**St Charles’ Primary School & ELCC**

**ParentHub Minutes**

**Wednesday 13th March 2024**

**Present:** Geri Taylor (Chairperson)Lindsay Rautman, Laura Smith, Laura Pervaiz, Lisa McCaig, Karen Smith, Katie Leck, Grace Hannigan (Minutes)

**Apologies –** Tony Convery, Ashleigh Lavelle, Pauline Kelly, Colette Scotstoun.

1. **Welcome –** Geri welcomed everyone to the meeting & led the group in opening prayer.
2. **Correspondence & ParentHub News**

* Connect Membership – Geri provided information on “Connect”, an organisation that RC pays membership to for all Parent council bodies in the local authority. The organisation provides support & insurance for events as well as training. Geri will distribute a list of available webinars /passwords etc to this group to access if required.
* ParentHub Newsletter- Colette has edited the draft prepared by Geri & this is now ready to be distributed. Geri action this before Easter break. A copy will be distributed to everyone present & then a link will be distributed to the wider parent forum via school office.
* Communication- it was suggested that a survey be sent to parents to ask how they would like to be involved in the parent Hub as numbers are so low. Geri will also add a short blurb to the newsletter to be issued soon, highlighting the need for new members. It was agreed that a QR code would be devised by Miss Leck & this will be included in distribution of pupil progress reports. As well this, there will be a stall on Parents’ evening with members of the Parent Hub & Pupil Leadership Group in attendance in an effort to expand membership.
* School Uniform- This has been included on the agenda as request by a parent. It was agreed that the pupil Leadership Group would lead a consultation on parents evening, recording responses digitally & then collating results. This will enable a quick turnaround if there appears to be a need for further consultation on options.

**2. School Business / Headteacher Report**

* School Review- Grace gave an update on recent school review (Mon 19th- Weds 21st Feb 24). The visit went very well & staff are feeling positive about many aspects of school life. The focus of the visit was on QIs 1.3 Leadership of Change & 2.3 Learning, Teaching & Assessment. The team had also reported on 1.1 Self-evaluation for self-improvement as they had identified areas of good practice relating to this QI. There were no significant areas for improvement identified during the review. Grace shared some aspects of improvement that would be included in the School Improvement Plan 24-25.

1. **Parish Liaison –** Grace had recently met with Tony & a few actions had been agreed.
   * Tony will organise 3 or 4 volunteers to accompany the children walking the church for First Friday mass each month.
   * Margaret Convery will meet regularly with Mrs Kelly to co-ordinate parish events including family masses and explore other possible partnership working such as Rosary Group during May & October each year & involvement in pupil prayer group.

**4. Fundraising & Events**

* Summer BBQ- Provisional Date Friday 31st May 2024. School office to contact Todholm Primary School to ensure there is not a clash of dates.

Discussion regarding possible changes/improvements. There will be an additional meeting to plan this event. Geri will issue an invitation to those involved.

* Geri requested an update from the school office on PVG. Grace to ask Carol-Anne to provide this ASAP.

**6. AOB**

* School office to provide numbers of ties required for leavers & new entrants for Laura P.
* Grace suggested a family quiz night be considered again as an engagement activity. It was agreed that this would be explored for early in the new session.
* Geri advised that Colette is currently working on financial report. This will be presented at the next meeting.

**7. Date of next meeting -** 24th April 2024 @ 6.30pm