**Braco Primary Parent Council**

**Committee Meeting Minutes**

**Wednesday 5th June 2024**

**Attendees**- Becca Macrae (BM) (Chair) , Gillian Nixon (GN) (Secretary), Bridie Preston, Rachel Beaton, Jill Johnson, Becky Davidson, Andy Macrae, Michelle McWhinnie, Willie Comrie, Ross Nixon, Rhona Nuttal, Kirsty Morrison, Corrine MacLaine,

**Apologies**- Susan Ross (Head Teacher), Adrian Davidson (Treasurer), Cara Stewart, Dee Campbell

**Chairs Update (BM)-** BM advised there had been no fundraising activities to report on since the previous meeting.

An after school drop-in session to promote the work of the Parent Council and to try and increase engagement and attendance at meetings was hosted on Thursday 31st May. The nursery had supported with promoting the event to some of the parents and carers of the nursery children who were new to the school community. Unfortunately there was low attendance- although thanks were expressed to those who did join and provided feedback.

Linked to the engagement levels of BPC, BM explained that it was the intention of the current office bearers to step down at the next scheduled AGM (in August) and as such there were concerns that if there was insufficient interest from across the parent community for people to take on roles, there may not be a Parent Council for the school in the next academic year. BM advised we were open to ideas on how we may generate more interest going forward.

School transformation project- GN advised that it had been shared at the previous meeting that the land negotiations for the purchase of the proposed new site for the school had been completed and that signing of the purchase was imminent. However following that meeting a further update had been received from the project team advising the completion had faced a further delay- there remains legal obstacles around the farming of the land during site investigation works and the production of title deeds. PKC advised both legal teams were working to resolve and hoping to move to completion of a signed agreement as soon as possible. In the meantime, due to the delays, Braco Primary has been incorporated into the suitability programme and an officer has recently visited the school to establish the new furniture replacement requirements which will now be progressed. The project team advised that whilst they were open to attend a Parent Council meeting, they were still unable to discuss the specifics of this project given the current stage (legal negotiations) and would only be able to provide an oversight of how projects progress generally. There was discussion around the ongoing frustrations at the slow pace of progress, whether we were satisfied that finance for the project had been suitably identified and the importance of ensuring the school continue to be included in improvement and/or suitability programmes for the period whilst the future site is being agreed. It was also discussed whether there was anything we could do from a community perspective to support progression of the purchase (the recent role the ADT had played in establishing the lease position of the MUGA as an example) however it was also recognised that whilst the project was at the legal negotiation stage, influence or impact from the community or BPC was limited.

Accounts balances- AD (treasurer) has provided an update on the BPC account balances- available at Annex A.

STEM fund(Science, Technology, Engineering and Maths)- BM gave an overview of the available STEM funding and explained what the funding can be used for. The recent purchase of the trail cameras was provided as an example- please see previous meeting minutes for details of the cameras and their intention for use.

**Action**- **BPC to check with school the availability of the cameras and whether they are being used by classes as previously discussed.**

Reference was made to the primary spend of funds still being on coach costs for school trips. The previous plans to have Mr Torrens complete his mini-bus driving qualification were discussed and it was questioned whether there may be opportunity to have a community member take on the role (assuming necessary vetting, insurance, etc was all in place). **Action- BPC to establish with school/PKC necessary criteria or limitations for mini-bus driver to support school trips.**

With regards funding of trips it was also highlighted that Historic Environment Scotland would contribute to transport funding for certain trips and that the ADT were open to considering applications for funding to support trips. It was noted they hadn’t received any applications for transport funding in the past 9 months and so was an option the school should consider for future assistance.

**End of Chairs Update**

**Head Teacher Report-** A written report had been submitted in Susan’s absence and is set out below:

**Staffing**

Mrs Carla Geddes will remain in post until October 24, there will be recruitment for a

Permanent play assistant in Term 1 2024/25

Mrs Jill Johnston’s PSA hours for 24/25 will remain as they are.

Mr Craig Torren’s will remain at Logiealmond until a replacement HT is found.

Miss Sammy Nicol is our probationer teacher

Professional discussions have been underway this week and a successful applicant has been appointed. Mrs Rebecca Ferguson will be unable to attend moving on, moving up days tomorrow and Friday, however will be in school on Monday 17 th June to meet the class.

Miss Amelia Conway will be acting PT until Mr Torrens returns.

Class structure

* P1/2/3: Miss Conway and Miss Sheach (Thursday for PT management time)
* P3/4: Miss Nicol and Miss Sheach (Friday for Probationer development) and MrsRoss (Wednesday PM for No class contact time)
* P5/6/7: Mrs Ferguson and Mrs Ross Friday from 10am (for No class contact time andteaching commitment of 0.07)

**Digital Platforms**

Seesaw is now not used within any school in PKC. From August 2024 Braco school, along with the majority of other schools within PKC including all Crieff cluster schools will be using “learning journals”.

**Uniforms**

* Are School trends still the company of choice?

**School photographs**

* Mrs Atack would like to know if there is any interest in Nursery and P7 photographs being done this term?

**Fun day**

|  |  |  |
| --- | --- | --- |
| EVENT | COST | confirmed |
| Archery: DO IT OUTDOORS | £180 |  |
| Crafts | £50 approx |  |
| Ice Cream | £40 approx |  |
| Crazy Golf | £160 |  |
| KG Dance |  | Not available |
| Alpaccas |  | Not available |
| Silent disco | N/A |  |
| Obstable course | N/A |  |
| Giant games: e.g chess/connect 4 | tbc | tbc |
| Total |  |  |

**Successes**

* Reading cloud library project (with help from Rev Perkkins and Mrs Speakman)
* Nursery Get Together
* Mr Play: weekly on a Thursday
* 19th March P1/2/3 and additional year nursery trip
* 6th March P4/5 trip
* 4th March Perform in Perth
* 6TH March Digital evening for Parents
* 11th March P6/7 Trip
* Lendrickmuir Trip 25th-28th March
* Easter Service: March 28th at 9:30am
* Peer mediators: 24th/25th April 2024 for p5
* Sports Day
* Coo Trail
* Guest Wifi
* New furniture and blinds
* Bike week
* Bikeability
* Braco’s Got Talent
* Braco Bake Off
* P6/7 first aid training

**Upcoming DATES**

* P7 Fun day
* P4/5 Get Together
* Whole school funday
* Moving on Moving up days
* Nursery graduation
* Play and celebration of success
* Leavers service

**End of HT Written Report**

**A further update was provided following the meeting and asked to be noted in the minutes:**

*The Rev. Perkins and Mrs Speakman have been supporting the school to update the school library with ‘Reading Cloud’.*

*We have had a successful Nursery and P4/5 Get together where our children shared their learning on Looking after the environment and The Olympics.*

*Mr Play continues to deliver play opportunities with all classes on a Thursday and the children have fed back how much they enjoyed these sessions.*

*All classes enjoyed educational trips to the Transport Museum, Science Centre and Wallace Monument/ Bannockburn.*

*Our Violinists and Mrs Chalamanda performed at Perform in Perth and were delighted to get a First-Class Certificate.*

*Our digital evening went ahead, although it was not as well attended as we had hoped the parents in attendance found it informative.*

*The P7s had a superb time at Lendrickmuir transition residential although the weather was not as kind as it would have been!*

*Our Easter service was successful, and children took part in an Easter Bonnet and edd decorating competition as well as performing some Easter songs.*

*The whole school worked together in collaboration with the community and The ADT to paint our mini Coo.  The Coo will be part of the The Perth COO Trail in aid of CHAS and will then be gifted back to the community.*

*All our P5 children have been trained as Peer mediators alongside children from Muthill Primary School.*

*The weather stayed fair for us for our Annual Sports day and Tayside contracts provided a BBQ.*

*The whole school have been very busy with Bike week and Bikeability and lots of new skills have been learned.*

*Braco Bake off was enjoyed by many and parents were welcomed to enjoy the baked goods.*

*Braco’s Got Talent was enjoyed by all pupils and many of our children showed great confidence and resilience by getting up on stage and performing instruments, songs and gymnastics.*

*P6/7 have been trained in basic first aid by The red cross.  An essential skill for our young people.*

*Thank you to parents for completing permission for Guest Wifi to be switched on to support use of technology for our young people and for completion of the Acceptable Use Agreement.*

*We are pleased to be getting new blinds and furniture for our school during the holidays ready for use in August.*

**The following discussions took place in response to the HT report:**

**Staffing-** there were ongoing concerns from parents regarding the staffing set-up in the school. A number of parents expressed concern around the plans for the new academic year and the number of teachers assigned to each class. There was extensive discussion around various aspects of staffing across the school with following actions agreed.

**Action- BPC to write to Gillian Knox and Gillian Dougan to request a meeting before the end of term to discuss concerns regarding the education service quality of Braco Primary School. Full detail of the issues discussed at the meeting would be sent on.**

**Action- BPC to request that the school issue an updated organogram with photographs and brief role profile for the teaching team**.

**Learning Journals**- a query was raised about the planned trial for the P6/7 and nursery children to use Learning Journals this term as this had no gone ahead. **Action- BPC to request an awareness evening/session is hosted in August to support the launch of the new platform for parents.**

**School Uniforms-** it was raised that there was uncertainty of how to go about ordering uniforms via Sylvia at Logo Embroidery Scotland. BM confirmed there was an order form that could be emailed to Sylvia and **Action-** **BPC would arrange for this to be circulated.** Whilst it was noted that details were contained in the School Hand Book, it was raised that the school hand book on the School App was very out of date.

**School Photos**- there was discussion re the offer from Becky Atack to take class and graduation photos before the end of term. Given limited time before the end of term it was agreed not to go out to wider parent group with a poll. Consensus of those present at the meeting was to have formal school photographs taken at the start of next term and request that the nursery/school take some photographs of the classes before the end of term. **Action- BPC to request class photos to be taken by the school.**

School Fun Day- Costs set out in the HT report were agreed and BPC will fund the school fun day. It was raised that the activities listed were not entirely inclusive of all children and **(Action) this will be raised with SR to ensure that suitable activities for all are available.** Parents invited to make any suggestions for additional or alternative activities.

**Communication-** there was extensive discussion about some recent concerns re communication and potential areas for improvement. It was agreed these issues would also be captured and shared in more detail when contacting PKC to request a meeting with the quality improvement officer.

The ongoing issues with the School App are not showing any signs of being resolved or progressed and that is causing issue for many. There was felt to be an increase in cancellations of activities and events, often weather related and these were often not being picked up in time due to the issues with the app. **Action-** **BPC to establish with the school if the intention is to continue using the School App and if so what measures are being taken to address the wide spread issues with its functionality**.

It was acknowledged throughout the meeting that there was appetite from across the parent community to positively engage with the school and PKC officers to ensure parental views were being communicated and to work with the school to support positive change. It was recognised that a number of the concerns stemmed from resource implications that were out with the control of the teaching staff (including the Head) and as such it was appropriate to raise the concerns with senior education officers in PKC as per agreed action.

BM thanked all attendees for their contribution and closed the meeting.

**Annex A**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Perth & Kinross | | Parent Council | | STEM P&K CIS | |  |
|  | Account 1 | | Account 2 | | Account 3 | |  |
|  |  |  |  |  |  |  |  |
|  | Income | Expenditure | Income | Expenditure | Income | Expenditure | Total |
|  |  |  |  |  |  |  |  |
|  | B/fwd |  | B/fwd |  | B/fwd |  |  |
| c/fwd | 0 |  | 1187.1 |  | 2116.65 |  | 3,303.75 |
|  |  |  |  |  |  |  |  |
| Total | 0 | 0 | 1187.1 | 0 | 2116.65 | 0 |  |
| c/fwd | 0 |  | 1187.1 |  | 2116.65 |  | 3,303.75 |
|  |  |  |  |  |  |  |  |
| Total | 0 | 0 | 1187.1 | 0 | 2116.65 | 0 |  |
| c/fwd | 0 |  | 1187.1 |  | 2116.65 |  | 3,303.75 |
|  |  |  |  |  |  |  |  |
|  |  |  |  | 300 |  |  |  |
|  |  |  |  | 39.95 |  |  |  |
| Total | 0 | 0 | 1187.1 | 339.95 | 2116.65 | 0 |  |
| c/fwd | 0 |  | 847.15 |  | 2116.65 |  | 2,963.80 |
|  |  |  |  |  |  |  |  |