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**PARENT COUNCIL**

**4th September 2023**

**Joint AGM**

**Parent Council & Parent Teacher Association**

**DRAFT MINUTES**

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| **Agenda item** | **Detail** | **Decision** | **Action** |
| **Welcome to the Joint PTA and PC AGM for Stepps Primary School** | Mrs Jeffreys welcomed both the PTA and PC to the joint AGM for 2023. A warm welcome was offered to new parents joining either group.  The plan for the AGM is   * A presentation from the Parent Teacher Association * A presentation from the Parent Council * Meetings will proceed the presentations for each group | N/A | N/A |
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| **PTA – Report to Parent Forum via Chair and Treasurer** | Alison Edoni – Co-Chair  Alison Edoni – Secretary  Gill Dorn – Treasurer  Alison highlighted the main function of the Parent Teacher Association (PTA) is to raise funds for the school. During the last school term £10,000 was raised via PTA activities.  Alison highlighting that the success of any PTA activity is underpinned by the main volunteer helpers across the school community including PTA members, parent volunteers and education staff.  Alison advising that the PTA are applying for a local grant via the Co-Op to pay for playground markings.  The income of the PTA generated last year was approx. £18,000. Approx £11,000 of donations/ spending were made to benefit the school. This included:   * Expenses for classrooms (£30 allocation per class) * Classroom smartboards * Snacks/ prizes * Christmas parties * Xmas panto * Money towards trips * School tie and teddy bear * Secondary school get a tie too | N/A | N/A |
| **Welcome and attendees for the PC Meeting** | Lorraine welcomed everyone to the Annual General Meeting for 2023.  In attendance:   1. Lorraine Kerr, Chairperson and Parent 2. Diane Delaney, Secretary and Parent 3. Lynn Blair, Treasurer and Parent 4. Suzanne Ryan, Parent 5. Louise Laing, Parent 6. Pamela Morrison, Parent 7. Mrs Jeffreys, Acting Head Teacher 8. Mrs Ewens, Principal Teacher | N/A | N/A |
| **Apologies** | Corrine Booth, Parent  Emma Dalziel, Parent | N/A | N/A |
| **PC report to Parent Forum via Chair** | Lorraine used a PowerPoint presentation to report on Parent Council (PC) activities over the last year (Presentation is attached).  The presentation included   1. **An overview of the differences between the Parent Council and the PTA. The main points being that the Parent Councils are statutory bodies with rights and responsibilities set out in law. There are requirements to:**  * Work with the school * Represent parents/ families * Communicate and support families and the wider community * Raise issues of interest on behalf of the parent forum   The Chair of a PC must also have a child in the school. A parent council is an independent body, led and run by parents.   1. **An overview of our activities over the last year including**  * Continued to be involved with and support the school in relation to general staffing levels and the overall school improvement plan * We have raised parental feedback on things such as school trips and P7 residential trip * Attended and spoken at the P1 induction days * Continued to play an active role in representing parental views to the Local Authority, Scottish Government, and the wider community. For example, we continue to work and liaise with NLC Education Managers/Head of Education regarding improving the dining hall and playground space within the school * Been in regular contact with our elected officials (Local Councillor’s or MSPs) on any relevant matters, for example, NLC’s policy in relation to play based learning and outdoor play * Continue to attend NLC wide Parent Council meetings as well as our Community Council meetings * Active involvement in a workgroup to revise and improve NLC’s Parental Engagement Strategy * Supported the school to help achieve the Silver Rights Respecting accreditation * Issued a parental survey in order to continue to improve our engagement with the wider parent forum. We have made a number of improvements and changes and shared this in our, “You Said, We Did” series on our X page (@ParentStepps)  1. **An overview of plans and focus for 2023/2024 including:**  * We will be continuing our collaboration with the Council and Community Council on the re-opening of the library and day-lets within the community hub * Ongoing discussions with the council about expanding the dining hall space and improving the playground will continue * Our efforts to enhance opportunities for play-based outdoor learning will also remain a priority * Continue to improve the visibility of the Parent Council by be introducing a PC Display at the entrance to the school * Increasing the membership of the PC to 15 * Some of our Parent Council members will be actively involved in the recruitment process for our new Head Teacher * Work with the children in the Rights Respecting Committee to help raise awareness of their great initiatives * Work with elected officials and the council to increase parental involvement at an Authority level * Run a competition to redesign our PC Logo  1. **Information on how to get involved in the PC**  * Parent Council meetings are held on a **Monday** evening at least once per term at **7.00pm** * Our **AGM** is held in **August or September** each year. * Our next meeting is Monday 23rd October and will be held in the school * Any parent/carer can come along there is no commitment required! * You can follow us on X @ParentStepps * And our email address is: steppsparentcouncil1@gmail.com | PowerPoint attached |  |
| **Member Re-election** | Lorraine advised that as per our constitution all members are required to stand down after two years of membership. Depending on numbers, members standing down can be re-elected including office bearers (if role is not being filled by anyone else.  Members standing down at this AGM  Lorraine Kerr (Chair)  Lynn Blair (Treasurer)  Suzanne Ryan  Angela Power  Emma Dalziel  All members would like to be re-elected except Angela Power.  Pamela Morrisson would like to become a member.  The constitution states that membership can reach a maximum of 15 members. As it stands at the AGM, all members requesting to be re-elected were duly elected and Pamela has become a member.  There were no nominations or volunteers for the roles of Chair or Treasurer. Lorraine advised that she is happy to take on this role again.  The Treasurer role is not required for the PC at the moment as we have no funds. | All members standing for election to the PC were elected | New PC formed for 2023/2024 |
| **Approval of PC Constitution** | Lorraine advised that it is good practice to review the constitution regularly. Given that the school role has increased significantly over recent years, she has proposed that the constitution be amended to permit increasing numbers of parents to become PC members. The proposal is that membership increases from 12 to 15 members.  Unanimous agreement by all. Lorraine will update the constitution and circulate.  Increase membership to 15 | New Constitution agreed – with one amendment about maximum numbers of PC members | Maximum membership of the PC will now be 15  Lorraine will amend and circulate  Copy to be uploaded to school website by Mrs Jeffreys  Copy to be sent to NLC Parent Involvement Team – Diane |

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| **Headteacher’s report -** Mrs Jeffreys | **STAFFING**  Mrs Jeffreys updated on staffing for the new school term. With two new teachers for classes:   * 3b * 5a   There will also be cover for Mrs De Rosa who is currently off work.  The vacant head teacher post for the school has been advertised. Given that this was done fairly quickly, rather than bring in new acting senior managers to cover Mrs Jeffreys role as she takes up the acting head teacher post, additional support will be offered via another teacher. This additional staff member will cover support for learning activities and any other gaps at the moment.  It is likely that the new head teacher will be announced around about the October school holidays time.  Two teachers will commence maternity leave this year. Work is underway to ensure cover for both these teachers.  **PUPILS**  This term the school has welcomed 426 children. This means the school is back to full capacity.  The nursery is also full with 24 children.  **SCHOOL IMPROVEMENT**  Mrs Jeffreys advised that the focus this year will be on raising attainment in literacy, maths and health and wellbeing.  There are three new programmes for staff to engage in fully this year including   1. Do be mindful 2. Talk for Writing – allows teachers to use across all literacy lessons 3. Power maths   The development of these programmes has been ongoing for a while, with particular groups/ classes implementing this in practice. However, this year all year groups will be involved in these programmes.  Mrs Jeffreys advised that the staff have spent a lot of time developing their knowledge in these areas.  **PARENT ENGAGEMENT/ SHARED LEARNING EVENTS**  Mrs Jeffreys is suggesting a number of activities this year to involve and engage parents/ families in their children’s learning and school life. This will include  **Open Evenings**   * P1 – 14th September * P2 - P7 – 20th September   **Parents evening**   * 14th and 16th November   **Shared Learning Event**  Rather than teachers issuing an interim report card towards the end of year (November), Mrs Jeffreys is suggesting another shared learning event. This will involve the children leading, teaching, and showcasing their learning to their parents/ family. There will also be an opportunity for parents to have an informal chat with the class teacher.  The focus of this event will be health and wellbeing, maths and literacy.  Provisional date for this is the week beginning 30th October.  This shared learning event can support the focus of discussions in November during parents evening.  Everyone agreed that this sounded like a good idea. The main barrier as suggested by Louise is for working parents to come into the school during the day/ working hours.  Mrs Jeffreys recognises and this, and therefore, given that this will be a new method of engaging with parents, she will issue a survey afterwards to seek views from parents.  Therefore, this means parent engagement activities will involve one written report per year and four opportunities for parents to visit the school, engage and interact with their child’s learning and meet teachers.  **STEAMO SUBJECTS**  Science  Technology  Engineering  Arts  Maths  Outdoor  Mrs Jeffreys advised that working parties have been set up in the school to help focus and champion work around STEAMO, Literacy and Maths. The school is continuing to purchase/acquire resources to allow for more activity in these subject areas this year. This also means that all teachers will be using social media via X (formerly Twitter) to share photographs and information about class activities. Teachers are required to post on social media at least 3 times per week. This is because every classroom now has the technology to support this.  **TEACHING STAFF CHAMPIONS THIS YEAR:**  Mrs Ewens – Health and wellbeing/ play and outdoor learning  Mr Dunn – Environment (ECO Committee)  Mrs Shaw – Digital  Mr Doran – Literacy – including supporting parent helpers to facilitate reading groups  Mrs McMillan – Maths  Mrs Hogg – Assessment  Miss Theobald – Enterprise and young workforce  Mrs Jeffreys advised that to help support the Chryston High School pupils further develop their skillset, groups will be coming down on a Friday afternoon for blocks of 4-weeks to work within classes.  **CLUBS**  P6 & P7 children have been asked if they want to run any clubs.  The choir will start again after the October week, with songs by candle light event returning this year.  **ASSEMBLIES**  Are now held on a Friday and there has been lots of discussions and ideas led by the pupils for this new school term  **P6 &P7 ACTIVITIES AND RESIDENTIAL**  P6 pupils have been offered the opportunity to take up the activity programme offered at Strathclyde Park this year because the P7 pupils are going on a residential.  The activities at Strathclyde Park commence in October. This has been deemed a success by previous year groups.  Mrs Jeffreys hopes this will be a permanent offer to pupils going forward now.  P7 Pupils will return to Inverclyde national sports centre in January 2024  This residential setting is on the supplier list and seemed the best option – and was really successful last year.  All planning is in place for both.  **MCMILLAN COFFEE MORNING**  Miss Theobald as the Enterprise Champion will lead on hosting a McMillan coffee morning with both of the P5 classes. This will be an opportunity for the children to take on a variety of roles for this enterprise including entertainment, taking orders, money etc.  **DINE WITH THE STARS**  Mrs Jeffreys advised that some pupils don’t like the Star of the Week celebrations at assemblies. Therefore, in response to some ideas from the pupils, a new activity will take place recognising classroom stars. This will take the form of having a special lunch in the dining room with some treats.  **RIGHTS RESPECTING COMMITTEE**  This group will start back again in October. The goal will be to achieve gold status.  Diane will continue to be a member of this group.  **DEVELOPING THE FUTURE WORKFORCE**  Mrs Jeffreys advised that she has an idea that she would like to discuss and collaborate with the parent council regarding trying to build relationships with community groups and organisations.  She is hoping that the Parent Council could help in identifying parents and local organisations, professionals who would be willing to work with the school in developing knowledge and understanding for pupils on potential career pathways. Also, any opportunities for work experience.  We all agreed that this is a good idea and that we could   * Write to local organisations using a standard letter template * Use social media to invite interest * Use a survey to invite parents to get involved * Speak to NLC Community Development team for ideas * Work with Stepps Community Council and other community boards   Some ideas for local organisations include   * Golf it * Film studio * Bowls | Agreement from all on new plans for parent engagement/ shared learning events  Agreement that PC will support the school in developing relationships/ partnerships with community organisations | Mrs Jeffreys will send out information to parents/ carers about these plans in the coming weeks  More information about STEAMO activities and events will be shared with parents and the wider school community  Information about clubs will be disseminated when P6/7 pupils have agreed the activities.  The school will continue to liaise with P6/P7 pupils and families about these trips/ experiences  More information will follow on this from the school  Mrs Jeffreys will feedback the response to this  Due to re-start in October  PC Business Meeting will be arranged for planning/ discussion of this activity |
| **School Building/ Dining Room** | Diane suggested that some of the work both the parent council and the rights respecting committee (RRC) could focus on this school term again is the dining room size.  The PC were told an announcement would be made about the dining room via the Head of Education. Lorraine followed this up via Michelle O’Halloran. She has not yet provided any further information.  Given that the dining room is an issue that the RRC have identified as an issue themselves, Diane suggested that the PC/ school support the group to communicate their feelings to local councillors (perhaps via video).  Diane wrote to the Scottish Children’s Parliament as was suggested at the last PC meeting. The response from the parliament was that they could not get involved in individual school/ child issues. However, the Director did suggest that we  *“invite local councillors and members of the Education Committee to visit the school - perhaps at the invitation of the Rights Respecting Schools Committee? The children could present their case directly and explain the effect the situation you describe is having on them.  While it is true resources are extremely tight and there are huge pressures on all public bodies, it is important that no child is ignored who is having a negative experience or whose rights are being breached. An acknowledgement of the issues and a plan of how these will be dealt with would be a starting point perhaps?”*  If this feels too much for the Committee perhaps they could create a video instead.  Lorraine advised the meeting that Michelle O’Halloran is changing jobs and therefore is no longer the Education Manager for the school. Michael Dolan will replace Michelle. The PC hopes there will be an opportunity to meet with Michael in the near future regarding the outstanding issues that we have been raising for the last few years.  **SCHOOL BUILDING**  Lorraine advised that there has been no progress regarding any of the works to return the library or community spaces to the community hub. There are regular email updates now, however, information is general and informing us, rather than consulting or collaborating with the PC.  There is a local community council meeting on Thursday 7th September which Diane will attend. There may be an update here.  **COMMUNITY**  Lorraine advised that a defibrillator has now been fitted at Stepps Parish Church and St Joseph’s church. St Johns’ ambulance will run training for members of the community. This is a welcome addition to our community.  Lorraine also advised that Stepps Community Council are looking for new members to join. It is an important time for the Council as many of the long-standing members are standing down. The group has done lots of good work for the community including supporting the parent council. | RRC will consider options for sharing their views and experiences with local councillors in NLC | RRC group commences in October. The PC will also consider next steps to take regarding this issue. Lorraine will follow up with Michelle O’Halloran too  PC will await next update from NLC on building works  A letter will be written to local councillors inviting to the next PC meeting  Diane will attend the CC meeting |
| **Appointment of New Head Teacher** | Lorraine acknowledged the update that Mrs Jeffreys provided in relation the vacant head teacher position within the school.  Lorraine advised that the PC will be involved in the recruitment process of the new head teacher. Normally only PC members who have been trained can be involved in the recruitment process. As it stands Lorraine, Suzanne and Emma have received the training. It’s not clear yet how many PC members can be involved.  Dates are now being arranged for the interviews, therefore more information to follow on this. |  | PC will await further updates on recruitment process of new HT |
| **Connect Membership** | Diane advised the group that because Stepps PTA pay for a full membership with Connect, the PC also have access to the benefits of this membership.  Connect were previously the Scottish Parent Teacher Council. They are a national organisation supporting partnerships in education, particularly empowering parent councils (and other parent groups) to work collaboratively with their schools and wider community.  There is weekly training on a Tuesday evening term time that all parents and education staff at Stepps Primary school can attend.  They also have a website with lots of resources relating to parent engagement in education. |  | Diane will forward information received from the Council or Connect that may be of interest to the PC and PTA |
| **Aims and Objectives for PC Group** | Lorraine suggested that we review our aims and objectives as a PC for the year ahead.  Suggestions include:   * Continue to work in partnership with the local authority and Stepps Community Council * Follow up issues with library and day lets and community hub, expanding dining room and playground * Work with the school and authority on developing play based and outdoor learning * Using entrance of school for PC display * Working with the Rights Respect Committee * Support the school in engaging with the wider community re workforce development for pupils   Diane suggested that we arrange a business meeting to discuss how to proceed with these aims and objectives.  Lorraine asked if anyone wanted to take on a lead role in any of the activities to let her know. | Aims and objectives agreed | Business meeting to be arranged before next PC meeting in October |
| **Transitions** | Lorraine advised the meeting that as part of liaising with other parent council groups across NLC, she was made aware that a draft transitions policy has been circulated to some parent groups.  Lorraine has received a copy of this.  NLC surveyed parents recently in relation to the development of a Transitions Policy for all transitions across year groups and stages for all children and young people in NLC.  The policy is written for professionals therefore the PC are hoping that there will be a parent/ family/ child version of this made available in the future.  Overall, Lorraine stated that the policy seems child centred/ focused. There is reference to the important of parent engagement and involvement in transitions.  There are two pathways for transitions for all age/ stages of transitions:   1. Universal 2. ASN   Diane raised the concern that ASN often refers to children who have a diagnosis, and therefore this may exclude children with support needs without a diagnosis.  Also, there is no clarity of timescales for the start of transition processes in terms of when decisions will be made. This PC has provided feedback on a few occasions that the timescales are too late. We would like to see timescales for transition processes and decisions to align with Glasgow City Council.  Mrs Jeffreys advised that the school are planning to spend more time on transitions activities this year and going forward.  Diane suggesting that the PC could get involved in more transition activities too. |  | PC are awaiting official information of the final copy of the transitions policy, or any information about the policy.  Business meeting will discuss any other action to take including writing to local councillors about the policy. |
| **School meals** | Suzanne advised the meeting that she has submitted Freedom of Information Requests to NLC about the cost of school meals. Suzanne is concerned that NLC may be charging the most money across Scotland for school meals. Suzanne is concerned about this given the cost-of-living crisis. It’s also unclear why NLC need to charge so much in comparison to other councils.  NLC charging policy does not align with the cost of the school day policy.  Diane advised that there are other issues aligned with this in relation to food, choices, and children’s rights. Issues include portion size, and children being able to refuse foods that they don’t like to be placed on their plate.  These are all issues that require to be followed up. | Suzanne will feedback on the outcome of the FOI | Consideration at the PC business meeting of further action required to be taken by the PC re cost and other issues relating to food |
| **School Bus** | Pamela advised that there continues to be an issue with the school bus eligibility criteria. As the criteria for eligibility was re-calculated in terms of distance, many children who previously used the bus are no longer eligible. However, parents are noting that the same bus is being used to mobilise fewer numbers of children into school.  Parents cannot understand why the Council would continue to use the same size of bus, permitting it to run at significantly less capacity when children could be using it. As expected, there has been an increase in parents using cars to take children to school now, which is having a negative effect on road safety within and around the school community.  Pamela asked what else parents could do.  Diane suggested that all parents should write to councillors about their concerns and asks as it is more likely to elicit a response and some attention the matter than one person writing alone.  Lorraine advised that she could write a letter on behalf of the PC/ parent forum, however she raised the issue that by writing a letter and drawing the council’s attention to this, it may result in them commissioning a smaller bus, which means absolutely no chance of a child accessing it. | Pamela will liaise with parents about this issue, suggesting that everyone writes to the local councillors | Lorraine will write to local councillors and the education dept on behalf of the parent forum |
| **Minutes of the last meeting** | Agreed |  | Diane will send to Catherine Sweeney |
| **AOCB** (Any other competent business) | Next meeting Monday 23rd October 2023 – p.m. – in the school |  |  |

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**Helpful Information for the Parent Forum**

**Contact Stepps Primary School Parent Council and find out information via the following:**

* You can follow us on X (formerly Twitter) @ParentStepps
* And our email address is: [steppsparentcouncil1@gmail.com](mailto:steppsparentcouncil1@gmail.com)
* <https://blogs.glowscotland.org.uk/nl/steppsprimary/parent-council/>

**School and Parent Council Newsletter** - <https://sway.office.com/sR1p4nKkeP85DyUX?ref=Link>

**School email address –** [***enquiries-at-stepps@northlan.org.uk***](mailto:enquiries-at-stepps@northlan.org.uk)

**School phone number - 01236 632148**

**Stepps (Ward 5) Local Councillors and contact details:**

* Councillor Claire Williams (Scottish Greens) - [WilliamsCl@northlan.gov.uk](mailto:WilliamsCl@northlan.gov.uk)
* Councillor Josh Cairns (SNP) - [CairnsJos@northlan.gov.uk](mailto:CairnsJos@northlan.gov.uk)
* Councillor John McLaren (Scottish Labour) - [mclarenjohn@northlan.gov.uk](mailto:mclarenjohn@northlan.gov.uk)

MSP Fulton MacGregor (SNP) - [**Fulton.MacGregor.msp@parliament.scot**](mailto:Fulton.MacGregor.msp@parliament.scot)

**APPENDIX**

STEPPS PARENT COUNCIL AGM PRESENTATION (COPIES OF 7 SLIDES ATTACHED)

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