

**Todholm Parent Council Meeting
Tuesday 29th August 2023, 7.15pm
Todholm Primary School**

PC Members Present:

Chair: Andrea Harkin (AH)

Vice-Chair: Yvonne Kerr (YK)

Secretary: Sarah Steven (SS) (Minutes)

Treasurer: Lindsay Thornhill (LT)

PC Members: Wendy Morrison (WM), Charlene Casey (CC), Claire Mullen (CM), Jennifer Glen (JG) and Natalie Russell (NR)

Staff Members Present:

Aileen Cochrane (AC), Claire Hall (CH) and Laura McAllister (LM)

Apologies:

PC: Lynne Bryson (LB), Marta Lopez (ML) and Jan Strathearn (JS)

Parent Observer:

Alison Gray (AG) and Eric Hathaway (EH).

No.	Agenda Item	Meeting Notes and Actions	Actioned By Whom
1.	WELCOME	AH opened the meeting by welcoming those present and tendering apologies from those received.	

2.	MINUTES OF PREVIOUS MEETING	Minutes of the PC meeting held on 23 rd May 2023 were approved as an accurate record of the meeting. Approved by CM and seconded by WM.	
3.	MATTERS ARISING • Parking	AH asked AC if there was any update regarding the parking issues, discussions with Fiona Muir and the proposed Traffic Regulation Orders (TRO). AC confirmed that there had been no further discussions, but the school were in the process of putting Junior Road Safety Officers (JRSO) in place. AC to update at next meeting. It was agreed by all that there was not much more the PC could influence in terms of parking at the school but agreed to leave this on the agenda for the school to update on this issue.	AC
	• PVG	AH asked AC if there had been any further discussion with Julie Colquhoun regarding the requirement to have PVG for PC members. AC confirmed that there was no update at present, and she was still awaiting correspondence regarding this.	AC
	• Child Protection Policy	AH asked CM if any progress had been made with the planned Child Protection policy. CM reported that JS has produced a draft policy, and it is hoped to be ready to circulate around PC members soon and views will then be discussed.	JS/CM
	• School Lunches	AH asked AC whether there was any new information regarding the lunches and any recent feedback from the Amey Area Manager. AC reported that there were some new kitchen staff and new menus were rolled out in May. There had been no apparent issues highlighted at present but any issues arising would be taken directly to Amey by AC.	
4.	CHAIRPERSON'S REPORT	AH presented the Chair's Report: a. PC Events 2022/2023	

		<p>i. Family Fun Event – Event went well but was a lot of work in terms of preparation and on the day. A healthy profit of £2,503.18 was however made.</p> <p>ii. Summer Disco – This was another free event to the school children. The total cost of the event was £290.39.</p> <p>b. PC Events/Calendar 2023/2024 This has been agreed with AC and will be shared in due course. AH noted a change in the date of the P5-7 event by one week to avoid a clash with World Book Day on 7th March 2024 (event now 14th March 2024).</p> <p>AH asked PC members their thoughts on continuing to fund the 2 discos or if there were any other ideas in this regard. It was agreed that the 2 discos would be funding for this school year.</p> <p>AH plans to meet with the PC members to identify leads for each of the events.</p> <p>c. PC Tasks 2023/2024 AH has drafted a list of the additional tasks that are undertaken by PC and will be looking to identify named leads for each of these.</p> <p>d. Nursery Event/Contribution from PC AH confirmed that the PC had paid for ice creams for all nursery children at their end of year party.</p> <p>e. Sponsorship of PC Events No progress with this and AH proposed to pick this up as part of the PC tasks discussions.</p>	<p>All</p> <p>All</p> <p>AH</p>
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		<p>f. Gifting from PC AH asked all members if they were happy to support the gifting of vouchers from the PC prior to holidays (October break, Christmas, Easter, Summer Holidays). This was agreed.</p> <p>g. Parental Engagement</p> <p>i. P1 Inductions – AH put together a PC pack for the PC Inductions at the end of the last term and PC members that were attending the inductions as parents supported discussions around the PC.</p> <p>ii. Newsletter – YK has offered to draft up the PC newsletter and this will be circulated in due course for comment.</p> <p>h. RC Parent Council Chairs Meetings No date in diary for next meeting. AH to keep the members informed.</p> <p>i. Connect Communications AH will continue to share newsletters from the Connect Group.</p> <p>j. School Wish List 2022/2023 The last 2 requests on the wish list for 2022/2023 were approved at the end of last term and paid over to the school on 28th August 2023 – playground markings £5000 and class libraries £1500.</p> <p>k. School Wish List 2023/2024 AC to consider. Further fundraising will be required before we are able to invest in any significant items.</p>	<p>YK</p> <p>AH</p> <p>AH</p> <p>AC</p>
5.	TREASURER'S REPORT	<p>AH gave a summary of the financial activity since the last meeting.</p> <p>Balance c/f as at 23rd May 2023 £6,065.81</p>	

		Profit in Period	
		P5-7 Task Master	£298.51
		Family Fun Event	£2,503.18
		Total Profit in Period	£2,801.69
		Other Income in Period	
		Nil	£0.00
		Total Other Income in Period	£0.00
		Paid to School in Period	
		Nursery Gift (Ice Creams)	£56.00
		Playground Markings	£5,000.00
		Class Libraries	£1,500.00
		Total Paid to School in Period	£6,556.00
		Investment and Other Spend	
		P7 Leavers Gift	£346.92
		P1 Gym Bags	£250.00
		Gift Vouchers x 2	£100.00
		PC member flowers	£40.00
		School talent show prizes and sweets	£84.00
		Summer disco costs	£290.39
		Total Investment and Other Spend	£1,111.31
		Closing Balance as at 28th August 2023	£1,939.87
		AH highlighted:	

		<ul style="list-style-type: none"> AH has still to formally hand over the Treasurer role to LT – aim to do this in the coming months. 	AH/LT
6.	HEAD TEACHER'S REPORT	<p>AC presented the HT report:</p> <p>School role – 391 + 56 children in the ELCC (not all have started yet).</p> <p><u>Staffing update</u> Miss Struthers remains as Acting Principal Teacher temporarily while Mrs L. Scarff-McInnes is on secondment.</p> <p>Interviews took place today, 29th August for a new Principal Teacher.</p> <p>While recruitment checks are being undertaken, Mrs Amanda Scarff-McInnes will take on the role of Acting Principal Teacher.</p> <p>There is one newly qualified teacher, Miss Mabbett and Miss McCusker has also joined the teaching staff.</p> <p>The counsellor from Rookie Minds who is on school every Tuesday to support the mental and emotional wellbeing of the children (PEF funded). The counsellor is new this year (Bernie).</p> <p><u>Annual Calendar</u> This is in progress and should be out by the beginning of September.</p> <p><u>Parental Engagement</u> Mrs McAllister will survey parents around how the school can support them to be involved in the school.</p>	<p>AC</p> <p>LM</p>

		<p><u>Curriculum Workshops/Meet the Teacher</u> All parents will be given the opportunity to visit their child’s class next week to meet the teacher and videos/info will be posted online to share the learning that will be taking place at each stage.</p> <p><u>School Improvement Plan</u></p> <ol style="list-style-type: none"> 1. Raise attainment in Literacy with a priority focus on Writing. 2. To improve our children's health, wellbeing and attainment through an inclusive approach. 3. To improve attainment through high quality assessment. <p><u>ELCC Improvement Plan</u></p> <ol style="list-style-type: none"> 1. To introduce the Talk for Writing programme to the ELCC. 2. To continue to develop intergenerational relationships within the local community. 3. To review learning profiles and how learning is recorded in the ELCC. <p><u>Amey</u> As part of the life cycle programme the main corridors and dining hall were painted during the summer break. The playground and walkways were also resurfaced.</p> <p><u>Wish List</u> AC thanked the PC for the money that was given to the school and ELCC. This will be used to allow staff to upgrade their libraries and for new playground markings to be put on the playground.</p>	
7.	<p>AOCB</p> <p>a) School Photos</p>	<p>School photos will take place Wed 6th September – Friday 8th September 2023. Nursery photos to take place later in session.</p>	

	<p>b) Strike Action</p> <p>(c) School day</p> <p>(d) P7 Hoodies</p>	<p>AH asked YK to give an update in terms of communications with the photographer. Photographer has sent a couple of background options for photos this year. There is also an option for a more traditional class photo to be taken in place of the current panoramic version on offer.</p> <p>There was discussion around the 'wider parent forum survey' relating to photographs. Survey to be conducted after photographs taken as deadline too tight this year. Responses will shape options for next year.</p> <p>AH asked AC if any decision had been made with respect to the pending strike action by support staff on 13th-14th September. AC confirmed there was no information as yet. Amey staff are not affected e.g. janitorial, cleaning and support staff. GMB and Unison members affected e.g. classroom assistants and office staff. AC awaiting guidance from RC re this.</p> <p>Confirmation that school day is a 9am start with no soft start as per during covid.</p> <p>P7 hoodies – confirmed that this will continue to be dealt with by the school.</p>	<p>AC</p> <p>AC</p>
8.	DATE OF NEXT MEETING	Tuesday 21 st November 2023	