

**Minutes of Bell's Brae Primary School Parent Council  
Held in Bell's Brae Primary School  
On Monday 13<sup>th</sup> November 2017 at 6.00pm**

**Present**

David Thomson	Chairperson
Louise Sandison	Vice Chair
Frances Tait	Parent Member
Michael Tait	Parent Member
Emma Williamson	Parent Member
Leona Smedley	Parent Member
Jim Anderson	Parent Member
Kerri Redfern	Parent Member

**In Attendance**

Jennifer Wadley	Head 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 Lisa Brown, Sarah Moore, Scott Nicolson and Katrina Nicolson.

**2. Approval of the previous minutes (Tuesday 19<sup>th</sup> September 2017)**

The minutes of the meeting were approved by Emma Williamson and seconded by David Thomson.

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

Parent Pay

The local authority have made a decision to roll out Parent Pay to all primary schools. The roll out will be done gradually over the next year. They are also looking at using Parent Pay to pay for other activities e.g. School Trips. Jennifer said from a school point of view the system ran relatively smoothly. It was agreed David would put a reminder on the Parent Council Facebook page for people to keep up-to-date with payments.

Jubilee Dance

Jennifer said the Jubilee Dance was a lovely night. The dance was held in the gym hall and food was served in the canteen. This worked really well. The Peter Wood Dance Band very generously played with no charge.

PEF Funding

The breakfast club and study club are both up and running. Alanda Anderson has been appointed as the Learning Support Assistant to support these clubs. Jennifer said they have both been running really well. David will promote these on the Parent Council facebook page.

**ACTION: David**

Jennifer said they had 20 pupils arrive late one day last week. Letters were sent to all parents whose children were late more than 8 times last term. This will continue to be monitored over the next term and further letters will be sent after Christmas.

#### School Fundraising

Jennifer asked if David could put a post on the Facebook page to remind parents to return their raffle tickets and money to the school. Jennifer asked if a Parent Council representative would be willing to come along to the P1 concert and help to draw the raffle. Leona said she would be there so she could help.

#### School website

David promoted the school website on the Facebook page.

#### EasyFundraising

David promoted this on the Facebook page following the last meeting. He will re-post it again in the lead up to Christmas.

**ACTION: David**

#### **4. Treasurer's Report**

The balance in the bank account is £4,882.16.

#### **5. Staffing Update**

There is currently an ASN teacher vacancy in the ASN Department. This post has been previously advertised and is being re-advertised at the moment. Jennifer said they are looking for someone with experience of working with pupils with ASN.

Helen Mathieson has been recruited to the 30 hour Learning Support Worker post. This has left a 22.5 hour vacancy. The 24 hour Learning Support Worker post is being re-advertised as a 17.5 hour post as the remaining hours are being covered by other staff in the school.

There is a teacher vacancy in P4. Nicola Wagstaff has been appointed to a post at Happyhansel Primary School. This vacancy is being covered by Angela Smith alongside Marie Moar until Heather MacIntosh returns from maternity leave at the end of the month.

Jennifer said they have advertised twice for a playground supervisor. They were due to interview for the post today but one person pulled out last week and the other applicant didn't turn up for interview. This post is still vacant.

Jennifer said the situation with supply has not improved. It is extremely difficult to find cover for staff absences and to fill any vacant posts. She said this is a problem Scotland wide but particularly difficult in Shetland. There were days last week where there was no Music teacher and no PE teacher due to staff absences and no one available from the supply list to cover these classes. Jennifer said that Melvyn contacted 22 people from the supply list on Sunday and was still unable to cover all classes.

Jennifer said she has discussed the supply situation with Peter Haviland who is the new QIO responsible for the supply list. She has asked if they can look into the

possibility of an online system. The list is very out of date and staff who have been appointed temporary contracts are not removed from the list. The current list is not sustainable and is not providing the school with a list of available staff.

Jennifer said there has been a significant increase in Social Work involvement with the school. The school is the named person for all primary pupils. They are becoming more aware and more involved in various different circumstances. There is a police meeting every Tuesday which Lesley Simpson, QIO attends as the Children's Services representative. If there has been any incidents involving a pupil's family then information regarding this will come to the school and they may be asked to complete a form or provide some information regarding the pupils concerned.

As part of the Governance Review, John Swinney has just launched a consultation called the Head Teachers Charter which will put more responsibilities on Head Teachers. Jennifer said they have never been in a position with so many consultations.

Tavish Scott is coming into the School on Friday to meet with Jennifer and the staff and see the school. Jennifer said Tavish is on the Education Committee so he can hopefully feedback any concerns at a national level.

David asked what would happen if they are in a position where they can't find cover for a class. Jennifer said this would have to be covered within the school.

## **6. Next Social Event**

The next social event will be the Christmas Party which will take place on Wednesday 13<sup>th</sup> December 2017. The Parent Council will take this forward through the group chat.

**ACTION: Parent Council Members**

### Christmas Cards

The letters have been issued to parents with an order deadline of Tuesday 14<sup>th</sup> November 2017. The orders should come back in class packs and be distributed through the school by Monday 27<sup>th</sup> November.

## **7. Traffic and Parking Stakeholder Meeting**

The Traffic Stakeholder meeting was held on Wednesday night. At the end of the meeting a list of actions were agreed. Everyone thought the meeting went well and agreed that the consensus was that everyone wanted to contribute and help to improve the situation. All options discussed will have to go through the Capital Programme's gateway process before any funding can be allocated. Jennifer said that hearing they were already considering speed bumps along Gilbertson Road was good news.

The Parent Council are keen to move forward with their Road Safety Initiative. David has started the process to apply for funding through the Tesco Bags for Life scheme. Some of the ideas for the Road Safety Initiative were having a poster week, where pupils design posters to be displayed, walk to school week, parking week, reflectors week etc. Jennifer said they could launch a theme at assemblies each week.

David will co-ordinate this and circulate an edited version of the Road Safety Initiative to be refined into a master-plan incorporating inputs from other agencies. It was suggested to have guest speakers in the school each week to speak to the pupils e.g. Police, NHS, Roads Officer etc. in coordination with any particular road safety aspect.

Leona said there was a large vehicle parked in the Keep Clear section in the staff car park all day last week for 4 days.

## **8. Correspondence**

All correspondence is on the Facebook page.

## **9. AOCB**

### School Uniform

Kerri said she would like to offer support to the Pupil Council on their consultation on school uniforms. Having a colour themed uniform is a lovely thing and would be a good thing for the school. Kerri suggested purchasing a job lot of jumpers to support the parents who are in hardship.

Jennifer said the school can't enforce a uniform. They have tried to promote this in the past and find it is only the younger children who wear them.

### Playground

Kerri asked if the Parent Council could help with any painting in the playground. Jennifer said when the equipment was originally painted it created safety/slipping risks – it should not have been painted. David said this could tie in with fundraising goals for the Parent Council. Dawn will add this to the agenda for the next meeting.

### Hardship Fund

The school has approached the Parent Council to ask about donating funds to the school to be used as a hardship fund to help support families with school trips. This will be picked up at the next Parent Council Meeting.

## **10. Date of Next Meeting**

The next meeting will be held on Tuesday 20<sup>th</sup> February 2017 at 6.30pm.