 **St Augustine's Primary Parent Council Meeting**

**Minutes of Meeting on 28th of September 2020**

**Parent Council Members Present:**

Stephen Kirley (Chair)

Amanda O'Dowd (Clerk)

Gillian McCaul

Iain Kinnear

Njoki McLeish

Martin McWilliams

Camille McWilliams

**Others Present:**

Caroline Docherty (HT)

**Apologies:**

Jamie Doren (Vice-chair)

Andrew Wilson

Aileen Digweed

Lisa McDines

**Agenda:**

**1. Chairperson welcome**

Stephen welcomed everyone back to Parent Council meeting after long pause due to COVID restrictions. He opened by appointing new parent council clerk as required by NLC and in order to proceed. Amanda volunteered and was thanked by members. He then apologised for the above not present.

New members and participants were all welcomed and it was noted that the numbers on the council currently are above the required minimum with no openings or vacancies. These numbers can be looked at once consultation is received at the AGM if needed.

Thanks were given to those parents who sadly have now confirmed to have left the parent council this year: Patricia Cassidy, Pamela McGowan, Gerry O'Hear and Louisa McGraw.

Stephen informed all participants that it is a NLC requirement to provide their name, address and email address for their Parent Council involvement. Anyone who has not done so has been asked to forward this information to the chairperson who can pass these on to NLC.

**2. Appointment of new Parent Council Clerk**

As above. Amanda O'Dowd volunteered and was given thanks.

**3. Parent Council Update On Matters Since Last Meeting**

* Social Media has been set up, a Facebook and Twitter page. These have both been successful with good engagement between them, especially with recruiting new members.
* Advertise the need for new members - has been carried out and new members now involved.
* Parent Council Member Training for recruiting senior management posts was cancelled due to COVID by NLC. Stephen, Martin and Njoki had all been booked on to attend but there is currently no rescheduled date for this. It was noted there needs to be 2 more parent council members trained in this.
* The cluster meeting with St Ambrose was cancelled due to COVID. Again there has been no rescheduled date for this, however likely won't be rearranged until the new HT is in post.
* Nursery site walk round for the Parent Council members was cancelled and not rearranged due to COVID. The invite to architects to attend the Parent Council meeting did not go ahead as all meetings were suspended.
* Closure of Kilbowie. Parent Council had been given the task of writing to NLC regarding this closure, with the initial replies received by councillors stated that the decision was final and made due to budget cuts. The motion to close Kilbowie was passed at full council just before lockdown despite an opposition motion and proposal. The matter was discussed at the Scottish government and Mike Russell MSP for the constituency in which Kilbowie falls described NLC's decision as 'educational vandalism'. The last NLC communication states that the closure is definite and that the site will be demolished and cleared ahead of the land being sold. The sale and the profits from the land will then be used to fund and build a new outdoor centre/facility but an exact site for this as not yet been identified.

Parent Council went on to discuss this matter at length and were saddened by this outcome.

**4. Received Communications**

* Chairperson received a letter from Bank of Scotland giving information about a Parent Council bank account. Stephen asked if any members were aware of this which they were not, he did not set one up and neither of the previous chair's (John or Iain) did either. Stephen to take this information to the PTA and also BOS to discuss further.
* NLC communications

All NLC communications are going through the parent cluster meetings which are being held by the executive director for education Derek Brown in conjunction with the parent council chairs from across NLC authority. These meetings began during lockdown and have been responsible for the NLC recovery programme following lockdown. The Parent Council chairs have then been responsible for giving their school input. These meetings will continue throughout the year and Stephen will provide regular updates as he has done throughout to the Parent Council members and to the senior school management. It was noted that there are new measures ready to go if there is a 2nd lockdown.

* PC Email communications

Only one email was received which was in relation to the arrangements for Halloween. Caroline commented that there will be no parade for parents to attend, however children will be able to dress up and celebrate. Communication of arrangements will follow.

**5. Head Teacher Report**

* Return to school - COVID secure. School staff are all familiar with the Risk Assessment - a review of the risk assessment took place on the in-service day and is regularly reviewed. There is also a risk assessment for the nursery and for visitors to the school. Sign in contact and trace. Isolation protocols are in place to support children and families who are required to self isolate - this includes communication from school - letter and phone call, signposting for supports, vouchers for food. Hand sanitiser stations are located around the school. Hand sanitisers are located in every class. Anti-bacterial wipes are in every class. Protocols in place to ensure surfaces are cleaned for accessing ICT. Staggered breaks and lunches. Cleaner on site every day for 2 hours to clean touch points around the school. Class bubbles. Online homework using Teams. Teaching staff wearing face masks if working closely with children (less than 2 metres) and for more than 15mins.The school is doing all it can to mitigate risk as much as possible. There have been a number of children who have had to self- isolate because their family members have either tested positive or they have been in contact with someone who has tested positive. Due to the additional restrictions in place within North Lanarkshire if you have been contacted by Test and Protect then you and everyone in your household must self isolate. This approach has had considerable impact on the attendance of some pupils in school and also staff.
* Communicating with parents - school blog, Twitter and Facebook are our platforms and are greatly used across the school community. Any parents who are anxious to meet and discuss concerns have been able to contact school and feedback is always provided in a timely manner - this has mainly taken place over the phone. Online payments are made for lunch provision. Parents are not dropping into the school but SMT are in the playground at the end of the school day to maintain contact with parents and answer any queries.
* Reporting on Progress and Achievement - staff are currently working on interim reports for every child with GIRFME Plans being sent to parents for children who have a more individualised support plan. Due to ongoing COVID restrictions there will not be a parents evening. Should a parent wish to discuss any aspect of the report they can contact the school to discuss or to arrange a call from the class teacher. Scheduled phone calls for every pupil will not be made. Due to the amount of time children have been away for school there has been an impact on pupil attainment with some pupils more notably impacted than others. Our current curriculum delivery is mainly focusing upon Literacy, Numeracy, HWB and RE and addressing gaps in learning with a view to getting children on track.
* Staffing - the school was fully staffed at the beginning of the term with Mr.McIntyre secured to cover existing staff absences. He did not remain in post and we now have Miss Livingston covering the existing absences of two members of staff. Mr Mullen remains a member of the staff team - delivering ICT - his appointment is paid from PEF money. Mrs Doyle remains a member of the staff team and covers classes and delivers Spanish - her post is partly covered by PEF money. Mrs. McGlone is our Attainment Teacher. Her role has been greatly impacted due to ongoing cover requirements - staff absences due to illness and staff self isolating. Mrs.Elliott has also had to cover Non Class contact time due to the impact of staff absences. These are challenging times and there is considerable pressure being put on schools to maintain quality teaching and learning programmes whilst staff are impacted by COVID 19 â€“ either directly or as a result of being required to self isolate. The school has a Business Continuity Plan in place to maintain frontline services but the initial first few weeks of the school session has witnessed how challenging this is for everyone. To date the school has not been directly impacted by any reported positive cases that have required the involvement of Public Health. As a consequence no children have been sent home or families required to self isolate. This has not been the case for other schools within the authority. Transmission of the virus has taken place in the community and not necessarily in school.
* PEF Money - our PEF allocation was just over £82,000. The money has been committed to staffing for this session and also to pay for the subscription of Espresso - “an online teaching and learning resource used across the school - £1,900.
* ICT Devices - the school made a return to the authority to confirm families in the school who did not have access to ICT devices at home or did not have internet access. Money from Scottish Government has been downloaded to support vulnerable families across the authority to access online learning. Phase one has been rolled out which will mean families receiving laptops in the not too distant future. This supports the equity for all strategy.
* The School Improvement Plan links in directly with the Cluster Plan with recovery programmes for Literacy, Numeracy and Health and Wellbeing. The School Improvement Plan has 3 priorities

1. Improve outcomes for learners via the Recovery Programme for Literacy and

Numeracy

2. Improve outcomes for learners via the Recovery Programme for HWB.

3. Improve outcomes for learners via an established Digital Pedagogy across all

Stages

Draft Report presented to Parent Council to review and provide feedback.

* School infra structure update “painting work remains outstanding in Infant corridors, stage, one classroom. Heating - the new system is to be connected this week. There remains some outstanding repair work to school grounds with the Clerk of Works still to get back to confirm who is responsible for the repairs. There is also currently some wiring upgrades taking place that also coincides with the electric cabling that is taking place in the Time Capsule. Siting stations for electric cars. The adaptations for Room 6 continue with the kitchen cupboards in place and toilets being sited on the first floor. This will be an excellent addition to the school providing a cooking kitchen/ teaching bay/ parent meeting room/conference room.
* Nursery Update - nursery team fully established with a great mix of experienced staff and newly qualified Early Years Key Workers and Support Workers. The nursery remains sited in the Time Capsule. This has required ongoing reviews to ensure the site remains secure and meets the needs of learners. Time Capsule have been most helpful and accommodating. The nursery is now delivering the 1140 hours provision for all families 3- 4 year olds. The nursery will accommodate 48 children on a term time basis. Currently there are 30 children attending. Building work remains ongoing with a completion date of mid October to be confirmed. There are ongoing issues around the glass dome as this will need to be replaced - ongoing leaks that can’t be repaired. It is anticipated this work may take place during October week holiday.
* First Communions for Pr. 5 pupils commence this weekend with 3 services for 15 pupils and their families. In total there will be 13 services over 3 / 4 weekends to accommodate all pupils. Many thanks to Father Michael for accommodating families for the services.
* Counselling service -The Exchange - will commence working with identified pupils this session. Pupils will be referred after parents have been consulted.
* Mrs Elliott will continue to deliver the LIAM programme to identified pupils - support programme for low intensity anxiety.
* Outdoor learning - current provision for PE remains outdoors.

**6. Parish Update**

The main update from Father Kane through Iain is the dates have been confirmed for the Communions and rehearsals are now going ahead.

It was asked if there was any way that the parent/children information could be provided to Father Kane to make it easier for his communication in regards to the communions and ongoing information from the church, however Caroline noted that due to GDPR even though it is the school's parish they are not able to give out this information without all parent’s consent.

First Friday mass is still being streamed successfully into the classrooms.

**7. Any Other Business**

* Social Distancing - Stephen asked Caroline about social distancing at the school gates at drop off and pick up time for parents, as this was a concern especially in the first week returning. Caroline agreed that in the first week it was not being adhered to and this seemed to be the same in many schools in the NLC authority, however limited as to what the school are able to do in regards to this. Since letters have been sent out and signage put up it seems to have improved and hopefully will continue to. It was asked if there was a need for any additional signs, however NLC want all schools to remain the same in what they have in place.
* MS Teams Protocol - It was asked if there could be a MS Teams meeting protocol going forward for the parent council as may need to continue in this format for some time. Stephen says he will take this to NLC for advice. It was also noted that NLC state these meetings have to take place on MS Teams rather than other similar platforms.

**8. Actions To Be Taken Forward**

Next Meeting

The Parent Council AGM will take place on Wednesday the 28th of October at 6pm via MS Teams.

The PTA have confirmed their AGM will follow on the same night.

Parent Council Position Openings

Stephen stated that there are various positions which will need to be elected at the AGM meeting next month. Chair person, Vice Chair, Clerk, and Parish Liaison.   
Iain said he is happy to continue in his post, however Stephen will not be running for Chairperson again due to conflict of interest with his new job position.