



**Knowetop Primary School
Parent Council Meeting
1 February 2018**



Minute of meeting

Attendance

Sondra Murray, Lucy McCabe, Gail McFadyen, Alison Prentice, Lynn Downey, Amanda McLeod, Shirley Bartynek, Karen Rae, Audrey Robertson, Carolyn Rankin, Gail McBride, Lauren Pettigrew, Kelly Anderson, Catriona Henderson, Jill Nicholls, Carol-Anne McGinty, Lynsey Hutchison Apologies, Karen MacVicar, Pamela Smith, Julie Muir, Fiona Craig, Victoria Crane

Minutes of last meeting

Apologies for not posting November minutes online. This will be done at the same time as February minutes.

Contact Info for new members

N/A

Next meeting

1st March – Lynn Downey will chair

Parent Council goals

JN explained Pupil Equity Funding to 'close the gap' and increase outcomes for children was £42k this year. Of this, there is £9k to carry forward to be used by June.

Suggestions were requested and included:

- ask pupil council;
- ask wider parent group via newsletter;
- Lego League (Lynn Hutchison will request costs), and
- Army group.

Army group is a programme to develop leadership and personal skills. Led by ex-army personnel it consists of two hours per week, for one year, for 8-12 year olds. JN will investigate costs and further details.

Parking

Travel Planning Group was poorly attended. Various issues and options discussed as in previous meetings although two new ideas were floated.

- A 'stunt' - children with boards at 3pm. JN will consider in better weather and only with parental consent.
- A letter to the Chief Inspector – SB will compose.

Astroturf

No progress yet as meeting with Jim Chapman postponed due to bad weather.

Xmas Fayre 2017

£1612.39 profit. Successful event but not many people assisted with the set up. JN thanked AMcL for doing most jobs.

Discussion around future of such events if not enough people volunteer to help in preparation. The fayre, and all other events, will only go ahead if people are prepared to help.

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Parent Council equipment

Agreed by 11 – 0 (some abstentions) that we will not rent larger items to other groups.

Online – testing results

Discussion about results published online which showed Knowetop in a very poor position, compared to other schools in North Lanarkshire. Confusion about which tests these were. JN will investigate and clarify for next meeting.

Adverse weather

School is only responsible for making safe path from school gates to front door. Agreed that office staff will be reminded they can phone to request paths outside school to be gritted. Parents can also phone. Environmental hotline 01698 403110. AP will request grit bin.

Tim Horton's Planning Application

Consultation date has passed.

Valentine's disco

Letters will be sent out soon. Tickets prepared and in the office. Request for more people to help set up and to come earlier before the event starts. CR will order tuck shop.

Photoshoot

AR and KR will send request for help. Two folk minimum per hour are needed. Fri 23 and Sat 24 February.

Mothers' Day

11 March. Appeal for help nearer the time. If not enough volunteers to purchase goods and help on the day then the event will be cancelled.

Summer Fayre

Lack of volunteers again discussed. It may be we alternate summer and Xmas fayres and do not have as many discos.

If we need to cancel then minimum two weeks notice required.

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Head Teacher Update

Budget –

We are approaching the end of the financial year and budget is on track with planned spending. Final order requests from staff have to be with the HT by 8th February for consideration as no more orders will be placed after 17th February to ensure delivery of items in time to pay in compliance with finance regulations.

The HT met with the school's AFA last Friday (rescheduled following interruption due to the snow closure) to confirm financial status. We anticipate a lesser carry forward this year, possibly as little as €5,000 however further work has to be done looking at core staffing uptake off-set against teaching cover spend so this may change. Our Office Manager, Mrs Kelly, is allocating all known/ planned days until the end of the financial year to facilitate this process.

PEF fund will also be underspent by a projected €9,000. This is due mainly to a lack of staff availability both for additional teaching provision and lack of Speech and Language provision. A fuller update of our PEF progress to date will be discussed separately and added to the school website.

Staffing –

We are almost back to full teaching staffing complement and are delighted to welcome Mrs Heron back. Mrs Jamieson remains absent at present. Mrs Gilroy left us at Christmas to relocate with her family. We are fortunate in securing the services of Mrs McGregor to cover the 0.4 FTE PEF allocation which enables the 0.6 FTE Rainbow Reading delivery of Miss Smith to continue to the great benefit of pupils. Miss McCambridge has been working with us as 0.6 FTE supply cover and Mrs May, Mr Houston and Mr Donnelly are also providing longer term 1 FTE cover provision. We expect to welcome Mrs Bradshaw after the February holiday weekend (1FTE) which will release Mrs McGinty to undertake her Acting PEF funded DHT duties.

Interviews for the DHT post vacated by Mrs McGuire were held on Monday 29th January and we await confirmation of the start date for our new DHT, Mr Gordon Murray. We look forward to welcoming him and to having a stable Management Team in place.

We have a core staffing entitlement of 22.78 FTE with 0.4 FTE PEF funded additionality. At present we have 19.6 FTE in post (18.6 FTE in attendance) with 3.6 FTE supply cover and 0.4 FTE PEF provision.

CEM assessments should begin soon, with all P.3, 5 and 7 pupils in North Lanarkshire undertaking these assessments. P.1 pupils will also complete the follow-up baseline assessments prior to the end of the school year in June. Tracking and Monitoring meetings are underway at present, along with Forward Plan Collegiate discussions.

We are anticipating 49 P.1 pupils in August. This would give us a projected roll of 478, though these figures do not include any Placing Requests which may be granted or any pupils moves.

School Fabric –

A new flooring contractor is in place so 6 stair tread coverings will be replaced soon, along with a new carpet at one of the pupil entrance doors. Painting of the external railings has begun and will continue (weather permitting). Work to update our school boiler system will be carried out over the February holiday weekend and it is also hoped that work on amendments to the gates, etc. will also be started then. A new door entry system has been fitted at the main entrance.

