



Wallace Primary School Parent Council

Minutes of meeting held Thursday, 1st September 2022

Present:-

Headteacher	Susan Dalrymple (SD)
Deputy Headteacher	Lynne Docherty (LD)
Chairperson	Charlotte Boyle (CB)
Vice Chairperson	Lorissa Kennedy (LK)
Treasurer	Claire Bunting (CXB)
Assistant Treasurer	Marjorie Wilson (MW)
Secretary	Antonia Aitken (AA)
Council Members	Emma Rankin (ER)
	Louise Moore (LM)
	Iain Stephenson (IS)
	Linda MacMillan (LMac) (representing Elderslie Community Council)

Apologies:-

Deputy Headteacher	Diana Brooker
Council Members	Claire Devine
	Gemma Hill

Item of business	Action
<p><u>Headteacher's Report</u></p> <ol style="list-style-type: none"> 1. SD confirmed that there had been a positive start to the year and a return to normality without restrictions (including group assemblies). This year will see a return to planned events, trips and activities. 2. Pupil Voice is a new initiative within the school, where pupils from across the year groups (working in their school houses) can share wider achievements. 3. The "Meet the Teacher" event is due to take place on Monday, 5th September 2022. This is the first time in 3 years this has been able to take place within the classroom setting. The presentation is to be issued in advance so that parents can attend the class and discuss matters in a more informal setting and ask any questions arising from the presentation. 4. The P7 residential trip has been booked. This is to take place at Newtonmore (Cairngorm Adventures). There was no availability at Loch Inch or Lockerbie for preferred dates and this option offered competitive pricing. There will also be financial assistance available in meeting the cost of the trip (in particular the charity Lisa's Gift was mentioned). 	

<p>5. Staffing – Miss Martin has joined P2 as a newly qualified teacher, there is also a new ASN assistant Louise Armstrong. Recruitment underway to replace Mrs Jackson in the classroom assistant post.</p> <p>6. The Standards & Quality Report (copies provided) is being finalised and will be circulated in due course.</p> <p>7. School Improvement Plan – this can be discussed in full detail or focus on particular aspects in due course. Once approved by the local authority this will be published, but to summarise:-</p> <ul style="list-style-type: none"> i. Health & wellbeing – different approaches are being taken to support the children. A survey has been utilised to measure the children’s mental health and identify any issues and how they’re feeling. This is being followed up with one-to-one with the teacher. P1-3 completed the survey with assistance of teacher, P4-7 did this independently. The Renfrewshire Nurturing Relationships Approach (RNRA) is also being used and many staff have been trained in Circle of Friends. ii. Teaching & learning – Talk for Writing program being used. PEF money is being utilised to close the poverty-related attainment gap. iii. Outdoor learning – forest schools to be utilised and new outdoor learning hub is being rolled out. The hub is well-resourced and well-organised. iv. Assessment & moderation – will be working with 4 other schools to moderate new approach of Talk for Writing so that there is a shared standard. Comparison will be carried out with other schools to ensure there is a consistency of approach. 	
<p><u>Treasurer’s Update</u> Current balance is £4,292.27.</p> <p>Still to be withdrawn is approx. £1,300 contribution towards the deficit in the grant for the outdoor learning hub.</p> <p>Have already paid for the ties for P1s and P7s, balloons, pens, etc.</p> <p>Upcoming events such as Halloween Disco will increase funds.</p> <p>School lottery still remains in place, although it is run through the Gmail account (which do not currently have access to). Would be good to promote this further to increase revenue.</p>	<p><i>CB to obtain password for Gmail from Margaret; CBX/CB/SD to check whether the</i></p>

	<i>gambling licence is up to date with Council or whether it requires renewed.</i>
<p><u>Trim Trail</u> Work is planned for September holiday weekend. More membrane may be required, so costing for membrane and edging to be carried out. Thereafter bark can be delivered.</p>	
<p><u>Interaction with other bodies</u> LK discussed potential for building connections with other Parent Councils in the area, given this is a newly formed Council. They may have ideas for boosting funds/hosting events/etc.</p>	
<p><u>Social Media</u> Facebook page was previously run by Claire Graham. She has mentioned she is willing to assist as an admin but it may be beneficial for a new page to be started so that it can be relaunched/rebranded for new Council. Facebook helpful for resharing information from SeeSaw. The Connect website may be a useful reference point for what can/can't be posted. Explore Instagram use, given it is a popular platform. What's App Group to be set up for Council members (parents only).</p>	<p><i>LK/AA to liaise re Facebook & Instagram</i></p> <p><i>AA to set up</i></p>
<p><u>Grants</u> Anne Marie Balfour has previously been of assistance in identifying and securing grants/funding that may be available. She may be able to continue offering guidance.</p>	<i>CB to liaise</i>
<p><u>Structure of Council</u> Given this is a newly formed Council, a decision can be taken in due course over whether subcommittees are required.</p>	
<p><u>Halloween Disco</u> To take place on Wednesday 26th/Thursday 27th October 2022 – date TBC once SD has liaised with DJ. DJ has been identified. Again will be split P1-3, P4-7 (children who cross due to composite classes can decide which to attend). Cost will be £2. Payment hybrid of ParentPay or cash on night. Permission slip – if this could be circulated ahead and then suggest upload to SeeSaw for easy access in event of emergency. Risk assessment has previously been prepared – check and update if required. Snacks – allergies should be borne in mind. Set snack time.</p>	<p><i>SD to confirm date once DJ availability known. Thereafter CXB to book with Council.</i></p> <p><i>SD/CB to review</i></p> <p><i>LD to organise order and liaise with LK who has Tesco discount.</i></p>

<p>Flyer to be produced & distributed (once date known).</p> <p>Check what (if any) decorations there are in storage. Thereafter decorations and balloon arch can be organised.</p>	
<p><u>Christmas Fayre</u> Date identified as Saturday, 3rd December 2022, 10am – 12pm.</p> <p>Consideration requires to be given to the set up and whether the kitchen will also require to be let (with staff members) in the event hot food is to be available. Teas & coffees can be available in the lunch hall.</p> <p>Can request donations (chocolates, books, bottles, etc.) for raffles/stalls.</p> <p>Games within the classrooms – could enlist help of P7s.</p> <p>Crafts – make own reindeer food.</p> <p>Santa/Mrs Claus – discussion surrounding difficulty in identifying a suitable Santa (who does in fact resemble Santa). Suggestion of having a Mrs Claus as this may prevent questions from children about seeing various Santas over the festive period, may be less intimidating for some children and allows a different option to be explored.</p> <p>Facepainting – Faces by Zoe (previously used by Community Council).</p> <p>Stalls – previously requested £20 + donation for raffle.</p> <p>LMac confirmed Community Council (holding their own Fayre last Saturday in November to coincide with light switch-on) may be able to assist in lending some decorations.</p>	<p><i>CXB to book with Council</i></p> <p><i>LM to contact re availability/terms.</i></p>
<p><u>Christmas Presents</u> Presents to be given to children in nursery and P1-3. This is approx. 200 children. Previously this has been a board game, a craft kit, book, stationery, etc. Consideration to be given to obtaining these, potential discount for bulk buying.</p> <p>Selection boxes to be provided for children in P4-7.</p> <p>All will require to be wrapped – so volunteers will be needed.</p>	

Next meeting:-

Tuesday 4th October 2022 – 3.15pm. Childcare included. Focused on events/fundraising.