

16 January 2024

**MINUTES OF THE OUR LADY OF GOOD AID CATHEDRAL PRIMARY SCHOOL  
PARENT COUNCIL HELD ON 15<sup>TH</sup> JANUARY 2024**

| Item  | Action |
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| <p><b>Item 1 - Welcome</b><br/>The Chair welcomed the group to meeting and AGM</p>  |        |
| <p><b>Item 2 – Minutes and Actions of the Previous Meeting.</b><br/>Approved and no outstanding actions</p>   |        |
| <p><b>Item 3 – Elections to vacant posts</b><br/>Vacant posts within the committee this year include: Nursery Rep, Treasurer and Secretary. There are also ordinary member spaces available.<br/>Laura Howieson will move from P2 rep to be the nursery representative.<br/>Gillian McGregor agreed to step forward as P2 rep, and will act a treasurer with support from a member of the fundraising committee who has agreed to become a signatory on the accounts.<br/>Julie Flynn (who was unable to attend the meeting) had expressed an interest in providing some support as secretary- Jacqueline will arrange to discuss this out with the meeting.<br/>Kerry Anne Ferrie also joined as an ordinary member.</p> <p>It was agreed that next year we will require to recruit new members to the committee as there are several members who between this year and next year will be stepping down from the committee as their children move to OLHS. Also variable attendance at meetings was noted and if a rotation of in-person and online meetings should be considered. This will be revisited early next year and a dedicated campaign.</p>  |        |
| <p><b>Item 4 – Headteachers Report</b><br/>The school are starting a series of “Friday Focus” posts as part of the school blog, these will focus on information and improvements within the school to keep parents informed.</p> <p>As the leadership team anticipate and inspection in the near future the parent council were given and overview of the process. The school will be given around 2 weeks notice of an inspection, therefore the focus at the moment is ensuring that any evidence required is ready and prepared. Staff, parents, pupils and school partners will be issued with a pre-inspection questionnaire and the school is asked to carry out a self-evaluation. Every teacher is observed throughout the course of the inspection. The parent council chair will meet with the inspectors, there will also be a parents meeting/focus group. The children will also be involved in the process.</p> <p>The parent council reviewed an example of the questionnaire that may be sent out to parents. The parent council reflected on its own presence within the school community and how this could be strengthened moving forward. There was also acknowledgment of some areas where better communication could be achieved- this was primarily around informal feedback such as homework and progress between expected time points such as parents evening and report cards. This was felt more in the lower school- with parents of senior pupils recognising that more structured homework in those age groups was helpful. Overall however the feedback from the parent council was positive, recognising the hard work of the teachers and leadership team.</p> |        |
| <p><b>Item 5- Fundraising Committee Update</b><br/>The family night was a success with a high turnout and well received by the school community.</p>  |        |

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| <p>A ladies night is planned for 22<sup>nd</sup> March in St Brides Hall, tickets will be on sale soon and requests for donations/prizes would be circulated soon, members were encouraged to promote the event, with those who had attended before enjoying the night.</p>  |  |
| <p><b>Item 6- AOB</b></p> <p><u>Dogs on Campus</u><br/> It was raised that there had been a few instances of dogs brought on to the school site at drop off/pick-up times, it was recognised that NLC policy does not permit dogs on campus. It was agreed to send a reminder to parents that dogs should not be brought into the school grounds.</p> <p>There were a few issues raised by email that the PC did not discuss in detail but was fed back:</p> <p><u>Christmas Concert Tickets</u><br/> There appeared to be some confusion this year with allocation and cut off dates for parents to apply for tickets, this requires balance to be sought, but suggestion of extending window for initial ticket requests to 3 weeks to allow parents (especially if children are absent from school) to have adequate time to request these)</p> <p><u>Transport/Parking and Future Planning</u><br/> Given that there were now three schools on campus, a very high volume of vehicles on site and impending changes to school transport eligibility there was recognition that the parent council should be engaging on these issues. It was agreed that this should be a focus for a future meeting and time dedicated to developing an action plan and progressing work on this topic.</p> |  |