

**Minutes of Bell's Brae Primary School Parent Council
Held in Bell's Brae Primary School
On Tuesday 2nd May 2017 at 6.00pm**

Present

Louise Sandison	Vice-Chair
Michael Tait	Parent Member
Jim Anderson	Parent Member
Emma Williamson	Parent Member

In Attendance

Jennifer Wadley	Head Teacher
Lynsey Spence	Probationer Teacher
Dawn Ratter	Clerk/Treasurer

1. Notice of Meeting and Apologies for Absence

The notice of the meeting was held as read. Apologies for absence were received from David Thomson, Kerri Redfern, Nicola Wagstaff, Lisa Turner and Frances Tait.

The Parent Members noted their sympathies to David and his family on the passing of his Grandmother.

Louise extended a welcome to Lynsey Spence who is a probationer teacher at the school this year.

2. Approval of the previous minutes (Tuesday 28th February 2017)

The minutes of the meeting were approved by Michael Tait and seconded by Jim Anderson.

3. Review of Matters Arising and Actions arising from previous minutes

Newsletter

David produced the newsletter and this was issued to the Parent Forum through a school bag drop. All Parent Members praised David for the work he put into this.

Parent Pay

There is a Parent Pay Project Board meeting tomorrow morning. Jennifer asked if anyone had any feedback to bring back to the meeting. She said from a clerical prospective it has greatly decreased the workload in the office. The class teachers are now logging attendances on SEEMIS so that has also reduced the workload in the office. A discussion was held on the increased debt relating to school meals since changing over to Parent Pay. David put out a reminder to parents to pay any outstanding school meal debts in the newsletter and on the facebook page.

P7 Dance

Jennifer said she is not sure if the dance will go ahead. They had to cancel this due to staffing difficulties and another date has not been set.

4. Treasurer's Report

There is a balance of £4,410.89 in the bank account. A grant of £303.20 was received in 2016/17 and there is an underspend of £5.09. Dawn will submit the grant

application for 2017/18. She noted that the SIC photocopying charges have increased and the Parent Council might want to think about how to reduce photocopying costs. A suggestion was made to display the minutes on a projector at the meetings to save making photocopies.

5. Staffing Update

Louise Birnie has been appointed to the Art Teacher post. She will officially take over at the end of May.

Amanda Morrison has now gone on maternity leave. The preferred candidate for the 0.5 vacancy is Nicola Wagstaff. Nicola is currently a Probationer so she can only start after the Summer. Leanne Hamilton is covering 0.1 of this post and Irene Smith is covering the remaining 2 days. Nicola will take on the job share with Leanne after the Summer. Leanne is due to go on maternity leave later in the year. Normally the job share partner would increase their hours to cover.

Margaret Birrell, who was covering Heather McIntosh's maternity has left. This has left a maternity cover vacancy until Christmas time. This post was advertised and appointed but the candidate withdrew their application. The post has been interviewed again and they now have a preferred candidate. P7 is currently being covered by Margaret Birrell and Marie Moar until the Summer. Hopefully the preferred candidate will take over after the Summer.

Gwen Malcolmson has been appointed to the 30 hour ASN Worker post. There is now a preferred candidate for the 6 hour ASN Worker post.

Jennifer informed the Parent Members that she cannot release the names of the preferred candidates until all the relevant employment checks have been carried out.

Priscilla Malcolm is retiring at Summer so this will create another vacancy.

Class teachers for next year will hopefully be released around the beginning of June when the probationer teachers have been allocated to the school.

The situation with supply is still not good. However, hopefully after the Summer this will improve. Jennifer said there will be probationer teachers on the supply list and Maggie Spence has recruited 18 people who are willing to go on the supply list and willing to come to Bell's Brae.

6. Pupil Equity Funding

The school have been awarded £48,000 per annum through the Pupil Equity Fund (PEF). They have drafted a School Improvement Plan and PEF Plan and have staff focus groups set up. They have to be very clear about the pupils they want to target and have to provide evidence to should the improved attainment for those pupils. The group have drafted 3 action plans:

- On Time and Ready to Learn – encourage pupils to get to school on time.
The plan for this is to improve punctuality to support learning. By reducing the number of pupils arriving late each day this will hopefully improve attainment.

- Supporting Pupils with English as a Second Language.
The plan would be to give these pupils the opportunity to come together and have conversations. They would have a dedicated space where they could build on their vocabulary and confidence. They would hopefully bring in parents every 6 weeks to meet with the group and hear about what the children have been doing. This would also provide an opportunity for the parents to enhance their conversational skills.
- Rich Experiences.
They are planning to run a Breakfast Club and Study Club. Jennifer said they are looking to employ a full time Learning Support Worker to run these.

Once implemented, they have to be able to provide evidence that these actions have raised attainment. They will need to measure the attainment of pupils in August and monitor throughout the year. They will need to do some assessments to gather the necessary information.

Some of the PEF funding will also be used to send one of the P1 teachers to the Northern Alliance Emergent Literacy Project in Aberdeen. Northern Alliance will provide funding for one senior manager and one of the P1 teachers to go.

Jennifer then spoke about the different priorities on the School Improvement Plan for next session:

Raising attainment in Literacy - A new literacy policy will be implemented in August. There will be new benchmarks to be used for assessment purposes. They will continue to work with the First Minister's Reading Challenge and participate in the Read, Write and Count programme. Bookbug are coming with extension packs for P4-7 to encourage pupils to take things home and work with their parents. Every P4-7 pupil will receive a pack. The aim for this is to promote parental involvement.

Raising attainment in Numeracy - Jennifer said they are going to be setting up a Numeracy Working Group. They will be looking at good practice, updating the current policy and becoming familiar with the new National benchmarks to help improve attainment.

Improve Health and Wellbeing- They are also looking at reviewing their outdoor programmes. There are 2 workings groups, one for the school grounds, to see what improvements can be made. The shelter that has been purchased with the Tesco Bags of Help funding will be going up. The other group will be looking to review and update lunch time and break time arrangements. To see if they can enhance this and give pupils more independence by making them more aware of the wellbeing indicators – SHANARRI (Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included).

7. Up Helly Aa

Jennifer said she would like the Parent Council to be aware of what the school do in relation to Up Helly Aa and how they are responding to queries regarding Up Helly Aa. On the day, both the Junior and Senior Jarl Squads visit the school in the afternoon. In the morning many classes from the school will walk down to watch the Jarl Squad as they march through the street. In the lead up to Up Helly Aa, some

classes will do work on the heritage of it. The subject of inequality to women is openly discussed in class and by pupils. The pupils will interview the Jarl prior to the day. The Junior Jarl Squad is not discussed in front of all the pupils but the committee will meet with the boys at a lunch time to discuss matters. The school closes 15 minutes early on the day but this is because the lunch break is reduced by 15 minutes in order to fit in the Jarl Squad visit. School contact time remains the same. This year the SMUHA Jarl Squad visited the school, which involves female members and Jennifer has asked for this to continue in future years, if possible. Jennifer said that the school becomes involved in Up Helly Aa because they have a festival, which is recognised around the world on their doorstep and the day is thoroughly enjoyed by all pupils. There is an amazing atmosphere in the school. They have never received any concerns from parents regarding the school's approach to Up Helly Aa. Some parents have indicated that they want their child to be involved. All Parent Members agreed that they are happy with the school's approach. This has been discussed and endorsed by the Parent Council.

8. Diamond Jubilee

This is the school's Diamond Jubilee year. When the link was being emptied for the ongoing works in the school, a box was found which said 'do not open until 2017' on it. Jennifer said they would need to try and organise something to celebrate the event. She said they had discussed the possibility of having a tea party outside but this would be weather dependent. Jennifer asked for anyone who had any ideas to let her know.

9. School Fundraising

Jennifer said they normally have a Coffee Morning in October but this didn't happen last year due to other things being on at the same time. They had the Coffee Morning at the end of March but this was a difficult time of year for staff and at the end of a 12-week school term. She said they were thinking to organise a 'Big Raffle' this year instead of having an event in the school. They will be looking to secure some big star prizes and will ask pupils to take raffle tickets home to sell. Jennifer suggested the Parent Council might like to organise a family night or something similar in the Spring term. All Parent Members happy to do this.

10. Next Social Event

The Parent Council agreed that the events for 2017/18 would be a Halloween Disco, a Christmas Disco and a Spring Family Night.

The Parent Council decided they would go ahead with the Christmas Cards again this year as a fundraiser. They received very positive feedback from this last year. Louise Birnie, Art Teacher, is happy to do pictures with the pupils during art again this year. Sarah will look into different companies and see what options are available but they will try and have the prints and order forms out to parents before the October holidays.

ACTION: Sarah

11. ICT Equipment

Through Facebook a parent, who has an interest in the ICT area, had contacted the Parent Council to discuss the ICT provision in the school David had passed this on

to Jennifer and Jerry Edwards, QIO. Jennifer had asked for volunteers to help with designing a new school website but she said this has now progressed dramatically in the last few weeks. The current website was developed through ICT on the Contribute system. This system is very cumbersome to use and edit and staff have no access to update the website from home. All schools have access to and use a system called Glow. This has a facility to set up a school website, the website would be able to be accessed and edited from home by all teachers. Jennifer let the Parent Members see the website and how it would work. All agreed the website looked great. Jennifer said that she hoped the new website would be able to provide parents with more regular updates. They are also looking into the possibility of parents subscribing to the website, where they will receive a notification when an update is made.

Jennifer said they have a computer suite in the school which comprises of 25 computers, 11 laptops and each class has 2 iPads.

12. Parking

This meeting has been set for Tuesday 30th May 2017. Louise will discuss with David and organise the invites. Michael asked what the aim of the meeting is, what are the Parent Council looking for. There were various options and conversations, for example, do the Parent Council want yellow lines installed to reduce the traffic flow or do they want parking increased which would inevitably increase traffic. Mark Boden approached the Parent Council asking what they wanted and the members put their request in writing. No actions have been completed. The biggest issue at the school is pick up time, parents start parking around the school from 2.30pm onwards. It was agreed that the Parent Council need to decide their stance before the meeting is held. Discussions were also held on how the meeting should be structured and what would be the best way of organising it. There were suggestions of breaking up into workshops and small groups with a panel of officials to answer questions. The panel could include representatives from the different Council departments and Councillors. The meeting is agreed for Tuesday 30th May but Parent Members do have concerns with how the meeting will go.

13. Correspondence

David has posted all correspondence on Facebook – careers conversations in a nut shell, qualifications network etc.

14. AOCB

Parent Council Bi-annual Meeting

David has circulated an email about the bi-annual meeting which is on the 17th May in the Brae High School from 7-9 pm. If anyone would like to attend, please let Louise know.

15. Date of Next Meeting

The date of the next meeting will be the AGM, followed by a meeting. This will be held on 19th September 2017 at 6pm.