  

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

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

**Parent Council Members Present:**

Stephen Kirley (Chair)

Jamie Doran (Vice Chair)
Amanda O’Dowd (Clerk)

Gillian McCaul

Lisa McDines

Iain Kinnear

John Glen

Martin McWilliams

Camille McWilliams

Andrew Wilson

Njoki Sawaya-McLeish

**Others Present:**

Caroline Docherty (HT)

Cllr Tom Castles

Cllr Geraldine Woods

**Apologies:**

Aileen Digweed

Fulton McGregor MSP

**Agenda:**

**1. Chairperson welcome & apologies**

Chair welcomed everyone to Parent Council Meeting, especially the council representatives who have joined in. He then apologised for those unable to be present as above. Stephen went on to thank everyone for their effort and involvement during his time as Chair.

**2. Parent Council update on matters arising since last meeting**

MS Teams
It was discussed at last meeting if there should be a protocol for the MS Teams meetings going forward as likely Parent Council meetings will be held like this for foreseeable future. Chair informed all that main points required were;

* Link for joining meeting needs to be sent to members as close to meeting date as possible. This is to ensure maximum participation from the parental body.
* That chat function is to be used for members joining, and also the raising hand option to speak to give curtesy to the speaker, give the chair control of the proceedings and to ensure microphones are muted to avoid unnecessary chatter.
* That children should not be present for the meeting.

Kilbowie Update

A letter from Richard Lochhead was forwarded on from MSP Fulton McGregor in regards to the Kilbowie closure. He confirmed that funding of £2million will be made available to third and private sector residential outdoor education centres. This financial support along with additional communications will be made available to schools in the coming weeks.

**3. Received communications**

* NLC communications

Maureen Moore of North Lanarkshire Council emailed to request that two nominees of the St Augustine's Parent Council group could be put forward to join in the NLC Parent Consultation Group Meeting. This is to be held on Thursday the 5th of November at 6pm.

* Mr McPartland, the new Head Teacher of St Ambrose sent an introduction letter to the Parent Council of all feeder schools thanking everyone for their welcome.
* PC email communications

There have been 3 emails from different companies offering assistance if required for Education Apps. Mrs Docherty was asked if she felt this was required; she indicated not at present.

**4. Head teacher report & school improvement plan**

* Return to school – COVID secure. Staff and students are all familiar with the Risk Assessment which is continually reviewed in response to updated guidance. Most recently new guidance around the wearing of face coverings in school for all staff when moving about the school. 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. Additional measures were discussed at last meeting Hand sanitiser stations, anti-bacterial wipes, 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 they or their family members have either tested positive. Previous restrictions were lifted within North Lanarkshire meaning that not everyone in your household must self –isolate.
School has been directly impacted with two confirmed cases – pupils only – 26 children required to self-isolate.

Staff member of nursery team – tested positive – individual had direct contact with all children who attended nursery during identified infectious period – 30 children isolating

Two staff members currently isolating – awaiting test results

The school had detailed information in regard of where each child sat and who they are in close contact with in school. Class seating plans, lunchtime seating plans, ICT seating plans all assisted management team in identifying close contacts. Public Health and Education Managers all attend a MS Teams meeting to determine school actions/identifying who has to isolate. Public Health ratify actions to take.

* Communicating with parents – school blog, twitter and Facebook are our platforms and are greatly used by parents. We are also using group call to e-mail parents – this was used to issue NHS letters. The school is still chasing up parents so we have e-mail addresses for everyone. This will mean letters, newsletters etc can be sent direct to parent mailbox.
* Reporting on Progress and Achievement –interim reports sent out last week in place of parents evening. They gave a clear view of progress and engagement in learning. Scheduled phone calls for every pupil were not made, however, should a parent wish to talk to the teacher they need only contact the school and this will be arranged. 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 continues to focus upon Literacy, Numeracy, HWB and RE and addressing gaps in learning. Pupil attainment is closely monitored and results analysed with identified next steps. This takes place on a regular basis.
* Business Continuity Pan- The school has a Business Continuity Plan to maintain frontline services- first few weeks were very challenging covering absences with teachers isolating. This plan remains under constant review. Everyone recognises that things can change very quickly.
* PEF Money – update provided at last meeting. Main focus of PEF is staffing and to provide support to the children who need it the most
* 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. Nursery has its’ own priority.

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 at last meeting

Priorities were noted on a recent blog post and will feature in next newsletter. School webpage will be updated.

* School infra structure update –Nursery complete. Room 6 adaptations complete. Staff delighted with the work undertaken and the result. Painting work remains outstanding – Infant corridors, stage, two offices. There still remains some outstanding repair work to school grounds which the Clerk of Works is chasing up.
* 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 is now fully operational and sited on the school campus. The nursery is now delivering the 1140 hours provision for all families - 3 – 4 year olds. The nursery will accommodate 45 (this was reduced from 48) children on a term time basis. There remains 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 Easter week holiday. Nursery grounds need some work – turfing.
* First Communions for Pr. 5 pupils continue this weekend with 4 services for 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. Children completed a Health and Wellbeing assessment on their return to school that will necessitate pastoral checks with a number of children this term.
* 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.
* Halloween – many thanks to PTA for supplying crisps, sweets and drinks for every child for their Halloween. Activities to take place in each class – no parades/whole school event.
* Virtual Assembly – Pr 7 house captains and vice captains delivered their first virtual assembly at the end of Sept. The children loved doing it and the whole school loved watching them. Very professional.
* School events – such as St.Andrew’s day celebration and Christmas are significantly impacted by current restrictions that don’t appear to be changing anytime soon. The school will continue to create learning contexts and will arrange for Christmas parties and other fun events as the term progresses. The Nov/Dec. newsletter will provide full details after consultation with staff.

 **5. Parish update**

Iain reported that sadly he hasn't had any meeting with Father Kane yet for a Parish update although has spoken to him frequently. He stated that he will email us after meeting with him if there is anything we should know.

**6. Any Other Business**Some questions were asked by John Glen;

* He requested that should any upcoming Parish celebrations (eg. Communions) be cancelled due to the ever changing COVID restrictions that parents are told as quick as possible in order to cancel and replan.
* He asked Mrs Docherty if the current digital infrastructure in the school was stable should blended learning be needed (ICT, broadband, bandwidth etc). Mrs Docherty said all equipment ready and aware of no issues which need addressing in regards to this.
* He also asked if teachers were being provided enough time to prepare this work to be added to MS Teams, and if they were well trained in the use of it. Mrs Docherty stated that all teachers have been given the time, and many are already teaching in class as well as putting work on Teams for those children currently in isolation.

**AGM**

**1) Review of annual report**

There was nothing additional to add to the annual report, and no questions or amendments. It was asked if Mrs Docherty could make this available to parents.

**2) Review of Constitution & Code of Conduct**

Code of Conduct:
The chair reminded all to be mindful that the Parent Council are representing the parents of the school, and to note their conduct on personal social media.

Constitution

No amendments required.

* Under Point 2e - Chair feels that the parent council would welcome and benefit from the involvement of Father Kane in future meetings, and hopes that the new Chair could address this.
* Under Point 3. We are currently at the quota for required members of the Parent Council under the Constitution, which is minimum of 3 parents and maximum of 12.
* Under Point 11

It was asked if the Meeting Minutes could be made available on a notice board within the school as well as the school blog, as it should be available to read by teachers and parents.

It was again noted that the Parent Council required to check how many members will need to go on training of senior management course with NLC, as although there is still no set date for this we do not have the required minimum.

**3) Election of office bearers for 2020/2021 session**

Office bearer positions required for this year are Chair, Vice Chair and Clerk. These were all nominated and positions accepted by;

Chair: Stephen Kirley (remaining in position)

Vice Chair: Jamie Doren (remaining in position)

Clerk: Amanda O'Dowd

With no other matters arising, meeting closed at 7.10pm.

Next meeting is scheduled for 6pm on Wednesday 25th of November via MS Teams.