**Burra Parent Council**

**Minutes of Meeting of Burra Parent Council held at Hamnavoe Primary School on Thursday 28th August 2025 at 7pm.**

**Present:** Jennifer Nicolson (Chairperson)

Denise Duncan (Vice-Chairperson)

Ellyn Hutchison (Parent)

Jill Irvine (Parent)

Laura Johnson (Parent)

Louise Malcolmson (Parent)

Judy Priest (Parent)

Amy Williamson (Parent)

**In Attendance:** Suzanne Inkster (Clerk)

Helen Robertson (Head Teacher)

**Notice of Meeting**

Jennifer welcomed everyone to the meeting.

**Apologies**

Apologies were received from Chris Goodier and Joanna Goodier.

**Approve Minutes**

Minutes of meeting held on 6th May 2025 were approved by Jennifer, seconded by Ellyn.

**Meeting Dates for the Year Ahead**

The parent council will meet on the following dates:

* Wednesday 19th November at 6.30pm
* Monday 9th March at 6pm
* Tuesday 5th May at 6pm

**Shared Management of Foula Primary School**

Helen has taken on the management of Foula Primary School. Helen discussed the role which included controlling the budget, managing the building, carrying out risk assessments, responsibility for the school improvement plan and ensuring pupils collaboration and social interactions with pupils at Hamnavoe. There is a Principle Teacher on the island who is responsible for the day to day running of the school and teaching the bairns. There is also an early years practitioner there.

This shared management role will be carried out remotely. Helen is hoping to visit the school twice this term, with the first visit planned on Monday. She has already begun sharing resources with the school. Foula pupils will be coming to Hamnavoe School on 8th September for the day and everyone is looking forward to their visit. Currently there are 2 pupils in P7, 1 in P6, 1 in P4 and 1 in the nursery.

Discussion was then held around concerns about the headteachers workload, and the impact on the headteacher, staff and pupils should it become too much to manage. Helen informed the parent council that she now has no set commitment to teach, which will allow her to focus on the management of both schools, and that she is looking forward to the challenge. Sandra Petrie will be coming on Monday to support staff and pupils while Helen is visiting Foula. Helen will meet with QIOs tomorrow for further discussion. It was agreed that we would like Hayfield Officials to review this position in a years time to ensure that the shared management role is working well for all parties involved. Any further concerns from Parents can be brought to Helen and Jennifer.

**School Improvement Plan**

This first of the school’s improvement priorities will be improve enjoyment and attainment in reading. There are lots of activities planned around this: book festival; dress up days; skilling up staff on reading (Shetland Equity Fund to help with this) with a possibility of extending this to parents too; parent volunteers to help with reading; ‘Hamnavoe Reads’ (where every class at the same point in the day will do 15 mins of reading); revamped library; investing in dyslexia friendly books; family movie night planned; updated computers. There will be a survey at the end of the year for pupil feedback about their reading.

The 2nd priority will be around Bullying, Positive Behaviour and Relationships. There will be a range of activities to improve the feelings of pupils and staff. This priority ties in with the focus of the Local Authorities August Inservice on positive relationships.

There is also PEF funding for a small number of individuals that will help support literacy, numeracy and behaviour. This will be used to employ additional staff and resources.

**School Attainment**

Attainment is good. 82% on track in literacy and numeracy. Attendance is at 94%.

**Staffing**

Staffing has been a challenge in the previous school year, however the new school year has started with people in all positions. Helen will be interviewing tomorrow for the probationer cover 1 day a week position. Rachel Mitchell will do 2 days a week ASN (previously done by Helen). This will be up until October.

There are new Learning Support Workers – Julie Leask and Yvonne Johnson. Part time Learning Support workers are Nicola, Ellyn, Louise and Melanie.

**Fundraising Ideas for 25/26**

Ideas for raising funds this year are as follows:

* October Challenge **–** pupils collect sponsorship for a personal challenge during the October Holidays. Suzanne will prepare the sponsor sheet to be given to pupils nearer the time.
* Christmas Hamper Raffle – takes place at the Christmas concert.
* Community Breakfast rolls – possibly at the start of term 4.
* May Coffee Morning – Saturday 16th May 2026

We may also try to organise a car wash event at some point.

**Family Fun Night**

Family Fun Night will take place on Friday 12th September. Pupils will decide next week on the chosen theme. Set up for the event will take place at 3pm. Parent helpers will be required to assist with setting up and clearing away at the end of the night.

**Parent Comments**

This was discussed and noted in the Shared Management of Foula section of the minutes.

**AOCB**

**Date of Next Meeting**

Our next meeting will be on **Wednesday 19th November at 6.30pm**.