

**Todholm Parent Council Meeting
Tuesday 13th Sep 2022, 7pm
Todholm Primary School**

PC Members Present:

Chair: Andrea Harkin (AH)

Vice-Chair: Yvonne Kerr (YK)

Treasurer: Lindsay Thornhill (LT) (full handover from AH still to take place)

Secretary: Sarah Steven (SS)

PC Members: Gillian Simpson (GS), Jennifer Glen (JG), Wendy Morrison (WM), Charlene Casey (CC), Claire Mullen (CM),
Lynne Bryson (LB), Marta Lopez (ML), Jan Strathearn (JS)

Observer: Casey Khan (CK)

Staff Members Present:

Aileen Cochrane (AC)

David Rigmand (DR)

Apologies:

PC: Laura McNicol (LMcN), Silvia Giorgi (SG)

Staff: Claire Hall (CH)

No.	Agenda Item	Meeting Notes and Actions	Actioned By Whom
1.	WELCOME	<p>AH opened the meeting by welcoming those present and welcomed CK who would be observing the meeting.</p> <p>AH also noted that this is the first official meeting for a number of new members who have recently joined the Parent Council (ML, JS and LB) having attended as observers at the meeting on 25th May 2022. SG has also recently joined but was unable to make the meeting tonight.</p>	

2.	MINUTES OF PREVIOUS MEETING	<p>Minutes of the PC meeting held on 25th May 2022 were approved as an accurate record of the meeting.</p> <p>Approved by GS and seconded by YK.</p>	
3.	MATTERS ARISING	<p>AH asked GS to give an update on the status of the proposed Traffic Regulation Order (TRO).</p> <p>GS advised that she is still awaiting a response but has noticed white lines on the corner of Barscube Terrace. GS has agreed to chase up and find out where we are with the process.</p> <p>Primary 6 JRSO (Junior Road Safety Officers) have been appointed so a suggestion was made to perhaps get them to make a video to help educate drivers.</p> <p>Residents have complained to AC re parking in private areas during drop-off and pick-up times.</p> <p>Leaflets have previously been issued to parents/guardians. The school has issued an opt-out contract but there are still on-going issues. Any other ideas happily considered.</p>	GS
	b) PVG	<p>CM reported that she had a phone meeting with Claire Brodie (PVG Volunteer Scotland). She was able to take her through the form for the lead signatory – suggested perhaps this should be an office bearer who should be applying for disclosure, and they should then hold info re other people applying.</p>	CM and JS

		<p>Secure handling policy is required – this is how info is kept etc. Should also have a policy about making referrals as well. Both are needed.</p> <p>CM has templates of each that can be adapted. CM at moment is lead signatory but asked whether this should be an office bearer. We need to send our constitution and existing policies before being allowed to make an application. Also need a second person who can also take on some of the role. The process will be free once we are fully signed up to Volunteer Scotland.</p> <p>Training – full day if going to be lead person so that they are aware of responsibility of the role. Some on-line training as well.</p> <p>PVG is required when undertaking regulated activities. General feeling is as a PC we need a core group of people to be PVG checked.</p> <p>JS agreed to take role of drafting the policies.</p> <p>If everyone is in agreement for CM to hold sensitive information, then CM happy to continue to lead the process.</p>	
	<p>c) School photographs</p>	<p>As reported previously, YK had continued communication with the photographer from Monument Photos and he had provided a variety of different backdrops to choose from for future school photographs. These had been circulated and opinions on them gathered from PC members. YK collected the feedback and continued to liaise with Monument Photos to get this put in place for next set of photographs taking place in the school for session 2022-2023.</p> <p>Photographer is getting new background (plain grey) that was approved and agreed and is bringing this in to the school. All agreed to no props in the photographs.</p>	<p>YK</p>

		AC confirmed that the photos for all year groups will take place at the end of September.	
	d) School Lunches	<p>AH asked AC if there were any plans to update the school menus in line with previous discussions. AC reported that a new appointee had been employed by Amey to review menus.</p> <p>Proposals so far are for a new 4-week cycle, review of the current menu, possibility of desserts being brought back in. However, there is no indication of a timescale for this at the moment.</p>	AC
4.	CHAIRPERSON'S REPORT	<p><u>Events Calendar for school term 2022/23</u></p> <p>The following events have been proposed following a short meeting of the PC last week:</p> <ul style="list-style-type: none"> a. P1-4 Movie Night – AC or CH are unable to attend this event if it is to take place at end of September and AC has concerns re P1's attending a night event so early in the year. Preference was to postpone the event. For this year both events to take place after Xmas. P1-4 over 200 children so need to ensure enough supervision. Potential date Fri 3rd Feb. P5-7 event Fri 3rd Mar. b. Family fun event – planning meetings in Term 2. AC was asked if she has had an opportunity to discuss possible installation of tethers in the playground for future tethering of bouncy castles, gazebos etc. AC has a meeting next week with Amey and council reps and will follow up on this. 	

		<p>c. Date of summer disco – 15th June has been approved.</p> <p>d. Nursery event – It was asked whether we as a Parent Council can help support an event/provide juice, crisps, snacks etc for the Nursery. The nursery can still organise the event but the PC would support the event financially and even have one or two members present at the event if needed. May also help boost profile of PC for encouraging future members. AC will approach Mrs Lyle to seek her view.</p> <p>AC indicated she would be happy to book the lets for all PC events.</p> <p><u>Sponsorship of PC events</u> Suggested we could approach local companies to help support events. Are there any parents/families with a link to a local company? Needs more discussion and ideas welcome.</p> <p><u>Gifting from PC</u> The idea of regular gifting from PC has been discussed which could include the likes of cinema tickets, meal voucher, supermarket voucher etc. A raffle of entrants could take place. Will perhaps help with parental engagement on Dojo etc. Any contacts from people welcome.</p> <p><u>Parental Engagement</u> Further to previous discussions the following has now been actioned:</p> <ul style="list-style-type: none"> i. Meeting minutes now distributed on Dojo and School Website. ii. Notification of PC meetings being shared on Dojo. iii. We plan to do a PC newsletter for circulation at end of September/October and thereafter have a PC section on further 	
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		<p>school newsletters each term (even just to promote forthcoming events).</p> <p><u>Connect Newsletter and Training</u> It has been confirmed that Renfrewshire Council have purchased the membership for the current school year which includes insurance for events. Connect emails will be shared with all PC members and AC going forward.</p>	
5.	TREASURER'S REPORT	<p>AH spoke through the accounts with the Treasurer's post no being handed over to LT in the coming months. It was noted that this was not a balance sheet but a summary of the activity.</p> <p>Balance c/f as at 25th May 2022 £1,865.14</p> <p>Profit in Period</p> <p>Family Fun Event £3,521.17</p> <p>Total Profit in Period £3,521.17</p> <p>Other Income in Period</p> <p>Cheque from the online purchasing £20.65</p> <p>Total Other Income in Period £20.65</p> <p>Paid to School in Period</p> <p>Nil £0.00</p> <p>Total Paid to School in Period £0.00</p> <p>Investment and Other Spend</p> <p>Talent Show Prizes £46.85</p> <p>P7 Autograph Books £434.00</p> <p>P1 Book Bags £299.50</p>	

		<p>PC Meeting Let £15.30</p> <p>Total Investment and Other Spend £795.65</p> <p>Closing Balance as at 13th September 2022 £4,766.25</p> <hr/> <p>AH highlighted that she previously reported the cost of the purchase of gazebos against the Family Fun Event but on reconsideration this should be considered a general investment against all events (£512.99).</p>	
6.	HEAD TEACHER'S REPORT	<p>AC gave Head Teacher's Report:</p> <p>All children and staff have all settled back into school and nursery.</p> <p>School role – 408 + 56 (although not all have started yet) children in the ELCC</p> <p><u>Staffing update</u></p> <p>Miss Struthers has taken on the role of Principal Teacher temporarily while Mrs L. Scarff-McInnes is on secondment.</p> <p>Miss Binning has returned from maternity leave and is now Mrs McAloney following her recent marriage.</p> <p>We have one newly qualified teacher, Miss Alanna Bell.</p> <p>Miss Chelsea Woods has started as an early learning and childcare officer in Primary 1 and is supporting the continued development of play at this stage (PEF funded).</p> <p>Miss Ashleigh Willett has started as one of our key workers. She will be working in the Honey Pot and Thrive Hive to support children. Recruitment is under way for the second keyworker after the preferred candidate pulled out. (PEF funded)</p>	

		<p>Mrs Rachel McEwan, additional support needs assistant is due to start in the coming weeks (partially PEF funded).</p> <p>We have a counsellor from Rookie Minds who is on school every Thursday to support the mental and emotional wellbeing of the children (PEF funded).</p> <p>Mrs Jennifer Glover has started as early years graduate in the ELCC following Mrs Kinnear's retirement.</p> <p><u>COVID Update</u> All entering the building are still encouraged to wash their hands. Windows are still being opened to improve ventilation. Social distancing is encouraged where possible.</p> <p><u>Annual Calendar</u> This is in progress and should be out by the September weekend.</p> <p><u>Family Learning</u> P1 bedtime story club has started this week in person.</p> <p>Community bookbug has returned and was very well attended.</p> <p>Mrs McAllister is in the process of surveying parents to gather what family learning/parental engagement they would like us to offer.</p> <p><u>Extra-curricular clubs</u> Our current co-ordinator is absent, so we are sharing a co-ordinator at present. Some lunch time clubs have been offered.</p>	
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		<p>Miss McKenzie is going to offer a drama club which will work with Disney and Scottish Opera to put on a show. This will be offered to P4-7 children.</p> <p>Chess will be offered on a Friday after school. This will be children only and not families.</p> <p><u>Curriculum Workshops/Meet the Teacher</u></p> <p>All parents were given the opportunity to visit their child's class last week to meet the teacher and videos have been posted online to share the learning that will be taking place at each stage.</p> <p><u>Class Dojo</u></p> <p>Mrs McAllister has been asked to be an ambassador for Class Dojo. We are keen to speak with parents to identify any issues with this online platform.</p> <p>We are aware that it can become flooded with posts and parents can miss things so we are looking to address this. We have been made aware that dojo are advertising additional items that parents have to pay for. We are in talks with Class Dojo around this.</p> <p><u>School Improvement Plan</u></p> <ul style="list-style-type: none"> • Priority 1 - Raise attainment in Literacy with a priority focus on Writing • Priority 2 - To ensure effective parental engagement • Priority 3 – Promote the positive health and wellbeing of children & young people • Priority 4 - Developing skills for life and work through STEM and digital literacy 	
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		<p><u>Amey</u> As part of the life cycle programme the administration corridor and ELCC were painted. New flooring will be installed in these areas during the October week.</p> <p>Amey have recruited a new member of staff to oversee the creation of a new menu. They are currently working on this.</p> <p><u>Learning Opportunities</u></p> <ul style="list-style-type: none"> • All teaching staff have received a full days training on Talk for Writing as part of our programme to improve writing attainment across the school. • Parts of the moon have arrived from NASA and these will be with us for 2 weeks. The children will be given the opportunity to look at these and learn about them. • Primary 1 are taking part in STEAM workshops next week. • Primary 5 will be receiving tuition on the tin whistle. • Primary 5b have been given a free trip to the Science Centre due to some professional learning that Mr Henry has been undertaking. Hopefully P5a will get the chance to go along as well. • The Primary 7 transition process is now starting with Paisley Grammar hosting their conversation café and open evening. • Primary 7 have also been given the opportunity to take part in Bike Ability. • Our new outdoor storage container has arrived and the children have been using this to enhance their learning (Participatory budgeting funded and partially PEF funded). <p><u>Wish list</u></p> <ul style="list-style-type: none"> • P7 residential trip • Development of computer science 	
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7.	PRESENTATION OF RELATIONSHIPS POLICY	<p>AC spoke through the updated Promoting Positive Behaviour Policy and the steps and interventions now being used/introduced to continue to promote a nurturing, safe and calm environment to support the children.</p> <p>This will be conveyed to the wider parent forum for comment.</p> <p>AC welcomes thoughts from PC members also and AH asked PC members to send any comments on the Policy to her to collate and forward to AC</p> <p>AH suggested possibility of a pupil friendly version to involve pupils.</p>	AC
8.	AOCB a) PC Stand at Parent Interviews (6th October 2022)	<p>AH suggested that PC member volunteers take turns at a table during parent interview evening to speak to parents and hand out info e.g. newsletter, PC info, interest form etc.</p> <p>Two members at table at a time for 45mins or so to cover the duration (3pm-9pm with a break between 5.30pm and 6.30pm.</p>	ALL
9.	DATE OF NEXT MEETING	Tuesday 15 th November 2022	