



St. Fillan's Primary School - Agenda/Minutes - 2017 -2018

Day: Wednesday Date: 31<sup>st</sup> January 2018 Meeting: Parent Council

Time: 7.00 - 9.00pm.

Present:

Jackie Byrne, Amanda McGowan, Julie-Ann Dunn, Wendy Rennie, Paula McGeachie, Pauline Kerr, Laura Coutts, Claire Double, Vivienne Dempster, Stephanie Hart, Linda-May Ruxton, Mrs McPherson and Mrs MacKenzie.

Apologies: Louisa Stevenson and Christina O'Donnell.

\*Discuss minutes of last meeting and Actions.

Item	Discussion	Action/ Responsibility	✓
<ul style="list-style-type: none"> <li>• Welcome from chairperson.</li>   <li>• Headteacher's report. <b>(SEE APPENDIX 1).</b></li> </ul> <p>Please see appendix one.</p>	<p>Referred to agenda. Jackie discussed about keeping meetings to a minimum.</p> <p>A breakdown of funds raised was issued and discussed.</p> <p>Staff training and development.</p> <p>Wish List items-</p> <p>Board Games for Golden Time</p> <p>Garden Resources-£600.00</p> <p>Library resources</p>	<p>Agenda at each meeting to steer the direction of each meeting.</p> <p>Forming a constitution.</p> <p>Mrs Mackenzie will use the same format of reporting for each meeting.</p> <p>Mrs Mackenzie discussed items on the school wish list, and asked if the Parent Council can support with these items. Parent council discussed these items and are happy to help and look at the funds available.</p>	<p>✓</p>

<ul style="list-style-type: none"> <li>• Treasurer's report</li>   <li>• Forming a constitution.</li>   <li>• Parish Rep/Pastoral Care business</li> </ul>	<p>Jackie discussed there should be a treasurers report at each meeting to allow for transparency. The books should be opened once a year to an independent person who has a background with numbers. There is no report at present from the treasurer. The historic bank account was also discussed.</p> <p>Mrs McPherson issued a model constitution for parent councils for the parent council to read over and discuss.</p> <p>Jackie Byrne discussed concerns from a parent regarding the constitution and transparency within the parent council.</p> <p>Father Joe brought the children booklets to support the children with their communion.</p> <p>Sister Mary Francis comes into the school each Wednesday to support the children with their religious education.</p> <p>Jackie discussed money from the parent council being donated to the first communicants.</p> <p>Money for first communion and thank you flowers were discussed.</p> <p>Photographs on the day for the children</p>	<p>Jackie, Linda-May and Louisa will look at creating the treasurer's report. They will also go into the bank with identification to gain access to the historical bank account.</p> <p>Parent council issued with information on how to create a constitution.</p> <p>Jackie Byrne will write the constitution and discuss with the parent council. The constitution will be available in due course.</p> <p>All parents are welcome to attend meetings and discuss any issues.</p> <p>Any other business to be submitted via class reps.</p> <p>It was decided that money would be donated per head to give the children a breakfast and cake. £5 a head was agreed. Parents are happy to help with the</p>	
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<ul style="list-style-type: none"> <li>• Parking in the church grounds.</li> <li>• AOCB</li> </ul>	<p>Issues surrounding access to the school on the Friday was discussed as the school is off on the 30<sup>th</sup> November.</p> <p>Date for the Summer Fayre was discussed.</p> <p>Limited access in and out of the chapel car park due to parents parking in an unsafe manner and obstructing other vehicle access.</p> <p>Children are allowed to leave cars without being escorted to the school grounds.</p> <p>Issues with the school bus not arriving was also discussed. The school bus is normally very reliable and this was agreed.</p> <p>Claire Double raised concerns about items posted on St Fillan Bear facebook page.</p> <p>Mrs McPherson discussed that it does take time for teachers to post these pictures and that staff are not asked to post a certain amount.</p>	<p>Fayre will be set up on the Thursday night or a let will be asked for on the Friday.</p> <p>The 8<sup>th</sup> June was agreed for the Summer Fayre.</p> <p>Check with Father Joe about the date for access to the chapel grounds.</p> <p>Parents are asked to be courteous and adhere to the safety of the children by walking the children into the school grounds and parking responsibly.</p> <p>Mrs MacKenzie will check with classes and try to sort any ICT problems which have been occurring.</p>	
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## HEAD TEACHER'S REPORT - Mrs Claire Mackenzie

### Christmas Activities - Funds Raised:

#### Breakdown:

- Donations for the Programmes - £271.93
- Children's Hamper - £49.00
- Raffle (Large Hamper) - £346.30
- 100 Square - £96.00
- Tablet Sold - £135.94
- Show Photographs - £117.00
- Gifted Donations - £340.00 in total.
- **TOTAL FIGURE: £1,356.17**

### Monies Raised for Charity:

#### Breakdown:

- Fairtrade Coffee Morning Alzheimer's Scotland Appeal - £41.70
- Fairtrade Hamper - £123.60
- Poppy Scotland (November 2017) - £36.71
- Mary's Meals (November 2017) - £250.00
- SPREAD (December 2017) - £294.21 (Staff rounded this figure to £300.00)
- **TOTAL RAISED AND SENT TO CHARITY: £752. 01**

### 1. Staff Training/Development: January 2018:

- Mrs J Kaney (Primary 5/6B Class Teacher) - (9.01.18) - Literacy Champion and she attends meetings to keep abreast of recent developments in Renfrewshire. Examples of good practice is also shared at these events.
- Mrs C Mackenzie (Head Teacher) - (12.01.18) - Assessment and Moderation event - shared understanding around pupil attainment. (17.01.18) - Leadership Training - Self Evaluation practices and principles. (22.01.18) - Pre 5 Liaison Meeting - Tracking progress in the Early Years/ Transition into Primary 1. (25.01.18) - Local Authority HT Training - Grievance and Discipline Procedures. (29.01.18) - Numeracy Champion Meeting.

<ul style="list-style-type: none"> <li>• Mrs J McFarlane (Primary 3/2 Class Teacher) - (29.01.18) - Numeracy Champions Meeting - New Planners, Pathways, Holistic Assessment and other forms of assessment.</li> <li>• Mrs J Smith (Primary 2/1 Class Teacher) - (11.01.18) - Training in the Early Years - Early Learning Environment. (25.01.18) - Assessing Children's Progress in the Early Years. (31.01.18) - RHS Meeting - Outdoor Learning.</li> <li>• Mrs J Kelly (Classroom Assistant) - (16.01.18) - S.E.A.L Training.</li> <li>• Mrs A Steele (Primary 5/6A Class Teacher) and Miss S McLaughlin (Primary 4/3 Class Teacher) - attended 'Book Club' Training provided by the Local Authority.</li> </ul>
<p><b>2. <u>Planned Collegiate Time:</u></b></p>
<p><u>Thursday 18<sup>th</sup> January 2018 -</u></p> <ul style="list-style-type: none"> <li>• 1. Writing Monitoring and moderation feedback from SLT. (HT)</li> <li>• 2. PEF Position Statement. (HT)</li> </ul> <p><u>Thursday 21<sup>st</sup> January 2018:</u></p> <ul style="list-style-type: none"> <li>• Review of School Aims to prepare for Parent's Night consultation. (PT)</li> <li>• Staff Health and Well-being Audit. (PT)</li> </ul> <p><u>Wednesday 21<sup>st</sup> February 2018:</u></p> <ul style="list-style-type: none"> <li>• Continue to review/ streamline school aims.</li> <li>• 'Developing in Faith' self-evaluation activity for SCES.</li> </ul>
<p><b>3. <u>Quality Assurance/ Monitoring:</u></b></p>
<p>Monitoring activities undertaken in December and January included:</p> <ul style="list-style-type: none"> <li>• Attendance.</li> <li>• Behaviour.</li> <li>• Newly Qualified Teacher Mentoring and Observations (Mrs J McPherson).</li> <li>• Forward Planning Monitoring - IDL Planners and contexts as a focus.</li> <li>• Writing Jotters (HT and PT).</li> <li>• Writing Assessments from August and December (SLT Moderation).</li> </ul>
<p><b>4. <u>Staffing:</u></b></p>
<ul style="list-style-type: none"> <li>• Mrs J McFarlane - has agreed to work an extra day every Wednesday for a ten week block - PEF focussing on developing writing across the school. Mrs McFarlane will support Primaries 1 - 4.</li> <li>• Mrs J Kaney - has agreed to work an extra day every Wednesday for a ten week block - PEF focussing on developing writing across the school. Mrs Kaney will support Primaries 5 - 7.</li> </ul>
<p><b>5. <u>Cluster Working:</u></b></p>

<ul style="list-style-type: none"> <li>HT attended the Cluster Heads Meeting on Monday 29<sup>th</sup> January 2018 to discuss the following issues: Primary 7 Transition Calendar, Primary 7 Transition Teacher, Catholic Education Week, May In-Service Day Plans.</li> </ul>
<p><b>6. <u>GIRFEL:</u></b></p>
<ul style="list-style-type: none"> <li>Referrals to partner agencies were made for school children as appropriate and in line with GIRFEL practices.</li> <li>IEP's were evaluated for December and new targets set and issued to parents.</li> </ul>
<p><b>7. <u>Catholic Education:</u></b></p>
<ul style="list-style-type: none"> <li>Catholic Education Week Booklet will be issued at Mass when Father Joe returns from holiday. There are two Catholic Education Weeks this week with the second falling in November.</li> <li>Wall display in the Central Area - 'Catholic Schools, Good for Scotland.' - Icon displayed of 'Jesus the Teacher.'</li> </ul>
<p><b>8. <u>Resources Purchased by the School:</u></b></p>
<ul style="list-style-type: none"> <li>Playmakers bibs and badges.</li> <li>Soft cushions for the Infants - Assemblies.</li> <li>Visualisers - one per class.</li> <li>Worry Monsters - one per class.</li> <li>A set of Class Novels.</li> </ul>
<p><b>9. <u>Committee Groups:</u></b></p>
<ul style="list-style-type: none"> <li>All groups are progressing well with positive feedback from the children.</li> <li>The structure in terms of allocated time will be reviewed next session.</li> </ul>
<p><b>10. <u>Educational Visits and Events:</u></b></p>
<ul style="list-style-type: none"> <li>Primary 1- 3 - Scoobmobile.</li> <li>Primary 4/5 - NYCOS - Music Tuition.</li> <li>Various Pupils - Inspire Art Exhibition.</li> <li>Whole School - Zoolab Visit.</li> <li>Whole School Scottish Assembly.</li> <li>Primary 7 - RSPB Big Schools Birdwatch.</li> </ul>
<p><b>11. <u>AOCB:</u></b></p>
<ul style="list-style-type: none"> <li>Class Wish lists - equipment for Golden Time to make this time special for pupils.</li> <li>Garden wish list - School Improvement Plan. Request for £600.00.</li> <li>Library Wish List - Central Area - following feedback from a Literacy Audit of Reading, which was completed by staff in January 2018 and the pupil's suggestions to have a greater variety of books available to read.</li> </ul>

