

# **Woodlands Parent Council Meeting Minutes 11/06/2024**

## **Present**

Mrs Berry (Head Teacher), Laura Syme (Chairperson), Hollie Hampsay (Treasurer), Lorraine Brown (Secretary), Yvonne McAlister (Vice Secretary) and Pamela Lingard.

## **Apologies**

Lorraine Poole (Vice Chairperson) and Karen Tweedy<sup>[PDI]</sup>

## **Item 1: Headteacher's report:**

- Classes should be finalised for the 24/25 school year today. 58 primary 7s are leaving and 17 new primary 1s starting bringing the overall school population to approx 200.
  - There will be a total of 9 classes. This is standard across the authority, 2024/25 intake is smaller.
  - Due to this, sadly Woodlands primary will be saying goodbye to three temporary staff members, Mr Craig, Mrs Hammond and Mrs Aitken.
  - Bump up days will happen next week allowing pupils to meet their new teachers. The incoming primary one pupils attended a Teddy Bear's picnic last week, allowing them to meet their teachers, support staff and see their new school.
- School improvement priorities for next year supported by school PEF will include:
  - High quality teaching and education through staff training and coaching opportunities.
  - Raising overall attainment, alongside this will be a focused approach on attainment gaps as a consequence of poverty.
  - In keeping with this, robust strategies and support will be given to children who are disengaged, dysregulated and having a hard time staying in class. This will help all children by making the classrooms calmer and therefore better environments to learn. It will reduce overall stress.
  - This will require recruiting key workers, and recruitment process is underway but may span over the summer too.
- Trip prices have exponentially increased, primarily due to bus/coach costs.
  - Lochgoilhead is becoming unattainable as a result of this. While the accommodation and experience prices haven't changed much, the transport costs make it incredibly difficult for families.
  - Staff have begun to look at alternative venues, including closer to home, ie there is one in Largs. Considering parental and general volunteers should a closer location be found to assist with transport, drastically reducing cost and making the residential p6 trips more accessible to every child who wishes to go.
  - Another suggestion is using their young Scot cards to make some of the journey leaving less distance and thus less overall cost.
  - The same issue was apparent in the whole school trip to Finlaystone Park, a vast majority of the price was for the buses.

- M&M attended the school and performed the Hobbit. It was thoroughly enjoyed by the pupils.
  - The same theater company will attend for Christmas at the school instead of going to the theater, again to circumvent bus pricing.
  - Future planning for summer activities including other things for the children eg the rock wall, silent Discos.
- Parent council email address is still not accessible. Investigations are ongoing to recover log on details but until then a Gmail account is being used. It is important to have an official Parent Council email in order to access Connect virtual meetings and to ensure steady and safe handover as and when needed. It is out of the Parent Council's control at this point.
- Connect membership will no longer be paid for by the council. It is now up to the Parent Council. The cost is £154 per year, and this does provide insurance for events as well as information and training sessions. Kevin believes there is an administration fee section added to school funding around Parent Councils and so, Woodlands will pay around £50 towards this as a result.
  - – Update -26/06/24 – the school has paid for this total cost

### **Item 2: Treasurer report:**

- Bank requires minutes from the meeting where Hollie Hampsay was appointed as secretary and authorised to be added to the Parent Council bank account for verification purposes. Mrs Berry will also write a letter to further assist in this.
- Hollie Hampsay will write a cheque for £500 for the school for the primary 7 leavers donation.
  - By doing this, it also ensures Hollie's name will go through on the cheque and hopefully expedite process with the bank.
- In addition to the £500 donation the Parent Council have organised and are paying for the Primary 7's leavers t-shirts for signing. Expected cost is higher than previous years, due to the larger number of leavers this year.

### **Item 3: School Let protocol clarification:**

- **Update:** Parent Council **do not** have to submit a let request for any meetings held within the school day. There will be **no fee** during these hours.
  - Let request is **needed** between 3&6pm, this again has **no fee**.
  - Let request is **needed** beyond 6pm and at this point there **is a fee** of £12.50.

### **Item 4: Visit from Engage:**

- Lorraine Brown will organise for Engage to attend a future parent council meeting to advise and assist to ensure the PC are providing the best possible opportunities for the children and entire school community.

### **Item 5: Discos:**

- Not enough time to organise a summer disco.
- Plan to have a disco early in the new school year. Likely late August/early September to allow the new primary ones to settle in first.

## **PVGs**

- Still awaiting PVGs for parent council meetings.
  - All personal information to be emailed to Mrs Berry pertaining to this. Mrs Berry will ensure these get to Kevin who will be in the school over the summer.

## **Item 6: Events:**

### **Primary 7 Prom:**

- Parents had been told from the initial announcement prom would be from 5-7pm via Seesaw messages. However, a message went out this week stating the start time was 5:30pm, causing some issues for the children who had booked limos.
  - Mrs Berry has kindly suggested we stick to 5pm and for the half hour difference, it can be turned into a welcome reception. Allowing the children to gather, have some juice and get photos on the red carpet before the actual prom starts at 5:30pm.
  - Parental upset over not having a piper. Previous pipers were organised by Woodlands due to staff members leaving in consecutive years and not to pipe the children out. It was misunderstood that this was important to the children and families.
  - Pipers will be sourced going forward.
  - School will pay for the piper organised by the current P7 parents from the Parent Council donation.
- Parent helpers welcomed to decorate hall after the leavers assembly, ready for prom that evening.
- Each year the school will continue to ask the primary 7 children if they would like a prom, festival or a trip to somewhere like Gravity using a voting system. The majority will be what goes ahead.

### **Possibility of summer fundraising:**

- Laura Syme is hoping to fundraiser over summer but needed points clarified.
  - Mrs Berry confirmed that let requests could go in over the summer holidays and be approved to ensure both planning of events and carrying out.
  - There will be work going on in the pitches over the summer and this is why clubs are being held at Linwood High School this summer. It is a plan that can be used going forward.
  - Parent Council can meet and plan during agreed times/possible let due to holidays without use of outside space avoiding the workmen who will be in to decorate over the summer.

### **Future fundraising ideas:**

- Bingo night was previously suggested by Laura Syme, but there is not enough time remaining in this term to pull it together.
  - Suggestion to have one early in next school year.
  - Involved local business and small business for donations but also to attend creating a greater sense of local community.
  - Laura also suggested raffle ticket entry.

- Hamper baskets will be raffled off before the end of the school year, suggested by Hollie Hampsay.
  - P7 pupils will assist by selling raffle tickets in class and draw will happen at the leavers assembly on 26/06/24.
  - View to do more hampers through the new school year.
- Hollie also suggesting a slot at Tesco for fundraising which has a trend of pulling in decent funding across all establishments that use it.
  - Decision to go ahead with this was 100% and Hollie will let us know when she has a secure date.
  - Parent Council really do need more volunteers beyond the roled members to ensure this is successful.

### **Item 7: Other points of business:**

- Transparency within parent council has been flagged as an issue and well as more open lines of communication.
  - Due to the situation around the missing funds in autumn last year, morale among the council hasn't been what it once was.
  - Agreement that the new year brings a fresh start. More sharing of work load, open communication to ensure coverage of events around fundraising and attending things like connect sessions.

### **Sports Day**

- Due to the make up of the pitch, it was not of a safe enough standard after the rain to allow the children to race on. As a result parents could not attend. Mrs Berry has adapted plans for next year in line with this.
  - Next year instead of one sports day, it will be a health week. This will involve many things e.g. input at onx, all providing many opportunities for the children as well as attendance opportunities for families.

### **Transition**

- Mrs Berry has informed parent council that transition has been fine tuned. This includes
  - Ensuring all aids are available for children who require them will have them to hand in their new classes from day one.
  - Documents, procedures and policies have been designed and streamlined to make this process much smoother. These documents are accessible by those involved with individual children, ensuring solid communication and nothing being overlooked or missed.
  - Teachers are meeting after school specifically working on this process at the moment.
  - Time has been carved out for children on enhanced transition pathways to allow meeting new teacher in a more relaxed way, or having extra time with current teacher to speak through what is coming next, depending on the needs of the child.
  - Various tools will be deployed such as social stories, giving photographs or video tours to be accessed by the child via seesaw at any time and as often as needed. Wellbeing passports are being used and should help greatly.

### **Additional support needs, care and medical plans:**

- Support plans were not received all year by some parents and other parents who did get their child's support /medical plans were outdated, incomplete, or not filled in.
  - Mrs Berry attributes this to the new system and pathway transition.
  - Alongside this, triggering TAC meetings is difficult when needed.
  - New information is going out to parents around tac meetings and when they are needing. Further more parents will be given explanation within this on the different stages of intervention.
  - Mrs Berry will also look in to why minutes aren't sent out after parent meetings and tac meetings.
- Current rate of school population highlighted as having additional support needs is 68%
  - However, this does not translate to more resources for the school, this is not a Woodlands decision, this comes from local authority.
  - Parents concerned situation may worsen next year as staff are being lost, and the PEF does not stretch enough to secure more staff the way the school have done in previous years.
  - Parents will help by bringing this up with local authority through parent ambassadors meetings.
- **Medical:** concerns raised around the expectation on children to administer their own medication, especially around life saving medicines.
  - Mrs Berry says when parents and school fill in the health care plan there is a section to highlight child's independence around taking their medicine. Where possible and safe children who are highlighted as independent can, with supervision take their own medicine.
  - Staff do not have to administer medication to children. However, Mrs Berry stated no staff member has ever exercised this right staff do assist children who need it.

### **Next parent council meeting to be confirmed.**