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**FINAL STEPPS PRIMARY PARENT COUNCIL AGENDA AND MINUTES**

**Monday 22nd April 2024**

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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 6. Pamela Morrison, PC Member 7. Emma Dalziel, PC Member 8. Peter Russell, Parent, PC Member 9. Julien Smith, Parent 10. Corrine Booth, PC Member 11. Mrs Gardiner, Head Teacher 12. Mrs Jeffreys, Depute Head Teacher 13. Mrs Carrie Ewens Principal Teacher 14. Mr Dolan, Education and Families Manager   Apologies:   * Laura Thomson, PC Member * Paula Nixon, Parent   Lorraine welcomed everyone to the meeting. | N/A | N/A |
| **Mr. Dolan, Education and Families Manager - update** | **Dining Room**  Lorraine welcomed Mr Dolan to the meeting and provided a summary of Mr Dolan’s input to the last parent council meeting.  In summary, Mr Dolan attended the February 2024 parent council (PC) meeting to respond to PC concerns about the inadequate dining room space within the school. Mr Dolan had advised that the proposal would be to use the Community Hall. Mr Dolan had advised at the last meeting that the work to the Community Space and Library required to be completed, and the Council would require to find out if any of the previous lets were interested in returning to the Community Hub via the Community Hall and rooms.  Lorraine had contacted Mr Dolan for an update in March on any progress about the proposal following his meeting with Cllr McLaren and members of Stepps Community Council on the 21st of March at Stepps Primary School.  Mr Dolan advised that on behalf of Stepps Community Council, Cllr McLaren had spoken to him about queries relating to Stepps Primary School Draft February 2024 minutes, thus they met. Mr Dolan advised that he would like to take the opportunity to review the draft February 2024 minutes as he said there were some inaccuracies in the minute pertaining to his contributions.  Mr Dolan went through the section of the minutes pertaining to his input and read out sections that he recalled as being accurate and inaccurate. The main points he wished to be amended related to:   1. The word permanent – Mr Dolan said that nothing can be permanent as changes can occur – the word permanent to be removed 2. Add the words ‘term time’ and ‘where possible’ in relation to using the Community Hall for school lunches. 3. TSNL = Transform Schools North Lanarkshire (not Transforming) 4. There is capacity in the school estate but there is no additional pupil capacity. Mr Dolan states the pupil capacity is currently at approximately 109% (421 pupils) 5. Mr Dolan does not agree with the word inadequate to describe the dining space and said he did not use this word. Lorraine clarified that this is the word that the Parent Council are using. The word will be removed in the sentences attributed to Mr Dolan. 6. Education and Families Department not Education Dept 7. A section he felt did not make sense in relation to the context of the paragraph talking about capital funding and moving back to speaking about school meals uptake. 8. Mr Dolan said he did not use the word awful to describe the condition of other schools – word to be removed 9. Education and Families and the Letting Team are all part of North Lanarkshire Council and are working together 10. Change Community Hall to Community Lets   Mr Dolan advised the following as an update for the group:   * Mr Dolan advised that at present there is no further update or progress in relation to the Council’s understanding of any community group wishing to take up a let within the Stepps Community Hub via the Community Hall. * The Council has taken on responsibility of the library. * TSNL are waiting on the final sign off from Building Control on the Community Rooms and Hall. * Health and Safety need to give sign off too * Security and protection of the pupils within the school estate is the main priority at the moment for the school and local authority.   Mrs Gardiner confirmed that the security and protection of the school bubble is her priority.  Mrs Gardiner also advised that there is ongoing work to determine where the Out of School Club will store their resources/ belongings.  A discussion followed on the storage issues within the Community Hub since the removal of the storage cupboard. Louise advised this has been an issue for some time and no solution has been devised for this.  The current available storage is being used by Stepps Community Council and two other community groups advised Mrs Jeffreys.  Lorraine agreed with Louise and advised the meeting that there were previous health and safety concerns about the storage of Out of School club resources as they were all piled up against the wall in the Community Hall at one point. These concerns prompted the removal of the resources into the Community Rooms because they were not being used at the time. This was a temporary move, and therefore, they now require finding an alternative space.  Mr Dolan enquired if the equipment belonged to the Out of School Club, this was confirmed alongside the information that the Club is also a Social Enterprise and because of this, they also have priority within the Community Hub.  Lorraine advised that Buchanan Park out of school club is closing down, and this may result in an increase in children attending. Louise advised that a new afterschool care group is being opened up locally and therefore they might also take some children.  Mrs Gardiner advised that being unable to access the Community Hall on Monday’s and Fridays at present is having an impact on some school activities, for example, on Fridays the school hosts their assemblies, but are currently unable to use the whole hall for this.  We also discussed the lets that were using the Community Hall previously. One of the big groups was mother and toddler groups. It’s not clear whether any of these groups plan to return to the Community Hub. Those toddlers will be school children now.  Lorraine asked Mr Dolan about whether the school would now progress to making a request to use the Community Hall as a let to accommodate school lunches. Mr Dolan advised that the Council are waiting to hear whether the Community Groups letting the Community Hub previously will return.  Lorraine asked if the Council have contacted these lets and also why there is a delay in enquiring to the previous lets. Mr Dolan advised that the Council are looking to progress this as soon as they can.  Louise asked for clarification if the Council have reached out to Community Groups. Mr Dolan said yes. Mr Dolan advised that they also require to wait until the Community Hub work has been completed and signed off. The status is currently at partial completion, but they need to wait for full completion.  Mrs Gardiner advised that there will be an operational management meeting, which she will attend to hear about the progression – no date has been set for this yet.  Lorraine enquired why the Council cannot ask the Community Groups meantime if they are planning to return to the Community Hub. Mr Dolan advised that no community group is able to enter the Hub until sign off, they need to wait for completion and hand over to the Council. The Community Rooms are currently not the responsibility of the Council.  Mr Dolan advised that as soon as he has information he we will let us know.  Lorraine advised that the PC are concerned that this is a repeat of what has happened previously in terms of no back up plan or alternative plan and the school children remain stuck in this abyss. Lorraine advised Mr Dolan that as a PC member for seven years, she has been part of a PC group asking the Council to resolve the issue of space in the dining room to accommodate the rights and needs of the children over all these years. She said her daughter is leaving school this year and the issue has never been resolved in the duration of her primary school life. Lorraine suggested that given that this has been an issue for over 7 years now, it would be beneficial for the children returning/ starting school in the new term in August to have a school that has enough space to accommodate all of the needs of all of the children at lunch time. It would be very helpful to have this information as soon as possible as Lorraine assumes that there will be planning and changes to be made in relation to the operation of lunch times.  Mrs Gardiner agreed that any changes to the lunch time set up will require some planning, especially to be able to mobilise hot foods to the Community Hall.  Mrs Gardiner suggested that from a positive viewpoint, operationally the school manage lunch times well. They try to accommodate all of the children’s requests and to meet their needs. The children can now eat together regardless of whether they are taking a packed lunch or school meal for example.  Diane advised Mrs Gardiner that the PC has no criticism as to how the Senior Leadership Team are responding to, and managing the issue of inadequate space in the dining room. Diane advised that this is a children’s rights issue, and that as parents, and a parent council, we are adopting a role in advocating for our children’s needs and rights. Diane advised that the children have no voice in this discussion, as evidenced that they are not sitting at any meetings discussing this issue themselves, neither do they have the power to make changes. Therefore, it is the role of parents and the parent council to undertake the role of advocacy and championing their right to speak, be heard and have their rights upheld and needs met. As duty bearers, the council has a duty to listen to the children. Diane reminded the meeting that the children have spoken out openly about the inadequate space in the dining room both in school and at home to parents, as the parents in today’s meeting can verify. The PC has been contacted a number of times by parents complaining on behalf of their children, and of their own accord about the inadequate space in the dining room that is resulting in the current set up for children having lunch. Parents have relayed clearly that their children are upset about the set up. Children also voiced this clearly across the school via the Rights Knights. The inadequate dining space is impacting on our children’s health and wellbeing and therefore learning.  Diane asked for clarity from Mr Dolan, for the minutes on the formal update on the proposals to expand the dining room space.  Mr Dolan confirmed the following:   * No update from the Council on whether any of the previous lets are returning to the Community Hub * The Council have taken on responsibility of the library * The protection and security of the school remain the Council’s priority * Members of the public cannot access the School or Community Building during the day when the children are in at the moment * The Community Hall and Rooms require to be completed signed off.   Lorraine advised Mr Dolan and Mrs Gardiner that the security of the school, the protection of the school bubble is the absolute priority for the PC also. The PC are fully supportive of all actions being taken to ensure the ongoing security and protection of our children within their school, as evidenced in our input to this discussion over the last few years.  Peter asked Mr Dolan if he could share any timescales with the PC about when communications would be progressed to determine community lets. Mr Dolan advised that due to the statutory provisions underpinning building works and regulations, this is not something that can be hurried up and therefore they don’t have any timescales at this point.  Lorraine advised that there is a scheduled update to come regarding the works by the end of the month. The PC are hopeful for more information during this update. Lorraine also conveyed that the progress of the library is very positive.  Lorraine also clarified that emails regarding the works are sent to her as PC chair. Mrs Gardiner also receives an email.  Mr Dolan asked for the minutes to be updated to reflect the changes. Lorraine confirmed to Mr Dolan that the minutes are currently in DRAFT form. Mr Dolan sought clarification why they had been published. Diane confirmed that PC meetings are once per term, the parent forum require timely information about the outcome of the meetings as they happen, especially if there is crucial information that they need to know at the time. The parent forum asked for this. Publishing February minutes in April or May would be too late. The parent forum is advised that the minutes are in Draft form (as per wording on website). Lorraine also advised that the DRAFT Minutes are sent out to the PC for comments and feedback. Minutes are amended as received.  Diane advised Mr Dolan that she was waiting for him to return her two emails to him inviting him to attend this meeting today. Mr Dolan advised that he had told Lorraine in another email (when she asked him about any updates on the community hall in March) that he would update at the next meeting.  Lorraine advised that normal communications go via Diane for PC attendance.  Lorraine also mentioned to Mr Dolan that he would be in contact with the PC soon in relation to the interview process of a new Depute Head for the school. Mr Dolan advised that the communications would go through Mrs Gardiner. Lorraine advised that she was referring to the Parent Council’s statutory role in the interview process.  Mr Dolan advised that the process for this would start soon. Diane suggested he attend the next meeting in June. Mr Dolan asked that communications go via Mrs Gardiner, as the head teacher.  Mr Dolan left the meeting at this point. | Agreement to amend and update the DRAFT February minutes.  Everyone in agreement that the safety, protection, and security of the children at Stepps Primary School is the ultimate priority.  Members of the public will not be permitted access to the Community Hub during the day at the moment due to safety/ protection priorities of the children. | Diane will amend DRAFT February minutes and share with Mr Dolan for final agreement before sharing the Final February 2024 PC Minutes with the parent forum, staff, and local authority.  PC to await further update from Mr Dolan on whether the Community Hall is a viable option for use at lunch time Tuesday – Thursday, term time.  Mr Dolan will let the PC know whenever he has further information about the future use of the Community Hall in relation to the ability of Stepps Primary School requesting to let during term time for school lunches.  The School Community require to wait until the Community Hub has been formally signed off as completed and safe for use.  PC Chair Lorraine Kerr will await communications from Mr Dolan/ Education and Families regarding the beginning of the recruitment process of a new Depute Head Teacher for Stepps Primary School  Mr Dolan has requested that PC communications go through the Head Teacher Mrs Gardiner. |
| **Head Teacher Report (Report written by Mrs Gardiner and copied into the minutes. Copied report written in italics to highlight Mrs Gardiners written report that she spoke to in the meeting)** | ***Staffing Update***  Mrs Gardiner said *as you know, Mrs Jeffreys has been appointed as HT of Aitkenhead. We are all delighted for her, and this is well deserved, but will be really sad to see her go. She will be a huge loss to the school and will be big shoes to fill. I would like to thank Paula very much for everything she has done to support all the children, families, and the community of Stepps. We will all miss her very much.*  *I have spoken to HR and the post will be advertised as soon as possible.*  *PC [*parent council] *will be involved in the process so will let you know when I hear what is happening.*  Everyone in the room offered congratulations to Mrs Jeffreys. Everyone will be sad to see Mrs Jeffreys leave, pupils, parents, and staff. Lorraine conveyed that Mrs Jeffreys has been a fantastic asset both to the school and parents, we are delighted that she has got this promotion, but we will be sad to see her leave.  Lorraine advised that there are a few more PC members trained now on the interview process and there will be more training coming up for this.  *Mrs Gilfedder, who was covering for Mrs Lyons’ maternity leave, left us at Easter to take up post in another school. Mrs Lindsay Roberts has replaced Mrs Gilfedder for 3 days and Mr Dunn is working on a Thursday. Mr Dunn is covering NCCT (Non-Class Contact Time) but is focusing on Outdoor Learning as this is his passion and expertise.*  *We are still affected by long term staff absence so this is impacting on support we can provide for the children as we are having to cover from in school. There are no supply teachers available at present, but HR are trying to find someone.*  *Staffing for next year is still being worked out. I have had a few meetings with HR and because our P1 numbers are not yet fully set due to placing requests, we still don’t know our final allocation.*  *We have the opportunity again this year to use our PEF fund for match funding to have an extra teacher to support interventions. I have bid 0.5 FTE* [Full Time Equivalent] *from PEF to allow us to have 1 teacher.*  Lorraine enquired if classes would remain the same or is there a chance they will change. Lorraine suggested that the stability of having the same classes was good for the children. Mrs Gardiner advised that it is likely that there will be multiple composite classes. Mrs Gardiner advised that there is also a large P3 cohort.  Mrs Gardiner confirmed that there are no rules around children being in a composite class more than one year consecutively following an enquiry about this from Louise.  Mrs Gardiner assured that the school would try to keep groupings together where possible.  Mrs Gardiner is very keen to get organised and planning for next year.  **Pupil Equity Fund (PEF)**  *Mrs Gardiner advised that it is her intention to use the PEF funding to fund another staff member via match funding. This will give us an extra staff member and increase opportunity to provide additional support to pupils*  ***Reporting to Parents***  *This term will be a final written report will be issued to parents on 7th June. This report will be an update on progress your child has made since the parent’s night in March. Comments will be based on strengths and what next steps the children will have going forward into their next stage.*  Lorraine advised that the PC are supportive of this early delivery of the report card in order to allow the school community to prioritise transition planning.  ***Parent SWOT***  Mrs Gardiner said *thank you so much for helping to facilitate this and encouraging parents to give their views. I have separated the points into categories, and we will then report on this in the next newsletter. You said, we did/planning to do:*  ***Strengths Categories***  *School environment and ethos*  *Parental involvement and the work of the PC and PTA*  *Communication*  *Staff*  *Happy children*  *Support for children*  *Pupil voice groups*  ***Weaknesses Categories***  *Lack of space/facilities – dining hall and playground*  *Outdoor and play based learning*  *Road Safety and parking*  *Communication – namely too last minute*  *Not enough teachers and support staff*  *Lack of resources – sharing reading books etc.*  ***Opportunities Categories***  *Local community and parents to support with school activities, trips, clubs, developing skills*  *Additional clubs*  *Outdoor learning*  *Transition*  *Support workshops*  *Applications for grants etc.*  ***Threats Categories***  *Parking/ Road Safety*  *Infrastructure and space*  *Budget cuts*  *ASN support*  *Teacher workload*  Diane advised that it was a good event to be a part of and really interesting chatting to parents and thinking about the SWOT analysis. Diane thinks the ‘you said, we did’ will be really helpful.  ***Refurb Works***  *Still waiting for sign off to be confirmed and an update from Kerry Tierney about the operational model. I had a meeting last week with Pauline McCarten and H&S* [Health and Safety] *officer and I was told that there will be no daytime lets at the moment until everything has been signed off in terms of safety and security.*  *Last week we were also notified that the pitch is being refurbished. This will take place from 13th – 29th May and will have a huge impact on PE. Getting access to the community hall again though would really help with this so I am pushing to see if that can happen. We will also need to get a date for Sports Day which could be difficult if these works are delayed.*  There was unanimous concern conveyed from parents about the refurbishment of the pitch at an important time of the year and so close to the summer holidays. Significant concerns given that the nice weather is only now becoming more frequent and giving opportunities for the children to use the pitch. Furthermore, Louise advised that the Parent Teacher Association (PTA) Summer Fayre needs the pitch. The PTA (Louise) has spent some time engaging with local organisations inviting them to the fayre, using the pitch as an opportunity for local organisations to showcase their services and for families to engage. The inability to use the pitch will have a huge impact on the fayre.  Diane asked if the work could be pushed forward to later June or the summer holidays. Mrs Gardiner said that the decision on timing is out of her control. There was unanimous agreement from parents that this was a disappointing decision from TSNL.  Lorraine also highlighted that the playground is not safe for use for PE given that it is uneven and not suitable for many of the PE activities or practising sports day races. Mrs Gardiner agreed that the playground would present with health and safety risks and therefore would not be suitable for many of the PE activities.  Louise also highlighted that other members of the community appear to have been informed about the pitch refurbishment before the school community (parents). She said that the Hockey Club that her child attends had already notified them of this work.  ***Outdoor Learning***  *As well as the use of the STEAMO* [Science, Technology, Engineering, Arts, Music and Outdoors] *room, this term we are also asking staff to commit to including some outdoor learning every week.*  *We are really lucky that Mr Dunn agreed to work an extra day. His focus is on outdoor learning using the loose parts and will work with classes. Mrs Ewens will also support other classes with outdoor learning activities.*  *I am sure this will be a really positive experience and the children will help to shape our plans with this.*  Mrs Gardiner also advised that there would be a walk around video to show parents and families around the STEAMO room. Mrs Ewens advised that this is something that had been discussed with Diane during the parent engagement (SWOT) event. Mrs Ewens said that there is lots of outdoor and STEAMO activities happening in the school, so the school want to showcase this more to show parents what their children are doing/ learning in these activities (via X)  ***School Trips***  *The staff are currently booking their class trips for this term. The PTA generously donated £7 per child for trips which is being such a support in reducing the costs for families.*  *The biggest expense is transport with each bus costing about £600. This is a huge amount of money.*  *Fortunately, our school fund is quite healthy, so we are going to be subsidising most of the transport costs from this. Therefore, each child will only need to pay £2 towards their trip.*  *We will need to be mindful in future years though. Children should all experience a school trip but with rising costs, they may become unsustainable.*  Mrs Gardiner advised that P3 have already had their school trip.  There was some discussion about the potential of other modes of transport to access school trips. Mrs Ewens advised that public buses can be difficult as there are no guarantees that all children can get on the bus. There is also the issue of supervision on a public bus, likewise with a train.  Emma advised that Scotrail will let school groups access the train for free.  The school will continue to review options each year.  ***Annual Improvement Plan (AIP) and Annual improvement review (AIR)***  *Over the next few months, we will be writing our improvement report on this session’s improvement plan and then writing our new improvement plan.*  *The authority is supporting all schools with Self-Evaluation support sessions which myself and Mrs Jeffreys will be attending over the next few weeks. Once we have attended these, we will then be working with staff to analyse current data and identifying our gaps and then using these to formulate our plan and outcomes for next session.*  *We will engage with the children and the parent body about this as well.*  Lorraine advised that the authority is running training sessions for parents on improvement planning also. Lorraine advised that this is a positive move from the Council as she knows from speaking to other parent council chairs that not all parents or parent councils are involved in improvement plan discussions. The session is online on Tuesday 30th April 2024 in the evening.  Mrs Gardiner also asked any members of the parent council attending the training to feedback on what they learned, in order to collaborate in relation to the staff training.  Mrs Gardiner said she wants to involve the parent council in this and will also engage with the children too regarding the improvement plan.  ***Pupil Equity Fund (PEF)***  *Along with this is our PEF allocation.*  *From our Year End PEF return we have a CF of £19, 412. This added to our 24/25 allocation of £48,600, gives us a total of £68,012.*  *We need to make sure our CF is spent by the end of June, which it will be on staffing – full time ASNa and 0.2FTE teacher who provide interventions.*  *Going forward the plan will be to commit the majority of the fund again to staff.*  *Full time ASNa,(£13,200), match fund 0.5FTE teacher (£30, 123 full year/£19, 019 Aug-Apr) and continue 0.2FTE teacher (£7, 605 Aug – Apr).*  *This session we have also funded Barnardo’s worker to support children and families. I am waiting on costings for this.*  Lorraine asked if Mrs Gardiner will be consulting with the parent forum and Mrs Gardiner confirmed that she will consult parents on the funding.  Lorraine asked if there is a continuing view from the school that funding Bernardo’s is worthwhile. Mrs Jeffreys advised that this has been a consistent and good resource for children and families in the school.  ***Diary Dates***  *For the next newsletter I want to try and put together a comprehensive list of diary dates and events. One of the communication weaknesses was last minute information. While this cannot be avoided at times, we do try our best to communicate as much as we can as soon as we can.*  *At the moment we have the following:*   * *Class trips – TBC,* * *Nursery and P7 Graduations – Thursday 20th June,* * *Sports day – TBC,* * *P1 Induction days – Thursday 23rd May and Thursday 30th* * *May, PTA disco – 9th May,* * *PTA fun day – Saturday 1st June,* * *Reports issued – 7th June,* * *Dress Down for donations day – Tuesday 28th May,* * *Class photos – Friday 17th May* [For P1 and P7 only]   *I have asked the staff to give me a list of any individual class events/activities but if there is anything else you know about that you want me to add, please let me know.*  *As I keep saying, I don’t know what I don’t know so until I have had a full year cycle in the school, I need everyone to assume I know nothing!!*  *Any help, greatly appreciated*  Louise said there will be some key dates associated with the PTA Summer Fayre/ Fun Day – there will be a request for donations for the fayre. Normally there is a rainbow tombola with requests for each year group to bring in items of a particular colour.  ***Homework Survey***  *Decide on when to send survey.*  Mrs Gardiner is happy to take some suggestions from the parent council on survey questions. Diane thought that issuing the survey before the end of term would be helpful in deciding for what happens in the new term going forward. Everyone in agreement that the survey needs to be short and simple.  Mrs Gardiner invited any further questions from the group.  Louise advised that she would like to understand who are the permanent staff in the school and who are temporary. She said that changes of staff in recent times have made it difficult to determine. She asked if Mrs Gardiner could produce a list. Mrs Gardiner advised that she could provide this list, but she will wait until she has the final numbers for next session as this will determine the allocation of temporary staff. Mrs Gardiner advised that when she is sharing details of classes for next year, she will produce this staffing information.  Peter made an enquiry about celebration of religious occasions and events. He advised that considering the school is non-denominational and his understanding therefore that all religions would be taught and celebrated, he was surprised to see pictures on X (previously Twitter) about Ramadan after Eid, whereas on the build up to Christmas and Easter there is lots of communication about these celebrations in advance. Mrs Ewens assured that teaching and school celebrations of religious events are timely and are discussed in the run up to any big religious event. The delay in the Ramadan presentation was due to the children delivering the presentation being unable to do so before the school holidays. |  | Processes will be implemented to begin the recruitment of a new depute head teacher.  .  Mrs Gardiner will share information on classes and teachers when she has this information.  Final term report cards to be issued on 7th June to parents.  Overview of SWOT analysis themes from parents will be shared on the next newsletter.  Mrs Gardiner will work on a ‘You Said – We Did’ to respond to the comments and suggestions from the SWOT  Members of the public will not have access to the Community Hub during the day during school time/ term time.  The pitch is being refurbished between 13th – 29th May – it will be out of action during this time.  The leadership team are working with staff to produce a video of the STEAMO room to share on social media (X) with parents  School trips are being planned  The parent council will work with Mrs Gardiner on the school improvement plan and review  Mrs Gardiner would be grateful for any feedback on the parent training on improvement plans  Parents and the parent council will be involved in discussions in deciding priorities for spending PEF money.  Mrs Gardiner is inviting parents to share key dates to put into the school calendar/ diary now and for the next term.  The parent council will come up with some ideas for potential questions for a homework survey to parents  Mrs Gardiner will provide a list of permanent and temporary staff when a decision is made about classes for next year/ term |
| **PC Agenda Items** | **School Library**  Lorraine suggested that the school library and Community Hub has been covered in the earlier discussion with Mr Dolan. |  |  |
| **Transitions** | Lorraine wanted to acknowledge the many transitions occurring for pupils at this time, not just those moving into P1 and onto secondary school, but also all children moving to their next class.  Lorraine updated the meeting that transitions planning has been an issue raised by this PC several times over recent years in terms of the late timing and how the lateness has a negative impact on everyone (children, families, and education staff). Furthermore, this PC has fedback our concerns about the lack of partnership in the creation and implementation of the transitions policy. Especially considering that parents all across North Lanarkshire were surveyed on their views on transition. As it stands parents have no access to the NLC transitions policy. The point of the renewed policy, as conveyed to the PC was to improve consistency across the authority. However, we know from our communications and relationships with other PCs across the authority that there is no consistency in transitions within schools or across the different stages of schools. This is really frustrating for us a PC, and we know that it is for individual parents too. Despite us raising these concerns on multiple occasions along with other parents, there has been no changes or updates to the policy.  Mrs Gardiner queried if there is a parent transitions policy available, Lorraine confirmed that there is not.  Diane added that it makes no sense at all given all the communications surrounding the Transitions Survey that was issued to Parent Councils at the time.  Lorraine advised that this situation is really similar to the survey the Council ran on school holidays. The outcome of the survey results was really close, therefore the Council said they would need to revise and come back with further communications. Since then, there has been no other updates.  Lorraine and Diane have agreed to attend one of the P1 parent induction sessions to deliver a presentation on the parent council. |  | Diane and Lorraine will deliver a presentation to the P1 induction day for parents |
| **COST OF THE SCHOOL DAY/ POVERTY PROOFING** | Lorraine advised that the Tackling Poverty Team attended the North Lanarkshire Parent Consultative meeting recently. The team provided an overview of their work, including that they can support schools with their poverty proofing plan. Lorraine suggested that since the PC have been discussing the cost of the school day, and being mindful of the impacts of increasing poverty, and the cost-of-living crisis, that the school may wish to consider inviting the team to the school.  Mrs Gardiner is aware of their work and said that they do really good work engaging directly with children and asking them about the impacts of poverty and what they would like to see in terms of support.  Mrs Gardiner is aware that they are visiting different clusters, and they may have been to Chryston already but not Stepps yet.  They could also attend a parent council meeting. This is something to consider for next term. |  |  |
| **Litter Pick** | Lorraine also advised that at the same parent consultative meeting, there was a presentation from a local councillor about a litter league that the council are running at the end of this month. Lorraine is aware that there is an active eco-committee in the school and wondered if this is something children or families would be interested in. Lorraine was thinking that this could also link in with the children’s rights committee. The litter pick event is at the weekend; therefore, it will take children and families to commit their time to do this.  Lynne advised that she has arranged a litter pick event in the past. Anyone can approach the council for equipment to do this. The community council also have equipment for this.  Lorraine advised that Diane did raise the issue to the councillor about the fact that nearly a year ago now, the school via the rights respecting committee asked for a bin to recycle plastic and no response has been received. Mrs Jeffreys confirmed no response has been received to the school. Diane suggested that there is some potential for parents to perceive some hypocrisy in the council doing a litter league but will not respond to the children’s request for a bin to recycle plastic. |  |  |
| **Road Safety/ Rights Knights** | Lorraine advised that she was delighted at the success of the Rights Knights Road Safety campaign in terms of being involved in creating the campaign and arranging the march.  Lorraine asked if Diane wanted to speak to this agenda item.  Diane advised that she wanted to convey how proud she is of the Rights Knights. Diane thinks that the event was a fantastic opportunity to empower the children, to demonstrate that adults will and can support them in their endeavours and that they do, indeed it is their right to speak out and express their views and feelings. Diane said that the best part of the march was the moment when the children decided they wanted to take the microphone to shout the chant during the march (after being initially shy/ nervous at the beginning). This moment was really powerful.  Mrs Ewens agreed and said that it was really emotional watching the children grow in confidence and use their voices during the march.  Diane advised that the event was an amazing achievement for the children in that they created the idea of the march, the chant, and how the march would be run. They created the posters and joined in. Diane recognises that not everyone understood that the event was about children’s rights.  Lynn advised that she could understand that many parents probably don’t know enough about children’s rights, reflecting that she has learnt most from attending the parent council meetings.  We discussed that it would be good to look at more opportunities to work with parents along with the Rights Knights to spread the word further on what children’s rights mean. We had previously spoken about hosting a parent council event to invite the Rights Knights to attend to deliver a presentation. There was some discussion about hosting a special event on children’s rights at the start of the new term. Also, that the children or parent council could do some video content.  Mrs Gardiner advised that unfortunately the children’s protest, chants and requests for safer driving and parking has not made a difference. Everyday drivers continue to park unsafely on the roundabout, in front of and behind the bus, in no parking areas, double parking, parking on the kerb and zebra crossing.  There was an agreement from the group that the work needs to continue to try and address the unsafe parking and driving in the school.  Lorraine also advised that Diane delivered a presentation to Stepps Community Council on children’s rights and the new legislation coming in to embed children’s rights in law. This was a good discussion because some members of the community council had not heard of the United Nations Conventions on the Rights of the Child, so it was a great opportunity to discuss this with the wider community. Lorraine and Diane also thanked the Community Council for their ongoing support of the parent council and especially for supporting the children on their road safety campaign march. It was great to see so many community council members attend. |  | Further discussion and planning on how the parent council, the Rights Knights and the school can work together to deliver an information event for parents on children’s rights |
| **Road Safety** | Lorraine updated that the ongoing concerns about road safety both within the school estate and surrounding areas including Cumbernauld Road and the crossing at Banantynes remains a significant concern for many parents. The recent assessment on average speed was a surprise to many parents in the community (38MPH).  Lorraine has asked for a meeting with Cllr Cairns who has been responding to parents and community members already on this issue.  Lorraine advised that there are further concerns now in the recent update that the Council have decided to turn off a number of speed cameras. Many people do believe that active speed cameras are a deterrent and many drivers will slow down knowing a camera is there.  The upcoming changes to school transport provision will also result in increased cars on the road.  There is no information yet about when the school area will be made a 20 MPH zone. |  | Diane and Lorraine are meeting Cllr Cairns to discuss road safety concerns in the school community. |
| **REVIEW OF PREVIOUS MINUTES AND ACTIONS** | Mr Dolan’s comments on amendments to the minutes are noted at the first section in relation to the dining room.  All other comments and amendments had been received from PC members prior to today’s meeting.  Minutes cannot be agreed in the meeting until amendments are made. Diane will amend and forward to Mrs Gardiner as requested by Mr Dolan, who will then forward them onto Mr Dolan. | Minutes not agreed today. | Diane will recirculate minutes for final sign off after updating amendments as per Mr Dolan’s request.  Aim to have the February 2024 PC Meetings agreed and published to the parent forum, the school, and the local authority by Friday 3rd May 2024. |
| **CORRESPONDENCE (between February and April 2024)** | * A number of emails to and from the Parent Involvement Officer William Collum/ Catherine Sweeney * Mrs Gardiner * PC members * Parent Forum * Cllr Cairns * Stepps Community Council office bearers/members * Cllr McLaren * MSP Fulton MacGregor * Cllr Williams * Cllr Loughran * Mr Dolan * MSP Monica Lennon |  |  |
| **AOCB (Any other**  **competent business)** | **NLC Roadshow**  Lorraine advised that NLC are hosted roadshows and inviting community members to attend. Information attached below:  A screenshot of a text message  Description automatically generated  Parents and community members can attend via these details:  Roadshows:   1. Airdrie – Mon 29 April at 6.30   [Sign up to find out more – Programme of Work Roadshows - Community Boards/Local Partnership Teams – Beechbank Community Centre, Mon 29 Apr 2024 6:30 PM - 8:00 PM (tickettailor.com)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tickettailor.com%2Fevents%2Fnorthlanarkshirecouncil2%2F1185982&data=05%7C02%7C%7Ca664f37a7cb446cce61e08dc6504493b%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638496316321270396%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=CWjYw3M%2FxX%2F%2B86tJSyzQTidDnVtGfGz4KHLn5S%2FURGw%3D&reserved=0)     1. Cumbernauld -  Tue 30 April at 6.30   [Sign up to find out more – Programme of Work Roadshows - Community Boards/Local Partnership Teams – Muirfield Community Centre, Tue 30 Apr 2024 6:30 PM - 8:00 PM (tickettailor.com)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tickettailor.com%2Fevents%2Fnorthlanarkshirecouncil2%2F1190430&data=05%7C02%7C%7Ca664f37a7cb446cce61e08dc6504493b%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638496316321285449%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=2R5aiFTmeYKHa2qGpqoIV7B1ci28HE2NxhP%2FOJjp2qY%3D&reserved=0)     1. Motherwell – Friday 3 May at 6.30   [Sign up to find out more – Programme of Work Roadshows - Community Boards/Local Partnership Teams – Strathclyde Country Park, Fri 3 May 2024 6:30 PM - 8:00 PM (tickettailor.com)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tickettailor.com%2Fevents%2Fnorthlanarkshirecouncil2%2F1185333&data=05%7C02%7C%7Ca664f37a7cb446cce61e08dc6504493b%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638496316321296867%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=CQaHg%2BF89zzLavkHmh82hhNBVCespOj%2F0%2FecKqP8HqE%3D&reserved=0)  **Training Sessions**  Lorraine advised that the Council are organising three training sessions for parents.   1. **Supporting Parents with School Improvement Planning**   There will be an information session on supporting parents with school improvement planning. The session will cover the main areas of focus with regards to school improvement planning.  The details of the session are below:  Supporting Parents with School Improvement Planning  Tuesday 30th April 6.30-7.30pm (online via Teams)   1. **Criterion Led Selection Training for Parent Council Members**    This training is aimed at members who would make up part of an interview panel for senior posts within their associated school. This would include Depute Head Teacher and Head Teacher posts. There will be no limit on numbers attending from each parent council. Please note if you have already received this training there is no need to attend again. PC members are encouraged to be represented if they are aware that a senior vacancy exists or will exist shortly.     The details of the session are below:  PC Members  Tuesday 7th May 6.30-7.30pm (via Teams)   1. **Connect Session – Reboot and Refresh your Parent Group**   Join us for this session to look at the fundamentals around rebooting and refreshing your parent group - consider how to attract members, engage parents and carers, follow good practice, work with your school and other related topics.  Reboot and Refresh your Parent Group  21 May 2024, 8-9pm (online via Zoom)  Anyone interested can contact the parent council for details via steppsparentcouncil1@gmail.com  **Pathway/ entrance to the school via Cumbernauld Rd**  Lorraine advised that she has received complaints from parents about the state of the path at the entrance to the school. After rain the path is unpassable due to deep and long puddles.  Parents are querying why this path cannot be upgraded alike the one that is currently not used.  Lorraine has contacted Peter McNally at the Council to see if it can be upgraded. Lorraine is aware that Stepps Community Council have also raised this issue and sent in pictures to reflect the extent of this.  **Multi Use Games Area (MUGA)**  Lorraine advised that work on the MUGA has started in Cardowan. Lots of people are happy about this positive news. |  |  |

Draft Minutes completed by Diane Delaney

Next Meeting – Monday 3rd June

School is off Thursday back Friday and then off on the Monday

A puzzle with drawings of people and words

Description automatically generated **FINAL APRIL 2024 ACTION PLAN** A puzzle with drawings of people and words

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| --- | --- | --- |
| **Task** | **Completed by** | **Outcome** |
| DRAFT February 2024 minutes to be amended and finalised | Diane Delaney | Completed |
| Mr Dolan, Education and Families manager will update the Parent Council (PC) on any information about the Community Hall lettings | Mr Dolan | Ongoing |
| Mr Dolan to be invited to the next PC meeting in June | Diane Delaney | Completed – Apologies received |
| Mr Dolan requesting that PC communications are sent via the Head Teacher Mrs Gardiner | All | Noted |
| The School/ HT are awaiting sign off of the Community Hub regarding building standards and health and safety. Mrs Gardiner will keep the PC up to date on this. | Mrs Gardiner | Ongoing/Agenda |
| Members of the public will not have access to the Community Hub during the day during school time/ term time. Mrs Gardiner and/ or Mr Dolan will keep the PC updated on progress | Mrs Gardiner/ Mr Dolan | Ongoing/Agenda |
| Mr Dolan will contact the PC about the recruitment process of a new Depute Head Teacher in order that the PC role can be fulfilled | Mr Dolan | In progress. Laura and Pamela will be the PC Reps |
| The recruitment process for a new Depute Head Teacher will begin soon, Mrs Gardiner will keep the PC updated on progress regarding this | Mrs Gardiner | Advert Placed – interviews scheduled 18th June |
| Mrs Gardiner will share information on classes and teachers when she has this information. | Mrs Gardiner | Ongoing |
| Final term report cards to be issued on 7th June to parents. | Mrs Gardiner | Completed |
| Overview of SWOT analysis themes from parents will be shared on the next newsletter. | Mrs Gardiner | Ongoing |
| Mrs Gardiner will work on a ‘You Said – We Did’ to respond to the comments and suggestions from the SWOT | Mrs Gardiner | Ongoing |
| The pitch is being refurbished between 13th – 29th May – it will be out of action during this time. Mrs Gardiner will keep the PC and school community updated on this work and subsequent impacts | Mrs Gardiner | Use of hockey pitch as alternative |
| The leadership team are working with staff to produce a video of the STEAMO room to share on social media (X) with parents | Leadership Team | Ongoing |
| School trips are being planned | Class Teachers | Completed |
| The parent council will work with Mrs Gardiner on the school improvement plan and review | PC and Mrs Gardiner | Ongoing |
| Mrs Gardiner would be grateful for any feedback on the parent training on improvement plans | PC members | Completed – Diane attended as provided feedback |
| Parents and the parent council will be involved in discussions in deciding priorities for spending PEF money. | PC and Mrs Gardiner | Survey to be issued |
| Mrs Gardiner is inviting parents to share key dates to put into the school calendar/ diary now and for the next term | Parents/ families | Completed |
| The parent council will come up with some ideas for potential questions for a homework survey to parents | PC – Lorraine will co-ordinate | Completed – survey will be issued |
| Mrs Gardiner will provide a list of permanent and temporary staff when a decision is made about classes for next year/ term | Mrs Gardiner | Ongoing |
| Diane and Lorraine will deliver a presentation to the P1 induction day for parents | Diane and Lorraine | Completed |
| Further discussion and planning on how the parent council, the Rights Knights and the school can work together to deliver an information event for parents on children’s rights | PC and Senior Leadership Team and Rights Knights | Ongoing |
| Diane and Lorraine are meeting Cllr Cairns to discuss road safety concerns in the school community. | Diane and Lorraine | Completed/Agenda |