

Minutes of Bell's Brae Primary School Parent Council
Held on Microsoft Teams
On Wednesday 9th February 2022 at 6.30pm

Present

David Thomson	Chairperson
Louise Sandison	Vice Chair
Sarah Moore	Parent Member
Anne-Lise Anderson	Parent Member
Susan Lipthorpe	Parent Member
Louise Garriock	Parent

In Attendance

Jennifer Wadley	Head Teacher
Dawn Ratter	Clerk
Cllr John Fraser	Councillor

1. Welcome and Apologies

Apologies for absence were received from Katrina Nicolson, Marianne Masson, Sally Christey-Henry, Agnese Laurenson, Laurie Pottinger, Cllr Peter Campbell, Cllr Stephen Flaws, Cllr Amanda Hawick and Cllr Cecil Smith.

2. Approval of the previous minutes (Wednesday 20th September 2021)

The minutes of the last meeting were approved by Louise Sandison and seconded by Sarah Moore.

3. Review of matters and actions arising from previous minutes

Easy Fundraising Reminder

David added a reminder to the Facebook page.

Homework

Jennifer spoke to all staff to ensure there is a balance of online and written homework. There is still a requirement to continue with remote learning to ensure pupils are ready if a situation ever arose where a whole class was required to self-isolate or if the school was to go into a period of lockdown again.

4. Treasurer's Report (see attached)

The available balance is £3,044.84. Arts Projects for Schools have confirmed income of £913 towards the Christmas cards which should be received in the account shortly. The Parent Council applied to Tesco for fundraising towards the Breakfast Club and were awarded £500. A grant of £1,000 has also been received from Arnold Clark. The Parent Council agreed to transfer £1,200 to the school to support the Breakfast Club and keep the remaining £300 in the Parent Council reserves to support future projects. Dawn will arrange the transfer of these funds. Jennifer thanked the Parent Council for their kind donation. The Breakfast Club creates a positive atmosphere in the school. The Breakfast Club is primarily funded through the Pupil Equity Fund but this additional funding will allow the school to spend more time on targeted support to pupils to help improve attainment in literacy and numeracy. David will enquire to see if the Arnold Clark funding can be accessed on an annual basis.

ACTION: Dawn/David

5. Staffing update

- Early Years Practitioner (1 day) – Vanessa Mainland has been appointed.
- Learning Support Worker (2 days) – Joe Thomson has been appointed.

- Early Years Support Worker (temporary) – Recruitment process underway.
- PE Teacher – James Soper is currently covering this post until Easter.
- Deputy Head Teacher (Early Years) – Recruitment process is underway. Melvyn Clark left the post at Christmas. Frances Tait (P1 Teacher) is currently covering the Acting Deputy Head post until summer and Ellie MacLeod is on a short-term contract covering the P1 vacancy.

Jennifer asked for confirmation of the names of parents who will represent the Parent Council on the interview panel for the Deputy Head Teacher post and if any of the representatives would require training on the SIC recruitment processes. David and Louise agreed to represent the Parent Council. Jennifer will confirm with Robin Calder and arrange training for Louise with Human Resources. David noted he would be interested in attending the training again as well.

ACTION: Jennifer

Jennifer informed parent members there continues to be huge pressures on staffing within the school and the lack of available supply cover. For perspective, there was 11 members of staff absent yesterday with only cover for 3 of them. Jennifer noted absences are not just COVID related. This continues to be a struggle for the school and the management team.

6. Virtual Parent/Teacher Appointments

Due to COVID parent/teacher appointments will be online. Parent Booking is the platform that every school in the local authority are being asked to use. The feedback from schools at Head Teacher meeting has been very positive from both staff and parents. The system can be used as booking system when face-to-face meetings return which will save a huge amount of time and bureaucracy for the school staff. Bookings opened last week for making appointments and to date 63% of parents have already booked their slot. Jennifer will provide feedback at the next meeting.

7. Progress with School Improvement Plan

Jennifer informed parents that despite the challenges faced this year, they have been able to make good progress with the school improvement priorities.

School Improvement Plan Priorities

1. Improve Attainment in Writing – The priority was looking at improving the feedback given to pupils and making sure they are acting on it. Focusing on growth mindset with pupils and ensuring they know that mistakes is where they can learn from and grow rather than something they need to be concerned about.
2. Health & Wellbeing – The Zones of Regulation is a tool being used to teach pupils about regulating their feelings. During a thematic inspection in November, one of the inspectors was very impressed with the pupils knowledge of the zone of regulations and how the pupils spoke positively about how to use these tools to help them regulate when they had different emotions and also to help them recognise it is ok to have a wide range of emotions. There is also a pathway on mental health. An email on health and wellbeing will be shared with parents shortly.
3. Empowerment – The school have been promoting the rights of the child – UNCRC. Pupils are being taught explicitly about children's rights but the school also have a big display screen in the canteen where a different right is explained each week. This ensures the children are getting information on what the rights are and what they mean. The school have also started leadership groups with P6/7. The staff decided the groups that could be offered and then pupils got the opportunity to select their first

and second choice. The leadership groups met once last term but then the school went back into COVID bubbles which meant P6/7 classes couldn't mix. The leaderships groups are going to meet again later this month and there should be regular meetings thereafter. The purpose of these groups is for pupils to use them as a platform to make changes to the school. The groups include the outside area, coaching football, children's rights, whole school events.

4. Improving the Early Learning and Childcare (ELC) setting – The management team have been meeting with the ELC team on a fortnightly basis to look at why they do what they do in the early years, ensuring that staff are engaging in national practice around ELC and that their interactions with children are strong and making a difference.

This is the time of year to look forward and start thinking about priorities for the new school year. Jennifer has created a questionnaire to go to parents on to seek their views on the work of the school and future improvement priorities. The questionnaire includes some feedback on the virtual parent/teacher appointments and also the use of the Pupil Equity Funding (PEF). Jennifer will send the draft questionnaire to Dawn to circulate to all parent members for feedback. Responses should be returned to Jennifer by Friday 18th February.

ACTION: Jennifer/Dawn

Education Scotland carried out a National Thematic Inspection on 18th November looking at recovery following the pandemic. The inspector met with the management team, looked at feedback from the parental questionnaire from February 2021, communication that had been sent to parents during school closures. The inspector also met with a group of pupils, representatives of the Parent Council (David and Louise) and met with a focus group of staff. The inspector provided feedback to the school before she left that day. She said the pupils were very aware of their emotions and spoke confidently about these, even when they were mixed with different groups, and pupils were loving the opportunities they were getting to connect. They spoke about how their learning was individualised to them and supporting them at the appropriate level for their needs. They really focused on the importance of them being able to socialise with each other because they have really missed that. They all felt they had made really good progress with their ICT skills and using GLOW. Within the focus group, there was a young person with severe and complex needs who said they loved being back at school because they felt better supported at school. The feedback from parents showed that they knew there was a changing picture of priorities, they felt that both the content and regularity of communication had been key to managing the situation the school were in. They were happy they knew information in a timely manner and the parent body understood things as far as possible. She was very positive about communication and really appreciative of the focus the school had placed on health and wellbeing. She also spoke about the pressures on P1 pupils coming into a structured setting and how they have never known a normal school year. She noted the staff felt well appreciated, there was a strong sense of team, strong leadership culture within the school and they really appreciated being a part of the solutions and felt included and supported. Overall, she got a real sense of community. One of the things she encouraged the school to do was to look at all year groups and take a percentage of time they had been in school and a percentage of learning that had been interrupted due to COVID. She thought Education Scotland might want to come back and do a possible sketch note as good practice on some of the point she raised.

8. Next Social Events

No change to regulations to hold in school events.

9. Parent Forum Questionnaire

David has prepared a list of questions which has been shared with parent members for feedback. David will co-ordinate the timing of issuing the questionnaire with Jennifer to ensure it is not sent out at the same time as the school improvement questionnaire.

ACTION: David

10. Fundraising Prize Draw

In the absence of the traditional fundraising methods, there was a discussion on how the Parent Council can continue to fundraise. Anne-Lise has had conversations with a company called Enthuse, who run a platform that set up fundraising opportunities through existing charity/school websites. This allows parents to donate money towards a cause. Anne-Lise wondered if this could also be used as a way of collecting funds to then issue tickets for a raffle. E.g. the first person to donate would receive tickets 1-10 or 1-5 depending on the donation value. Dawn suggested ParentPay could be used to collect the donations in a similar way as an existing system in use within the school. This would ensure the donations are anonymous to other pupils/parents. Another suggestion was to hold a Facebook Auction/Bake Sale where an event is set up on Facebook with various different lots and people can comment to bid on the items, the person with the highest bid at the end of the auction wins. Payments could be collected by PayPal or bank transfer into the Parent Council bank account. Louise said they have limited support within the fundraising committee and they would need more parents to commit and help out before they could organise any fundraising. Anne-Lise will provide some further information on Enthuse to the Parent Council Facebook chat and Dawn will look into how ParentPay can be used.

ACTION: Anne-Lise/Dawn

11. Correspondence

None.

12. AOCB

Elections

Due to the upcoming elections Cllr Fraser said this could potentially be his last parent council meeting. He wished the parent members every success for the future and said from all the roles he has as a councillor attending these meetings has been one of the most enjoyable. He thanked everyone for their warmth and hospitality. David noted on behalf of the parent council, gratitude to Cllr Fraser for his support. Cllr Fraser left the meeting.

David said the parent council did an exercise in the lead up to the last elections where they put questions to every candidate in the Lerwick North and Lerwick South wards. The questions and responses were then shared to the parent forum prior to the elections. David asked for thoughts on running this exercise again.

Road Safety

Louise noted concerns with road safety on Gilbertson Road where she has witnessed some very near misses. Recently, she witnessed an incident whereby there were two cars parked in the bus stop and the bus had nowhere to stop but in the middle of road. The pupils then had to walk out into the middle of road to get on the bus. This is unacceptable. This is an ongoing topic for the Parent Council and has been for years. Jennifer said they have a new Police Liaison Officer, Richard Douglas, and she had a conversation with him last week. He arrived at the school on Friday with four officers and the difference was unbelievable. They had some difficult conversations with people parking illegally and moved them on. He was back on Monday moving people on. However, there was no police presence yesterday and it was back to parents parking on the yellow lines. The new Chief Inspector is really interested in traffic. If the school are aware of incidents like this, they can take photos and send them

to the police who will post them on the Police Scotland Facebook page, with blurred faces/number plates, as examples of inconsiderate parking and driving. David suggested inviting Richard Douglas to attend a future meeting. Jennifer said parents start parking at the school from 2.20pm. David will take on an action to chase an update on the Lerwick Traffic Order from Neil Hutcheson, Road Department. This is now overdue by about 3 years due to the pandemic. Jennifer will share Richard Douglas's email address with David.

ACTION: David/Jennifer

13. Date of Next Meeting

The date of the next meeting will be Wednesday 18th May 2022 at 6.30pm.

Bell's Brae Parent Council
Treasurer's Report - February 2022

		<u>£</u>
Opening Balance as at 01/04/21		1,122.31
Income		
Art Projects - Xmas Cards (2020)		811.00
Arnold Clark Funding		1,000.00
EasyFundraising - Q3		17.13
Shetland Community Benefit Fund		20,000.00
Groundwork UK (Tesco)		<u>500.00</u>
		22,328.13
Expenditure		
BBPS - School Jumper Donation	235.00	
Audit of Accounts 20/21	20.00	
SIC - P/copy costs - Xmas Cards	30.60	
Intelligent Health Consultancy	20,000.00	
SIC Grant u/spend	<u>120.00</u>	<u>20,405.60</u>
		1,922.53
Available Balance (08/02/22)		<u><u>3,044.84</u></u>