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**STEPPS PRIMARY PARENT COUNCIL AGENDA AND MINUTES**

**Monday 23rd October 2023**

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| **Agenda item** | **Minutes** | **Decision** | **Action** |
| **Welcome and attendees** | 1. Lorraine Kerr, Chairperson, PC Member 2. Diane Delaney, Secretary, PC Member 3. Lynne Blair, Treasurer, PC Member 4. Louise Laing, PC Member 5. Suzanne Ryan, PC Member (came in later) 6. Corrine Booth, PC Member 7. Pamela Morrison, PC Member 8. Emma Dalziel, PC Member 9. Peter Russell, Parent, PC Member 10. Laura Thomson, Parent, PC Member 11. Julien Smith, Parent 12. Mrs Jeffries, Acting Head Teacher 13. Mrs Ewens, Principal Teacher   Lorraine welcomed everyone to the meeting and a special welcome to new members and attendees to the meeting. | N/A | N/A |
| **(ACTING) HEAD TEACHERS REPORT** | STAFFING  Mrs Jeffries provided an update.  There are currently 422 – pupils attending Stepps Primary School.    There are some staffing changes   * Awaiting appointment of head teacher. Due to Mrs Jeffries stepping up as acting head teacher, the school are entitled to an additional teacher. The additional teacher has been fulfilling the Additional Support Needs Remit. * Additional support will also be provided via Miss Carrigan on a Tues, Thurs, and Friday. Support will include soft start sessions, support sessions, a group of dedicated children at lunch time – focus on social skills, will allow continuation of development work with teachers, allowing them to come out of class. * Developmental work also includes supporting pupils to develop external friendship groups outside pupils’ own class. The school are also looking at ways to remove barriers for learning using technology. School has invested in special headphones to cancel noise and the speech detect will work better – Mrs Carrigan – can lead some focus groups to help the children to learn and use this technology * Mrs Sommerville – permanently covering Mrs Anderson who is on maternity leave – based in P2b * New member of staff covering for 3 days on Additional Support Needs Assistant * Mrs McGoldrick has increased her days from 3 days to 4 * On Thursday Mrs Gibson and Mrs Jeffries are interviewing for an office replacement. Advert has gone out for a full-time post. * Interviewing – for breakfast assistant – next week or so * Still waiting for the advert for Mrs Gibson – who has dropped a day – advert needs to be approved for this   PARKING  Mrs Jeffries is liaising with the Community Police regarding the ongoing unsafe parking and driving within the school estate. Registration plates being sent to the police as requested.  SCHOOL IMPROVEMENT PLAN/ PRIORITIES   * Priorities – encourage attainment re literacy and numeracy * Talk for writing – literacy – teachers have been impressed with the response from pupils * Looking forward to getting the parents responses from the shared learning events – evaluation of this * New iPads for all classes have been great but school is still dealing with WIFI issues * Power maths session – teachers have been planning and preparing for this. * Mr Doran has delivered training to parent helpers for reading sessions. Teachers have provided a list of pupils they think would benefit from additional support with reading. Parents will be consulted about this to ensure they are happy with this to go ahead * Mr Doran will be looking at more challenging texts for children too – this is an action from the HMIE Inspection Report. * Infant staff – have attended schools that have focused on more play and outdoor learning in North Lanarkshire and East Dunbartonshire. This is part of the school’s development plan. The visits allowed staff to look to see what they do, and how they do it. Staff have come back very excited with lots of ideas. This session the school has bought in loose parts too. Equins have built storage for the loose parts.   LUNCH AND AFTER SCHOOL CLUBS   * Will start this week – they are very popular, hoping to run more as more staff become available * Teachers will also supervise along with senior pupil giving the older children an opportunity to be leaders within these clubs * Clubs include art, gymnastics, crafting, choir, eco * The Rights Respecting Committee will recommence in November * Lego Group – pupils will be identified for this * Diane Committee – activities for Children in Need and Anti Bullying Week coming up   HEALTH   * All pupils have participated in the do be mindful sessions * Teachers will continue to develop this * Healthy eating and wellbeing are a focus * Mrs Ewens has completed the outcomes star training – to help children assess difficulties they might have with their wellbeing; what interventions are available and review * Mrs Jeffries also trained * Pupils will access the Astro Pitch 4 times per week   STEAMO (Science, Technology, Engineering, Arts, Maths & Outdoors)   * A classroom specifically for STEAMO activities is still under construction * After January all children will have access to this classroom via their timetable * Theme – each class can go to this class and can choose a STEAMO activity * Finding as many ways as possible to engage in these types of skills   P6 – ACTIVITY WEEK  All good feedback from both pupils and staff  HOUSE PRIZE - Selkies   * Axe throwing and archery activities for Selkies for winning the most house points   MCMILLAN COFFEE MORNING   * Over £1400 pounds raised. Event deemed a fabulous success   STRATHCLYDE UNIVERSITY – MATHS LESSON   * Work with P5,6,7 * To see how maths impacts in the world of employment * Deemed a success   RESTORATIVE JUSTICE – VIA STRATHCLYDE UNI   * Going really well – P5   P4 – INVENTORS CHALLENGE – NLC ENTERPRISE INITIATIVE   * Taking place November   CLUSTER CONNECT CHALLENGE – P6   * Cluster schools involve Auchenloch, Glenmanor, Chryston, Gartcosh and Stepps Primary Schools   SCHOOL LIBRARY   * P7s have been spending their lunch time creating a small library area for classes to use   NURSERY TRAINING – STRATHCLYDE UNIVERSITY   * Training via Deirdre Grogan * How to observe a child while they are playing – as part of the play journey * Someone will also be responsible for leading on the Rights Respecting Schools for the nursery * Additional staff trained on do mindful |  | Staff changes will continue until the recruitment of a new head teacher  Ongoing liaison with the police regarding the unsafe driving and parking in the school grounds  Shared learning event planned for next few weeks for parents to come and see what their children have been learning. |
| **PC BUSINESS MEETING UPDATE** | WORKFORCE DEVELOPMENT FOR PUPILS  The PC held a business meeting to discuss methods to support the school in its work in developing skills and understanding for workforce development. The following agreements were made:   1. A survey will be sent out to parents asking if they skills or information they would be willing to share with the pupils in relation to their work 2. Letters will be sent to local community businesses inviting them to collaborate with the school to share their knowledge and experience with pupils   Mrs Jeffries is happy with this  All information collated will be shared with the school  DISPLAY AT THE ENTRANCE OF THE SCHOOL  The PC Business meeting agreed   * To use this the area at the entrance to the school to display information about what we are doing – Lorraine will take the lead on this * Mrs Jeffries offered to help with any printing required to create the display   Things to put on the display   * The PC insurance * Use originals of the logo competition * Picture of us tonight – group * What are we working on * Newsletter info * Action points from minutes |  | Lorraine will launch the survey  Diane and Louise will send out letters to local businesses  Lorraine will lead on this |
| **NLC PARENTAL STRATEGY REVIEW UPDATE** | * Lorraine advised the meeting that North Lanarkshire Council are doing a review of a parental strategy document. * A working group was set up for this. * One of the biggest issue is the interaction and relationship between parents, parent councils and the local authority. The working group have tried to address this within the strategy. The strategy has been sent to the digital team to finalise * Lorraine is meeting with the group on Thursday to review * Mrs Jeffries has not received a draft copy of this; however, she did receive a survey. * The next parental consultative group meeting (chaired by William Collum) is in November. William has asked for agenda items from parent councils for this meeting. This request has been responded to well by the NLC parent council community. Lorraine has suggested that the new Chief Executive Andrew McPherson attends a meeting.   Lorraine advised that the Transitions Policy is also a popular topic for discussion. As yet the new draft or final version has yet to be seen by all parent council members. The new policy was supposed to be launched in August this year.  Transitions has always been an issue that this parent council has raised directly with William Collum via his group meetings. We believe that the transitions work must start earlier alike many other local authorities in Scotland. Apparently the new policy will start earlier.  Mrs Jeffries advised that in order for the school to focus more on transitions, she has decided to bring the final report card earlier in the year to allow teachers more time to work on transitions.  Mrs Jeffries advised that as part of supporting positive transitions, the nursery children spend much more time in the school now too, including attending assemblies.  Diane updated the meeting that she had recently spoken to Meghan Gallagher MSP, and she is said she plans to host a parent engagement coffee morning. All parents would be welcome to attend, and this would be an opportunity to connect and discuss all issues relating to parent engagement.  Lorraine reminded the meeting that a motion did go to NLC Education, Children and Families Committee in June to ask for parent representatives to sit on the committee. This was not agreed at committee and cannot be revisited for another 6 months. |  | Lorraine is attending both the strategy meetings and parental consultative meetings. She will feedback on both  Diane will update if any further information on this is received |
| **SCHOOL/ LIBRARY/ BUILDING WORKS UPDATE** | Lorraine advised that NLC announced the closure of Stepps Library along with 38 other community facilities across North Lanarkshire, however, quickly overturned this decision when there was a public outcry about the decision. This means, as it stands, the plans for the library to return to the community hub remains in place.  The road works for the community access behind the hub has begun. The road is being extended at the back of the school in order that community members can access.  For the new members, Lorraine explained the timeline of the situation of the building works that resulted in the 3 additional classrooms, the removal of the library, installation of two temporary classrooms via the modular unit and the maintenance of two community rooms. As a result of the fact that the community rooms and library are in between the school space, new entrances/ exits are required to be built to ensure the safety and security of the school building; ensuring that the community cannot enter the school or come into contact with the school children during the school day whilst accessing the community facilities.  A ‘fob’ system will be used in the school for security. Some parents remain concerned about this because of the possibility of a failure in the fob system. Mrs Jeffries advised that the janitor will be responsible for ensuring that the doors are locked during the day.  In terms of community access to the hub, since Covid-19 and the building works, there has been a significant reduction in the use of the hub. This might also be due to fairly expensive costs to hire the community facilities.  Julien enquired about the modular units. Lorraine confirmed that they were being used as classrooms, they are currently empty and will be turned into the library in the future.  The next update regarding the library is due in November.  Louise enquired about the community kitchen. There will be no expansion on the current facilities. The previous kitchen was removed. Mrs Jeffries advised that the school has a mobile kitchen that could be accessed if necessary.  Lorraine confirmed that there has been no formal consultation on any of the work done on the community hub, despite this being promised from the outset.  DINING ROOM  Lorraine advised that there has been no update from Mr McLaughlin, head of education regarding the dining room despite advising this would be the case in May 2023. Diane raised this again at a recent community board meeting September, and Lorraine followed this up in writing to Andrew McPherson (Deputy Chief Executive). Diane has also written to MSP Monica Lennon to follow up.  Diane advised that in the email to MSP Monica Lennon concerns were also included about the cost of school dinners with NLC being the most expensive council across Scotland for paying for school meals. This is because NLC are not subsidising any of these costs. Lorraine advised that there is a paper going to the Education Committee meeting about this from the SNP group.  Mrs Jeffries has received no information on the dining room either.  Louise asked if there was any information received about the playground assessment. Lorraine said no, and she included this in the email in September to Andrew McPherson. The flooding in the playground is clearly still a significant issue has been apparent over recent days. When it rains heavily the huge puddles remain in the playground for several days sometimes. No one was involved in the playground survey, and no one has been able to look at it.  Peter suggested that if we don’t receive a copy of it we could submit a Freedom of Information Request and/ or a complaint. |  | Await further update in November  Await updates from:   * Mr McLaughlin * Mr McPherson * MSP Lennon office |
| **REVIEW OF PREVIOUS MINUTES AND ACTIONS** | Minutes agreed. Actions followed up  Further actions as per previous minutes   * Lorraine to contact Peter McNally regarding the outdoor classroom/ park information * Louise continues to contact Golf It regarding collaboration with them |  |  |
| **CORRESPONDENCE** |  |  |  |
| **AOCB (Any other**  **competent business)** | * Community council – will re-establish – inaugural meeting is on Thursday in the school – new office bearers will be appointed * NLC have issued a consultation for planning guidance for developers. |  |  |
| **RECRUITMENT OF HEAD TEACHER** | Mrs Jeffries and Mrs Ewens left the meeting at this point  Mrs Jeffries has applied for the Head Teacher Post  The Parent Council have a role in the recruitment process.  The information regarding this has been slow and not forthcoming, requiring Lorraine to make contact several times with the Council for information pertaining to the process and interview dates. This is despite the post being advertised quickly as agreed by the Council. The closing date was on 7th September, therefore there has been a significant delay between then and the interviews which are set for 1st November. Across NLC other head teacher posts advertised had gone to interview. Michael Dolan advised that a systems error had caused the delay.  The school now has a new Education Manager – Michael Dolan. Lorraine has been liaising with him regarding the interview process.  Lorraine and Suzanne will participate in the interview process on behalf of the parent council and parent forum. The process is as follows:   * Review the application forms of the applicants and discount those who don’t meet the criteria * 1st stage is a professional dialogue between interviewee, head of education, another head teacher from a similar sized school and education manager * This is like a first interview – do you understand the role of being head teacher – do you have the skillset to take this own – teachers must have completed the into headship * 5 applicants going forward for the professional discussion * Lorraine and Suzanne are meeting Michael Dolan tomorrow at 5pm – to go through the applications and hear our view on the applicants * Formal interview next wed 1st November – in the Civic Centre in Motherwell – with the education convenor, head teacher, head of education * Times for formal interview are 1pm – 5pm * The applicants are coded therefore names of the applicant’s unknown until the interview * PC members can ask a question or two   We discussed the types of question that we would like to ask. Agreement that a question on parental engagement and children’s voice were the most important. Lorraine will draft some questions and share with the group for final agreement. |  | Lorraine and Suzanne will keep the PC up to date with proceedings |

Next meeting Monday 5th Feb 2024 – 7pm – rescheduled to Monday 19th February 2024 at 6.30pm

Diane Delaney