY HOLIDAY EASTER MONDAY HOLIDAY	ALL SCHOOL STAFF & PUPILS OFF ALL NURSERY STAFF & PUPILS OFF
06.04.21-18.04.21 (Inclusive)	N/A	SCHOOL EASTER HOLIDAYS	School Staff & Pupils

## Our Parent Council

<b>NAME</b>	<b>PARENT COUNCIL ROLE</b>	<b>EMAIL</b>
Lyndsey Maguire	Chairperson	lindsey.maguire@hotmail.co.uk
Vicky Brady	Secretary	Vicky.Brady@rbs.co.uk
Victoria Livingston	Clerk	viccitorner@gmail.com
Carolann McLuckie	Member	carolannsteven@gmail.com
Stewart Derrick	Member	stuarderrick@hotmail.co.uk
Laura Young	Member	llollaa@hotmail.com
Ruth Cox	Member	rwhyte@hotmail.com
Isabel Moody	Member	isabelyoung80@gmail.com
Cheryl Burns	Member	cherylburns18@sky.com
Lynsey O'Donnell	Member	lynseyodonnell79@icloud.com
Karen Dunlop	Member	Karen120677@yahoo.co.uk

## Our PTA

<b>NAME</b>	<b>PTA ROLE</b>	<b>EMAIL</b>
Janice Campbell	Chairperson	shaycampbell@hotmail.co.uk
Cassie Hallahan	Secretary	cassielaw@hotmail.com
Lynne Carr	Treasurer	Lynnecarr26@aol.com
Louise Chambers	DHT	LChambers@balmalloch
Lorna Grant	Member	Lgrant@balmalloch
Cheryl Stewart	Member	cheryl2108stewart@gmail.com
Emma Wardrope	Member	emma.wardrope@yahoo.co.uk
Karen McCann	Member	karenwilson85@gmail.com
Stewart Derrick	Member	stewart.derrick@diago.com
Gayle Sturridge	Member	g.thorburn131@btconnect.com

Future Meetings: Wednesday 13.01.21 @ 6-7pm  
Wednesday 24.03.21 @ 6-7pm  
Wednesday 19.05.21 @ 6-7pm

The school will contact members of the PTA and Parent Council W/C 21.10.20 to advise of the link for the virtual meeting. Anyone wishing further details of this not listed above, should contact the school.

## **The Parent Council – Balmalloch Primary School and Nursery Class**

### **Role of Office Bearers**

Your Parent Council may choose to have office bearers to help to organise how you work and to carry out some of the tasks that need to be done in order to run smoothly. Some parent groups have joint office bearers who work together and share out some of the tasks. Here are some of the common roles in groups and some of their possible tasks

### **Role of the Chairperson**

The Parent Council should always be chaired by a member of the Parent Forum. If your child attends Balmalloch Primary School you are automatically part of the Parent Forum. The success of a meeting can depend upon how it is chaired but remember, the Chairperson is the person who makes sure things get done; not the person who does everything.

The Parent Council Chairperson ...

- Guides the Parent Council to achieve its aims.
- Chairs the meetings of the Parent Council.

Some of the duties of the Chairperson are as follows:

- Liaise with the Secretary/Clerk on the agenda and meeting arrangements.
- Welcome members and introduce guests.
- Ensure fair discussion and that everyone gets a chance to have their say.
- Stop anyone taking over or dominating discussions.
- Get through the agenda on time.
- Sum up issues, points and decisions.
- Ensure decisions are carried out.
- Work with the Treasurer to ensure that the proper financial accounts are prepared for the meetings, including the Annual General Meeting.

### **Role of the Secretary**

The Secretary plays an important role in supporting communication between Parent Council members themselves and between the Parent Forum and the Parent Council. It is important that the Parent Council agrees how members of the Parent Forum can get in touch with the Secretary and that these arrangements are well publicised so that all parents know who to contact.

Some of the duties of the Secretary are to:

- Make arrangements for meetings and prepare an agenda in consultation with the Chairperson.
- Send a notice of the meeting, venue and agenda to all Parent Council members so that they will receive them in good time for the meeting. Agendas should be sent out for all meetings even if they are held at the same time and place each month.
- Keep a record of everyone attending the meeting and any apologies for absence.
- Let Parent Council members know about all correspondence received and report any action taken since last meeting.

- Take a minute of meetings, recording decisions and actions to be taken and by whom. This can be a task that is shared amongst members of the Parent Council to allow the Secretary to participate in discussions.
- Provide minutes for all Parent Council members and local councillors prior to or at meetings. Minutes are then uploaded by the Secretary onto the First Class system (new members would be shown how to do this) emailed to the NLC contact and a copy included in the Parent Council folder and on the school website.

### **Role of the Clerk**

Your Parent Council may have a Clerk appointed who will undertake all or some of the tasks of the Secretary. If the Clerk is not a member of the Parent Council they can be paid either by the Parent Council, or by the local authority. Your local authority can help in the appointment of a Clerk if this is what you decide.

### **The Role of the Treasurer**

Every Parent Council that intends to raise money should make sure a Treasurer is appointed to handle the money coming in and going out of the group. The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of money.

The tasks of the Treasurer include:

- Having a clear and accurate book-keeping system that records any money received and how the money is spent.
- Maintaining the bank account. It is good financial practice to require two out of three of the Officers' signatures on cheques to allow any money to be withdrawn or spent.
- Producing a report for each meeting stating money paid into, or out of, the account since the last meeting.
- Advise on the amount of money available for the group's work and warn of excess expenditure.

Prior to the Parent Council Annual General Meeting (AGM) the Treasurer should arrange for the year's accounts to be independently checked (audited) and agreed with the Chair. The Treasurer should present the audited financial statement at the AGM and answer any questions on the accounts.

### **Sub Groups**

It may be useful to have some sub-groups of the Parent Council to carry out some specific tasks. If you are setting up sub-groups these should be given a clear remit with someone taking responsibility for organising the group and reporting back to the Parent Council.

Some of the tasks you may consider allocating to sub-groups might include:

- Organising fundraising
- Planning social events for parents, children and staff
- Communicating with parents which might include a newsletter
- Working with staff on new approaches to learning and teaching and how parents can be involved
- Links with the community.

## **The Role of the PTA**

Membership of the PTA is open to all parents, carers and grandparents. Any new parents/carers wishing to join or help out at PTA events will be most warmly welcomed.

Meetings for the session 20/21 will be on a Wednesday each term from 6.00-7.00pm virtually. These meetings will be used to suggest and organise fundraising and social events for the school. However, during the session 20/21 there will be changes due to the pandemic which will be discussed at the first meeting to support ways forward.

The PTA has raised substantial amounts of money each year which benefit all pupils in attendance at our school. Over the past few years the PTA has raised money for many events in the school:

- provide a St Valentine's disco for the pupils (DJ and refreshments)
- hire theatre groups to perform to the pupils
- support families in receipt of free school meals in paying for pupil outings, including transport
- support with the cost of transport for children to attend festivals, events or competitions (e.g.) Netball, Football, Athletics and Dance Mania.
- provide a DJ and food/refreshments for the P7 Leavers' Beach Party

The staff and pupils greatly appreciate the PTA's hard work and support and I would urge all parents to play an active role in the PTA as their efforts benefit ALL pupils in the school.



Dear Parent of \_\_\_\_\_

## **ATTENDANCE**

In Balmalloch Primary School we monitor the attendance of children on a monthly basis. I wanted to highlight your child's attendance since returning in August, outlined below.

AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020

JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021

I am aware you have contacted the school to advise us of any absences but you may not be aware of how the absence has impacted on \_\_\_\_\_ attendance rate. We will continue to monitor attendance next month as the Education Authority has a legal responsibility for school attendance and it is important we communicate this information to you.

Good attendance is essential to ensure your child makes steady progress at school. Significant periods of absence will have a negative impact on how well your child does at school.

Excellent:	96% and above
Very Good:	91-95%
Good:	86-90%
Cause for Concern:	85% and below

If you would like to contact me to discuss any concerns you may have, please contact me on the telephone number above or by email – [ht@balmalloch.n-lanark.sch.uk](mailto:ht@balmalloch.n-lanark.sch.uk).

Yours sincerely

Miss R. McCarthy  
Head Teacher



# Balmalloch P.S. and N.C

## Parent/Carer Questionnaire – Reporting and Partnerships

### 2.1 Partnerships

**Please highlight your selection for each statement on a scale of 1-5**

5	Outstanding	Sector Leading
4	Very Good	Major Strengths
3	Good	Important Strengths
2	Satisfactory	Strengths just outweigh weaknesses
1	Weak	Important Weaknesses

1. Partnership work with stakeholders, including parents and carers, the local community, third sector, public sector and business organisations, is based on mutual trust and respect.

1            2            3            4            5

2. The school enables parents/carers and families to contribute to the life of the school and be involved in school improvement.

1            2            3            4            5

3. Staff support parents/carers to actively engage in their children's learning, attainment and achievement.

1            2            3            4            5

4. Does the school's curriculum provide opportunities for children to learn through the local community?

1            2            3            4            5

5. All parents/carers are fairly represented by the Parent Council and any views or complaints are acted upon in an effective and timely manner.

1            2            3            4            5

6. Families are aware of what the Parent Council do, their roles and how they can contact them.

1            2            3            4            5

7. It would be really helpful if you could advise how we could improve the work of the school to support our families.

STATEMENT NUMBER	PARENT/CARER COMMENTS FOR IMPROVEMENT
1	
2	
3	
4	
5	
6	





## Balmalloch P.S. and N.C

### Parent Council Agenda



Virtual Meeting: 21.10.20, 6 to 7pm

1. How TEAMS will work if lockdown occurs in Scotland again and remote learning or blended learning is essential.

Consistency of Approach:

Teachers views on using TEAMS for homework:

2. Promoting the Parent Council and offering various opportunities to make contact - Facebook/Group email. Aim to have this in place by the end of October and this can be shared with families.
3. Parent Council Constitution
4. What plans are in place to support families self-isolating?  
Access to computers/internet/allocated work on TEAMS.
5. What information would parents/carers wish to have to ensure knowledge and understanding of the School Improvement Plan priorities?