**Kildrum Primary School**

2019

**Parent Council**

Virtual Meeting Minutes

Wednesday, 11th of November 6.30pm

**Present (via Webex)**:

**PC Representatives**

Jennie McGregor, Gemma Acreman, Pamela Alexander, Ali Winters, Gillian Studsrud, Jemma Carlton.

**School Representatives**

Kate Watt, Headteacher.

**Guests in Attendance**

N/A.

**Apologies:**

Catherine McDade, Debbie Johnston

Welcome, introductions.

**School Update – from Kate Watt, Headteacher**

Kate begins with a school update and says that it has had its challenges since going back but that the school is in to a good routine now. They school was in a good position of getting set up before the new term started; all signage was up, sanitizer units in place, etc. Once the children had returned to school some things had to change, e.g. the location of the santizers. Fortunately, the school was able to obtain additional units which has been ideal due to the practicality of the children having to wash their hands for 20 seconds at the classroom sink every time they entered/re-entered the classroom/touched something. Every classroom now has its own sanitizer unit.

The advisors and the authorities have been good and readily available to answer any question really quickly. No question is too silly.

There has been a few positive Covid-19 case that all came from the same situation and did not spread about the school. Some children had to self-isolate but none of them caught Covid. It was reassuring that the measures put in place were working. The staff have their masks on now almost all the time, even when adhering with the 2m rule.

The school is trying to do as much of the fun activities as possible, like Halloween and Children in Need.

The plan, at the moment, for Christmas is to film a Nativity with just the Primary 1’s. They are two really small classes and are being counted as one bubble. They will still get to wear their costumes and not miss out. There will still be a Christmas performance filmed by all the other classes, individually, which will be available to parents. Parties will be adapted but bubbles will not be mixed – so there will be 12 individual parties. (However, with Track & Trace and no visitors currently allowed in the building there may be no special visitor at the P1 and P2 parties this year.) Logistics have be figured out for Christmas lunch.

It is complicated but teachers are remembering to quarantine items after use, such a paints and brushes, which have to go away for 3 days between uses.

Usually if a child was doing particularly well or struggling a little with numeracy or literacy they would be put with another class that is working at the same level but unable to do so at this time. Interventions like Rainbow Reading are taking a bit more thinking and planning but the school is managing.

PE is now allowed inside. There is a risk assessment to undertake for that. Issues may arise with the location of the school hall gym. However, the school has the advantage of having the secondary gym but it currently being used as storage. The garden area is covered and can also be used.

With staffing, there is 1 teacher and 1 support staff member off at the moment. The school has managed well. Working as a cluster, they have been able to help out at another school who was desperately short staffed. When Kate was off the Headteacher from Cumbernauld Primary helped out too.

Parent’s Night phone calls have been going well – not all parents may have had theirs yet. Feedback from parents and staff was that this was better than a written report as there was able to be a dialogue and questions were able to be answered. Unsure what will happen in March as of yet.eHeHHHffcf

Feedback welcomed from the Parent’s Council if there is any concerns, questions or queries as to why the school was doing things in a certain way.

Ali raised the issue that she was conscious that no one had been wearing their masks at the school gates but was pleased that had changed now, following the official guidance letter sent out by the school.

Not everyone is wearing a mask due to being exempt but the vast majority now are.

Kate will likely send out another survey shortly for feedback from parents, re. Parents Night, etc.

**Signatories**

Jennie has read the paperwork, contacted the members of the PCA for their details, and sent out an emailed regarding signatories for the Parent Council treasury, with guidance and GDPR information. The mandate requires photographic copies of everyone’s signatures. Instructions of details of signature requirements to be sent by email to each new signatory.

Before anyone signs anything Jennie was required to read out some literature on what the bank will do with the personal information – credit searches, privacy notice, GDPR. Jennie is required to print out the information and give to the members of the PCA. PCA confirm they are happy to receive this.

Minutes from this meeting are required to be attached to the paperwork for the bank with the signatures.

Jennie asks if the PCA are happy for Gemma Acreman, Pamela Alexander, Ali Winters, Gillian Studsrud, Jemma Carlton and Catherine McDade to be signatures. PCA are all happy and agree to this and that all information provided is genuine and correct.

Bob to be contacted to sign mandate form as he is a signatory.

**Raffle**

Kate has been contacted by a parent, re. Christmas raffle – as this year there will not be a Christmas fayre. The school has been unable to do any fundraising this year or have discos or fayres. If raffle prizes can be quarantined for at least 3 days it should be okay to do this. Request to PCA to contact local businesses around the area to see if they are willing to donate, or create hampers, etc. Potentially ask parents to donate something if they can – however, would usually not. Parents have a choice where to donate or buy tickets without any pressure.

Due to the current situation, PCA to write up a letter and reach out to local businesses to see if they can get any response or donations before committing to this.

**Any other business**

Jennie has handed in her resignation as Chairperson.

Catherine McDade has handed in her resignation as Secretary.

Jennie proposes Gemma Acreman to take on the role as Secretary.

This is seconded by the Alison Winters of the PCA.

Gemma happy to take on the post as Secretary.

Going forward, until they are able to take place in the school, meetings will remain online. Times and dates to be discussed as to everyone’s availability.

No proposals for Chairperson at the moment. To be discussed at next meeting. Jennie to send out leaflets on the roles for everyone to read over.

Jemma will continue to update the Facebook social media page on Sunday’s with the following weeks’ menu.

**Meeting adjourned.**

Tasks following meeting:

*PCA to send digital copies of their signatures to Jennie – Everyone.*

*Jennie to contact Bob, re. Signatories – Jennie.*

*Jennie to contact the bank – Jennie.*

*PCA to reach out to local businesses, re. (Potential) Christmas raffle – PCA.*

*Next meeting to be arranged – PCA/Kate.*

Next Meeting Planned – TBC.

Minutes – Gemma Acreman.