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**St Augustine’s Primary and Nursery Class Parent Council Meeting  
  
Minutes of Meeting and AGM on 29th September 2021**

**Parent Council Members Present**Stephen Kirley  
Jamie Doran  
Amanda O’Dowd  
Gillian McCaul  
Andrew Wilson  
Lisa McDines  
Martin McWilliams  
Camille McWilliams **Others Present**Caroline Docherty  
Father Kane  
Tom Castles **Apologies  
  
Agenda  
  
1. Chairperson welcome & apologies**Chair Mr Kirley welcomed everyone to this evenings meeting and AGM. Apologies received from Mr and Mrs McWilliams, however they successfully joined meeting.  
  
An opening prayer was led by Father Kane. **2. Review of minutes & actions from last meeting**The minutes from the last meeting have no proposed amendments so were therefore accepted. Mrs Docherty was asked to post these to the school blog. They will also be forwarded on to Maureen Moore by Mr Kirley.  
  
Mr Kirley asked that Mrs Elliot’s new email address please be passed on to new chairperson following meeting. Nursery Parking: Mr Kirley has emailed Councillor Carragher again since previous meeting, but has had no response as yet.

**3. Received Communications**NLC Communications  
  
NLC asks that after AGM all parent council member addresses, telephone numbers and email addresses are passed on to new chairperson to ensure these are up to date.  
  
Parent Council Consultation Group Meeting Update  
  
The Parent Council Consultation Group Meeting have not convened since our last meeting.  
  
Date for next meeting is 6th of October 2021 and will require a maximum of 2 parent council members (including new chairperson) to attend.  
  
Parent Council Email Communications

* Email asking for follow up on Primary 1 parent coffee morning. Mrs Docherty is keen for this to still go ahead however due to staff absences has been class committed. Will update when a date is in place.
* Question in regards to PE kit. Mrs Docherty answers all can be found in the newsletter sent out to parents. Children should wear black/grey joggies, plain white t-shirt and black trainers. Sweatshirt for outdoors.
* Question whether the Pantomime will go ahead at Motherwell Civic centre. Unfortunately this will not happen this year due to ongoing COVID regulations. However Mrs Docherty will look into booking an in school or online pantomime with a theatre company.

**4. Head Teacher Report**

* Staffing Update - the school has experienced a significantly high number of staff absences since our return to school in August. Some of these have been short absences due to awaiting PCR results. Others are due to short term health issues and others are due to staff testing positive for COVID. This has resulted in a number of teachers being off at the same time and for some staff this has been for a prolonged period of time. Our Business Continuity Plan has ensured frontline services have remained in place and all classes have been covered. The impact has been significant – all support for learning/attainment teachers and Senior Management have been class committed. This level of absence has impacted on our capacity to deliver interventions. As a consequence teachers have had to be adaptable and respond to last minute changes and to plan programmes of work and homework programmes in response to the needs in their class particularly if interventions are in addition to what is delivered by the class teacher. Senior management are not always readily available and this creates its own challenges and also impacts on the capacity of Senior Management to respond to parent queries when they arise. We continue to thank parents for their patience and understanding when the school is experiencing such challenges at present and aim to respond to parents in as timely a manner as possible.
* COVID update – the school is still experiencing a number of weekly positive cases among pupils. There may be an element of parents increasing their vigilance due to warn and inform letters and carrying out regular LFTs. While children have not shown symptoms many have subsequently received a positive PCR result. Parents have been extremely co-operative and have duly got their child tested if they have received a call from the school. Children have often presented with a sore head or stomach ache before receiving a positive result.
* Reporting on Progress and Achievement – staff have agreed this session to provide written interim reports in October with Parents Evening held in November. We are looking into the possibility of delivering our parents evening virtually with a video conferencing Parents evening. Details will follow shortly. Full reports will be sent out in March with Parents evening planned for May. This is a change to our normal approach. The submission of teacher professional judgement in regard of achievement of a level – (Early, First and Second Level) is gathered in June. It is hoped that this new approach with enable parents to be fully aware of their child’s progress and if they are on track to achieve.
* PEF Money – our PEF allocation was just over £85,764. 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, purchase of 10 laptops, and appointment of Acting PT post. The school is also looking to start a staged programme of purchases involving interactive Promethean Boards as part of ongoing upgrades. This will support our ongoing digital delivery. Costing to be confirmed.
* School budget – a review of our current school budget indicates that we may have sufficient funds to start staged buys for classroom furniture. An audit will be carried out to determine classes most in need and the anticipated costings. This will be a staged process with the average class costing £1,000. The installation of IT points in the IT room (£1,200) will come from the school budget
* 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

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| Improvement Plan Summary | |
| Cluster Priority: | To develop a shared ambition with a focus on improvements for children and families |
| School Priority 1: | Improve attainment levels for learners with a focus on Literacy and Numeracy |
| School Priority 2: | Improve outcomes for learners with a focus on HWB across the school |
| School Priority 3: | Improve outcomes for learners with a focus on STEM across all stages |
| Nursery Class Priority: | Improve outcomes for learners through a strong nurturing ethos and outdoor play pedagogy |

Copy of School Improvement Report and School Improvement Plan presented to Parent Council. The report and plan takes account of the views of all stakeholders including parents, pupils and staff form survey in May. An overview of staff, pupil and parent returns was presented to the Council

The cluster have met and have agreed a schedule of dates for cluster meeting s to address priorities

* All classes are undertaking research and IDL work around COP26 and the current concerns around climate change. This is currently evident in classroom displays, personal talks, twitter
* Nursery update – the nursery commenced their programme of fundraising to address nursery ground improvements. The school and nursery are also looking for support from Tesco.
* School Parish update - A programme of planned retreats for all pupils across the school has been agreed and included in the school diary. Dates are now confirmed for Sacraments but will be released at a later date. Lunchtime Rosary Club for Pr. 4 pupils has commenced. Jan has regularly visited classes to support learning about the Sacraments, Pope Francis Faith Award. Father has agreed to deliver a prayer service and launch the schools involvement in Laudato Si - Pope Francis’ letter to us all to ‘care for our common home’ and to take ‘swift and unified global action’ in the face of climate change. The school will also be in consultation with Father to agree dates and times for services for MISSIO as October is Mission month.
* Flu vaccinations will be carried out in school 26th October

Questions following report:  
  
1. Is there good access to supply teachers?  
Mrs Docherty replied that for the 1st 14 days schools should manage absences internally which they have been successfully doing so far by delegating attainment teachers and senior staff.   
  
2. Can school cope with the increasing free school meals?  
Mrs Docherty says currently no issue and doesn’t foresee one, school has implemented staggered lunches and also supplies out with school and will be monitored for if new catering staff are needed.

3. Has there been any previous experience with how virtual parent’s night will work?  
Unfortunately not, however Mrs Docherty feels if problematic can potentially push to next parent’s night and continue with phone calls to parents instead. Could also look into some classes being video calls to begin with rather than all to trial.   
  
4. Is there no way of having parent’s night in person? Use of masks/screens etc?  
At the moment all guidance is coming from Scottish Government and local authorities on which should be done in regards to large groups meeting indoors and therefore not possible at the moment.   
  
5. Can work be sent home for parents to assess?  
Currently snapshot jotters still being carried out. Jotters are sent home termly for parents to see work. However if parent feels wants to see more can contact office for work can be sent home. **5. Parish Update**This year only Primary 7s will be having their confirmation with sacrament returning to normal from next year.  
  
Father Kane has sent letters to parents in regards to the new social distancing guidance in mass, and to let them know that it no longer requires to be booked to attend. He hopes that this will encourage families to return to mass with the lessened restrictions. Clubs will also be returning such as Children’s liturgy, the Ignite Club, as well as altar servers being welcomed back.  
The Parish breakfast club has also returned, parents can contact the parish if they wish to sign their children up for this.  
  
There is still a year group mass which takes place on a Friday of each week as well as class visits from Father Kane and Deacon David.  
  
Jan has retreats scheduled with every year group, and she is helping those doing their Pope Francis faith awards.   
  
Father McGachey will be sadly leaving St Augustine’s Parish in October. He will be going to St Patrick’s Church in Strathaven, and he leaves St Augustine’s with everyone’s prayers and support.  
  
Father Kane also mentioned that the Parish Christmas Toy Appeal will be starting soon. **6. Any Other Business**No other business noted. **7. Actions to be taken forward**All Parent Council members are asked to send their up to date details of address, telephone number and email address to newly elected chairperson following AGM. Mr Kirley will forward the agenda and new roles on to Maureen Moore.

**AGM**Annual Report  
Mr Kirley emailed all members this year’s Annual Report. He wished to thank all members and those attending for what has again been a difficult year.   
  
Regretfully again the Parent Council has been unable to carry out the ‘World of Work’ school trade fair, and Mr Kirley hopes that restrictions permitting this could potentially go ahead in May 2022.   
  
There were no questions from members going ahead.   
  
Election of Parent Council office bearers  
  
In accordance with the Parent Council guidelines of the 2006 Act, all current office bearers formally resign from their positions. All members were thanked for their hard work and wishes given to those who take over. The new office bearers for 2021/2022 were elected;

* Chairperson – Gillian McCaul
* Vise-Chairperson – Position remains open
* Clerk/Administrator – Amanda O’Dowd
* Parish Liaison – Iain Kinnear

Review of parent council constitution and code of conduct  
  
No proposed amendments for the constitution or the code of conduct.  
  
Thanks were given by all members in attendance to Mr Kirley for his hard work as chairperson over the years.

**Next Meeting Date: 27th of October 2021**