

**Minutes of Bell's Brae Primary School Parent Council
Held in Bell's Brae Primary School
On Tuesday 19th September 2017 at 6.30pm**

Present

David Thomson	Chairperson
Louise Sandison	Vice Chair
Frances Tait	Parent Member
Sarah Moore	Parent Member
Kerri Redfern	Parent Member
Michael Tait	Parent Member
Emma Williamson	Parent Member
Leona Smedley	Parent Member
Katrina Nicolson	Parent Member

In Attendance

Jennifer Wadley	Head Teacher
Dawn Ratter	Clerk/Treasurer
Malcolm Bell	Councillor
John Fraser	Councillor
Beatrice Wishart	Councillor
Julia McGinlay	Depute Head Teacher
Cheryl Simpson	Depute Head Teacher

1. Notice of Meeting and Apologies for Absence

The notice of the meeting was held as read. Apologies for absence were received from Cecil Smith, Stephen Leask, Lisa Brown, Jim Anderson and Laura Thomson.

2. Approval of the previous minutes (Tuesday 2nd May 2017)

The minutes of the meeting were approved by Michael Tait and seconded by Emma Williamson.

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

Parent Pay

There is still a lot of debate about the future of Parent Pay at an Authority level. Jennifer advised that the credits have been keyed onto the system by school staff and that if any parent has not received a credit they should contact the school to make further enquiries. Jennifer said the system has absolutely reduced clerical time on school lunches. They have come across challenges every now and again with Parent Pay but this is to be expected with a pilot. Everyone was in agreement that a decision now needs to be made whether or not the system will be rolled out and implemented in all schools so that staff and parents know what they will be doing.

Jubilee Dance

The P7 pupils are organising the School Jubilee Dance. The funds raised will go towards the P7 School Trips. The Peter Wood Dance Band have very generously agreed to play without charge. A letter has gone out with information on the tickets etc.

Pupil Equity Funding (PEF)

The biggest challenge with the PEF funding has been trying to find staff to support the projects. The group for supporting pupils with English as a second language has been up and running since the start of term. Irene Smith has been appointed to a 6 month contract, 3 mornings a week to support this.

The Breakfast Club and Study Club are both reliant on a Learning Support Assistant being in post. Jennifer said they have appointed someone but they have not been released from their previous post yet.

School Fundraising

The raffle tickets are currently being printed by The Shetland Times. Each child will be allocated 10 tickets to sell but Jennifer stressed that there will be no pressure for parents to sell the tickets. Any unsold tickets can be returned to the school and any families that would like more to sell can contact the school for more. This has the potential to raise £3,000 for the school fund. Jennifer said they have secured some great prizes including 2 return flights with Loganair, a 32" TV, a £50 Mareel token and a meal for 2 at the Waterfront plus many more. The raffle will be drawn on Tuesday 12th December when some parents are in school for the P1 concert nativity performance.

School Website

Jennifer asked if Parent Members have all subscribed to the school website. Once you have subscribed you will get an email notification each time the website is updated. This is a good way to keep up to date with what is happening in the school. David will promote this on the Facebook page.

ACTION: David

4. Treasurer's Report

There is a balance of £5,008.56 in the bank account. Dawn has submitted the grant application to the SIC. A cheque for £20.10 has been received from Easy Fundraising. A discussion was held on promoting the Easy Fundraising scheme again, especially in the lead up to Christmas. David will promote this through the Facebook page.

ACTION: David

5. Staffing Update

Jennifer expressed her concerns with regards to staffing. She explained that there is a shortage of teachers and support staff on the supply list and it is becoming increasingly more difficult to find cover for classes. This is a Shetland wide problem and is an issue throughout Scotland at the moment. It is a real concern for the management team.

Jennifer said they are on their 6th recruitment for Learning Support Workers this term and currently have two vacancies, a 30 hour post and a 24.5 hour post.

Jennifer informed the Parent Council that they are not alone in this and all schools are facing these difficulties but she want to make the Parent Council aware of the situation and reassure them that they are doing everything they can to provide cover for classes. Jennifer said they held a staff meeting last week to let staff know the

current situation and to thank them all for their continued support and understanding. Jennifer said that Tavish Scott regularly comes and speaks to Head Teachers and he is aware of the situation and the Local Authority are also aware of the situation.

David thanked the Councillors for attending the meeting tonight and said that it is very reassuring for the Parent Council to know that the Councillors are aware of the current difficulties faced by schools.

The Parent Council noted thanks to Jennifer and her staff for all their hard work and commitment to keeping the school running as smoothly as possible.

6. Relationships, Sexual Health and Parenthood Policy

Julia McGinley, Depute Head Teacher – ASN and Cheryl Simpson, Depute Head Teacher – Primary 4-7 joined the meeting to show the Parent Council the updated draft policy on Relationships, Sexual Health and Parenthood. They have worked together with a working group to update the policy. Changes in society meant the old policy was outdated. The draft policy has been shared with the staff and they are now sharing it with the Parent Council as a stakeholder of the School. The policy is in place to ensure that all pupils receive Relationships, Sexual Health and Parenthood throughout the curriculum at an age and stage appropriate to them. This will allow the pupils to make informed choices, at the correct level. Julia and Cheryl explained that they have updated the policy to ensure it adhered to the government guidelines and the every growing world of technology. They showed some examples of the video clips pupils would see in class. In P1 the focus will be on keeping clean and hygiene and moving up to P3 where the focus will move to friendships – choosing partners, sharing compliments and how to learn to have happy healthy friendships. By the time pupils reach P4 the general feeling is that they are all accessing games online which may have a chat element so the focus here will be one internet safety. As they move up the school, they will continue to highlight the dangers of sharing personal information online. P6 will continue to develop this further and look into the pitfalls of sharing photos online. An internet safety day will be organised for the P7 pupils and they will lead an assembly on this to the other pupils in the school. Internet safety is a huge issue and children are accessing the internet at such a young age, it is very important to make them aware of the dangers.

Julia and Cheryl said they looked for a more up to date Sexual Health Programme but there was nothing else around to replace the current programme – Living and Growing. This is aimed at pupils in P4-7. Cheryl said that she would be writing to parents to let them know the content of this topic and give them the opportunity to view the videos before the pupils are shown in class. Julia explained that there would be a more sensory approach for pupils with ASN. There would be careful consultation with parents at this stage and individualised programmes would be designed to suit each pupil.

The policy will be shared on the website when it has been finalised and staff will be happy to discuss the programmes of study with parents at any time.

Cllr John Fraser thanked Cheryl and Julia for their fantastic presentation. He asked why this has not been done centrally from the School's Service and put forward to all schools. Jennifer explained that many years ago the local authority had a group of

staff that would look into things like this but local authority staff has been reduced as well. This was a priority for the school identified through their self-evaluation procedures which is why they have taken this forward at this time. The contents of the policy have been taken from a national level and adapted to suit the needs and requirements of the school. They have pulled together all the current resources under one framework and updated the policy. Jennifer emphasised that this is a draft policy and they would welcome comments back from the Parent Council by the end of term.

Jennifer said there is information on the parent section of the school website for parents to support their children with internet safety.

7. Vision, Values and Aims

The School's Vision, Values and Aims was last developed in 2009. Jennifer said they decided to consult with parents, staff and pupils with a view to update these. At the parent's evening in February they asked parents for feedback on the current Vision, Values and Aims. Following this a focus group was set up to look at the feedback received. The new Vision, Values and Aims (see attached) have been developed and a letter will be going out to parents shortly. Jennifer said they have slightly updated the wording on the logo. It originally said 'learn today, succeed tomorrow' but it now says 'we achieve, we are happy'. The logo was designed by a former pupil, Bo Anderson. Jennifer contacted him and asked if they could update the wording rather than change the logo, although that might happen in the future.

8. Next Social Event

The Halloween Party has been set for Thursday 2nd November in the school. The Parent Council will take this forward through the group chat.

9. Christmas Cards

The pupils have started designing their Christmas cards in Art. Sarah and Louise said the process will be a bit different this year. The company will arrange for the designs to be collected from the School on 5th October and the designs will be scanned into the system. Parents will be allocated log in details, where they can log onto the site and view their child's design and place an order online. The orders will be delivered back to the school for distribution.

10. Traffic and Parking – Stakeholder meeting

The Traffic and Parking Stakeholder meeting was put on hold last year due to the elections. David said we are now at a stage to re-introduce this subject and move forward with it. The plan is to hold a Stakeholder meeting to bring all groups involved together with the community and decide a way forward. Traffic and parking around the school has been a big issue for a number of years. Jennifer said they have sent constant reminders around about not parking in the staff carpark, not parking on the yellow lines outside the school but these are not enforced. The police have made visits to the school and move the traffic along but unless this is enforced the problem will continue. A suggestion to have a walking bus was put forward but Jennifer explained that they do not have staff available to lead this and it would be left to parent volunteers. If a parent is ill, who would the responsibility lie with to walk the pupils to school? The main 3 points to look at are Engineering, Enforcement and Education. What can be done to the layout, signage, lines on the road, how these

laws can be enforced and how we can educate users to abide by these rules and encourage pupils to walk to school. David will make enquiries with the main parties and see if they can come up with a suitable date in early November for the Stakeholder meeting. A suggested date is Wednesday 8th November 2017. Cllr Malcolm Bell asked the Parent Council to remember the neighbours when they are holding the meeting, if there are any engineering changes to be made these will have an impact on them.

ACTION: David

11. Correspondence

David has posted all correspondence on Facebook. Lerwick Community Council are holding a further Participatory Budget event (£100-£1,000 grants) for any projects with a 'winter theme'. Further details are available on the Lerwick Community Council Facebook page.

12. AOCB

Councillors

David thanked Malcolm, John and Beatrice for coming along to the meeting tonight. He said in the past the Lerwick Councillors had allocated themselves to one of the three Lerwick-based Parent Councils. This had practicalities but perhaps meant some Councillors were only familiar with secondary school issues. David asked if this approach was still the intention. Malcolm said it is his intention to come along to meeting when he can but it is not always possible. Beatrice agreed that she would attend when possible. Jennifer said they are welcome to come along the school at any time and meet with her or have a look around the school.

Staffing

A concern was raised regarding the £500k overspend within Children's Services and whether further budget impacts would be likely or whether class numbers could be affected. Jennifer said the Local Authority have an agreement with the Scottish Government which states that they cannot reduce teacher numbers at the moment.

13. Date of Next Meeting

The next meeting will be held on Monday 13th November 2017 at 6.30pm.

David thanked everyone for coming and for their continued involvement.