

**Todholm Parent Council Meeting
Tuesday 15th November 2022, 7pm
Todholm Primary School**

PC Members Present:

Chair: Andrea Harkin (AH)

Vice-Chair: Yvonne Kerr (YK) (minutes)

Treasurer: Lindsay Thornhill (LT)

Secretary: Sarah Steven (SS) (arriving late to meeting)

PC Members: Gillian Simpson (GS), Wendy Morrison (WM), Jan Strathearn (JS)

Observers: Laura Smith (LS), Natalie Russell (NR), Eric Hathaway (EH)

Staff Members Present:

Aileen Cochrane (AC)

David Rigmand (DR)

Claire Hall (CH)

Apologies:

PC: Jennifer Glen (JG), Claire Mullen (CM), Lynne Bryson (LB), Charlene Casey (CC), Marta Lopez (ML)

No.	Agenda Item	Meeting Notes and Actions	Actioned By Whom
1.	WELCOME	AH opened the meeting by welcoming those present and welcomed LS, EH and NR who would be observing the meeting.	

2.	MINUTES OF PREVIOUS MEETING	<p>Minutes of the PC meeting held on 13th September 2022 were approved as an accurate record of the meeting.</p> <p>Approved by GS and seconded by WM.</p>	
3.	MATTERS ARISING a) Parking	<p>AH asked GS to give an update on the status of the proposed Traffic Regulation Order (TRO).</p> <p>GS has compared the original and amended TRO and they are very different. Following the changes, the revised TRO will go to the Council for approval – it has been pending since 2018/19. GS has chased the Council multiple times. AH asked about the Junior Road Safety Officer (JRSO) having an involvement. AC advised the Miss Struthers is picking this up. AC agreed to chase up and push to have this in place for Christmas. It was agreed by all the by having the children involved would be helpful – videos/newsletter notifications.</p>	GS/AC
	b) PVG	<p>JS has drafted the policies, and these were circulated to all with the meeting documents.</p> <p>Questions:</p> <p>AH asked about requirement for Parent Council (PC) members to have PVG referring to the policy which details the circumstances under which PVG is required.</p> <ol style="list-style-type: none"> 1. If yes, are people happy that CM is the lead signatory and other PC office bearers have a role/responsibility? 2. How many do we need PVG for? 3. Any comments on the policies? <p>A lively discussion took place around the need for PC members to have PVG. AH was concerned by the level of responsibility it would place on PC members. It was agreed that there seems to be no absolute requirement for PC members to have PVG. This</p>	

		brings alot of responsibility particularly regarding the referral process. It was agreed that the PC would no longer pursue PVG membership. AC/DR/CH agreed that teaching staff would look after the toilets at events. It was agreed that it would be helpful for the PC to develop a safeguarding policy for all members to ensure everyone’s safety at events.	TBC
	c) School photographs	<p>AH asked YK to give an update on the school photographs and feedback from the photographer.</p> <p>Following the end of the ordering period GH (photographer) contacted YK to advise that sales were significantly down on previous years (norm is £4-5k this year £1500-1600). As GH had been booked for next year, he wanted to revisit using a format that had worked in the past and still worked in other schools i.e. the use of props. YK asked if the sales figures included online sales or just orders passed to school. YK advised it would be discussed at the next PC meeting. GH has since confirmed that there were a lot of late orders so while the orders were down theywere nowhere near as bad as initially anticipated. YK sought feedback from PC members with various responses – didn’t like chair/positioning of child behind chair was strange/background too dark/alternative packs and prices not clear.</p> <p>YK asked if the school had received any feedback – AC confirmed there had been no feedback. CH confirmed that the process of photographing all school children is much smoother with no props involved. PC agreed to continue with no props because it offers the school a smoother operation.</p>	
	d) School Lunches	<p>AH asked AC if there was a timeline for a new menu to be released.</p> <p>AC confirmed that the new menu is under consultation at the moment. There is no timescale for the new menu to be implemented. A request for puddings has been made but the menu has to be based on legislation and achieving the correct nutritional balance. The new menu will be a 2-week choice cycle rather than the current 4 week.</p>	

	<p>e) PC Stand at Parent Interviews</p>	<p>AH confirmed that there had been a good level of interest from the stand at the recent parent interviews. There had been around 20 notes of interest in the PC, some to be added as a helper and others as possible PC members. AH contacted all in the middle of October and shared some further information around the work of the PC with them. As a result, we have 3 observers at tonight’s meeting, with a further one possible new member having to give apologies and plans to join Feb 2023 meeting. A few of the new helpers already signed up to help at the Christmas Fair.</p> <p>AH proposed that we have a stand at the first parents’ interviews of every school year to promote the work of the PC and upcoming events.</p>	
<p>4.</p>	<p>CHAIRPERSON’S REPORT</p>	<p><u>Events Calendar for school term 2022/23</u></p> <p>a. Halloween Disco – AH confirmed that the Halloween Discos had been a success and hopefully all the children enjoyed the event. The cost of the disco to the PC was £376.60 (invoice for let still to be received and paid). AH thanked the PC members who led on the event and everyone who helped. The entry and leaving points for events was discussed as there were concerns about how quickly children got into the discos. The provision of snow cones was discussed and it was agreed that this is not needed at discos. The PC agreed to review how to bring the children in to the events and when to give out snacks. CH asked if paper tickets are required as it caused concern with some children if they had misplaced/forgotten their ticket. Again, the PC to review the need for these.</p> <p>b. Christmas Fair – AH confirmed that organisation was well underway and thanked everyone for their help so far. We don’t have many helpers to set-up on the Friday night so it will be all “hands-on deck” to get everything done. We have a good number of helpers for the event itself on the Saturday. AH will circulate the allocation of tasks to all asap. We are still looking for a face painter for the</p>	<p>All PC</p>

		<p>children’s area. AH has contacted a number of local face painters who were already booked but one has put out a request on a local face painting Facebook page to see if anyone would be free to support the event. The same person also confirmed that the expectation from most face painters would be to get paid for the event and the PC take any income. There was a discussed as to whether we should we put out a call on Facebook re this and it was agreed that GS would contact the face painter that we have used in the past.</p> <p>The school have also been donated 2 tickets for the PACE pantomime and we plan to include in the raffle.</p> <p>It was agreed that any leftover Chocolate Santas from the Christmas Fair will be given to school.</p> <p>c. P1-4 and P5-7 Events – Scheduled for Friday 3rd Feb and Friday 3rd March. LB and JS previously offered to lead on the p1-4 Movie Night. We need a lead and theme for the P5-7 event. AH proposed that we have a short meeting to discuss both events in December in order that communications can be prepared for the events and organisation underway.</p> <p>d. Family Fun Event – GS/CM/LT leading on this event and previously agreed that it would be good to have a meeting early in 2023 to plan for this.</p> <p>e. Nursery event – AH asked AC if anything had been proposed around the PC supporting a nursery of event. CH to add to agenda for next staff meeting.</p> <p><u>Sponsorship of PC events</u> To action in New Year.</p> <p><u>Gifting from PC</u></p>	<p>GS</p> <p>AH</p> <p>AH</p> <p>AC</p> <p>All PC</p> <p>All PC</p>
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

		<p>To action in New Year.</p> <p><u>Parental Engagement</u> AH confirmed that she has started on the draft newsletter but the Christmas Fair organisation has taken priority over this. AH plans to get a newsletter out in the New Year.</p> <p><u>Renfrewshire Council PC Chairs Meeting</u> AH confirmed that she has been invited to the PC Chairs meeting on 29th November – this will be via Teams. No agenda has been circulated yet.</p>	<p>AH</p>																										
5.	TREASURER'S REPORT	<p>AH gave a summary of the financial activity since the last meeting.</p> <table> <tr> <td>Balance c/f as at 13th September 2022</td> <td style="text-align: right;">£4,766.25</td> </tr> <tr> <td>Profit in Period</td> <td></td> </tr> <tr> <td>Nil</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Total Profit in Period</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Other Income in Period</td> <td></td> </tr> <tr> <td>P7 Hoodies – payment from school (x2)</td> <td style="text-align: right;">£33.90</td> </tr> <tr> <td>Christmas Fair Stall Holder Fees (x11)</td> <td style="text-align: right;">£220.00</td> </tr> <tr> <td>Total Other Income in Period</td> <td style="text-align: right;">£253.90</td> </tr> <tr> <td>Paid to School in Period</td> <td></td> </tr> <tr> <td>Nil</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Total Paid to School in Period</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Investment and Other Spend</td> <td></td> </tr> <tr> <td>Halloween Disco Expenses</td> <td style="text-align: right;">£376.60</td> </tr> </table>	Balance c/f as at 13th September 2022	£4,766.25	Profit in Period		Nil	£0.00	Total Profit in Period	£0.00	Other Income in Period		P7 Hoodies – payment from school (x2)	£33.90	Christmas Fair Stall Holder Fees (x11)	£220.00	Total Other Income in Period	£253.90	Paid to School in Period		Nil	£0.00	Total Paid to School in Period	£0.00	Investment and Other Spend		Halloween Disco Expenses	£376.60	
Balance c/f as at 13th September 2022	£4,766.25																												
Profit in Period																													
Nil	£0.00																												
Total Profit in Period	£0.00																												
Other Income in Period																													
P7 Hoodies – payment from school (x2)	£33.90																												
Christmas Fair Stall Holder Fees (x11)	£220.00																												
Total Other Income in Period	£253.90																												
Paid to School in Period																													
Nil	£0.00																												
Total Paid to School in Period	£0.00																												
Investment and Other Spend																													
Halloween Disco Expenses	£376.60																												

		<p>Christmas Fair Expenses £396.50</p> <p>Total Investment and Other Spend £773.10</p> <p>Closing Balance as at 15th November 2022 <u>£4,247.05</u></p> <p>AH confirmed that she is meeting with LT on Friday to commence the handover of the Treasurer role.</p>	
6.	HEAD TEACHER'S REPORT	<p>AC gave Head Teacher's Report:</p> <p>Current school role – 409 Current ELCC role – 50</p> <p>Staffing Within the school all staffing levels are appropriate. Supply cover has been brought in to cover staff absence. ELCC staffing is within ratios. Miss Smith has started her maternity leave and recruitment is underway for her replacement. Miss Manson is due to return from her maternity leave in January 2023.</p> <p>Parent Interviews These have taken place with attendance at 90%. This is slightly lower than the telephone calls last year.</p> <p>Community Involvement With COVID restrictions lifted classes have been getting out into the community. Several classes have visited Hunterhill Care Home, Kingsley Care Home and The Veteran Centre. P7 attended a Remembrance Service at the Veteran Centre.</p>	

		<p>Skoobmobile has been visiting for every stage.</p> <p>Flu Immunisation This has taken place and the school was complimented on the efficient organisation and behaviour of the children.</p> <p>School Improvement Plan Update</p> <p>Priority 1 – Raising attainment in literacy</p> <ul style="list-style-type: none"> • All classes have begun to implement Talk for Writing. • All staff were trained at the August in-service day. • Almost all teachers are reporting increased engagement and enthusiasm for writing. Many of the children are already showing improvements. <p>Priority 2 – Enhance Parental engagement</p> <ul style="list-style-type: none"> • Heartstart training was offered today. Further events are planned. • Parent Interviews • Family/community bookbug <p>Priority 3 – Promote positive health and wellbeing –</p> <ul style="list-style-type: none"> • Work is being undertaken on a child and parent friendly version of the relationship policy. • The Rookie Minds Counsellor is in place and working with children. • The expectations of Ready, Respectful and Safe are being used across the school and reinforced at assemblies. • Teaching staff received input for our Educational Psychologist on the October in-service day on nurture and attachment principles. • Outdoor hub is in use and the children talk positively about their learning experiences. • The creation of calming nurturing spaces are being utilised to support individuals who require support to regulate their emotions. Recruitment is 	
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		<p>ongoing for our second keyworker. The first keyworker is in place and building relationships with children.</p> <p>Priority 4- Developing skills for life and work through STEM and digital literacy</p> <ul style="list-style-type: none"> • STEM bags are being sent home. • Young STEM leaders in place. • Google Chromebook roadshow – visit to deliver training to teaching staff. • Implementing new digital literacy planners. • P7 pupils presented at ‘Transforming our Future’ Conference for the Royal Society. • Applying for funding for future projects. <p>AH asked about AC Summer Reading Challenge but as yet no winner has been announced. We won Beat The Street and received £300 of Decathlon vouchers.</p>	
7.	<p>AOCB</p> <p>a) P7 Hoodies</p>	<p>AH confirmed that it had been agreed earlier this year that the school would organise and manage the ordering of the P7 hoodies. School looking to start process soon. YK to send details of supplier to DR.</p>	YK/DR
	<p>b) Upcoming School Strikes</p>	<p>Any info to share with PC at this time? School has no more information than has been published publicly.</p>	
	<p>c) Extra Shoes for Pitch Days</p>	<p>GS asked about the requirement to bring extra shoes for the pitch (children already have school shoes and gym shoes) and the messaging that children would not be allowed on the pitch without additional shoes. AC/DR/CH confirmed that children are not banned from pitch if they don’t have suitable footwear for it. The request for additional shoes was to protect children’s school shoes from being ruined on the pitch. AC to reinforce the message that children don’t have to bring extra shoes.</p>	AC

	d) Cloakrooms	AH asked about the use of the cloakrooms as parents have asked PC members about them. PC members mentioned that children's jackets are being damaged on the back of chairs or being covered in paint. AC confirmed that only P1 and P2 use them. There is no plan to return to using them as they become congested and due to a H&S issue there are no pegs in some of the cloakrooms.	
	e) Nursery wish list	CH advised that she has a small wish list for the nursery. AH requested that she send the PC details of the items requested along with costs and the PC will review.	CH/AH
8.	DATE OF NEXT MEETING	Tuesday 21 st February 2023	