

Lunnasting Parent Council Meeting Minutes

Date: Thursday 9th May 2024
Time: 18:30
Location: Lunnasting Primary School

Attendance:

Louise Malcolmson (LM)	Head Teacher		
Charlotte Allam (CA)	Chair	Allison Christie (AC)	Vice Chair
Abbey Thompson (AT)	Treasurer	Louise Manson (LMa)	Secretary
Tori Johnson (TJ)	Member	Carol Nicol (CN)	Member
Karen Hay (KH)	Parent/Carer	Leona Grains (LG)	Parent/Carer

1. Apologies

TJ sent apologies for lateness

2. Approval of Minutes

Proposed: *CN*

Seconded: *KH*

Action: CA to check for next meeting whether a Parent/Carer can approve the minutes of a previous meeting.

3. Matters Arising

3.1. **Banking Update – Merger of accounts**

CA confirmed that the old Parent Council account was in the process of being closed and when it is the outstanding funds would be transferred to the existing Parent Forum (new Parent Council) account. CA confirmed 2 new signatories have been added (CA and CN). Currently AT is the only member with online access.

3.2. **Music Tuition Letter - Response**

CA confirmed a response to the Music Tuition letter had been received from Noelle Henderson. It was felt that the response was vague but understood that it was as much information that could be shared without going into individual requests for tuition. It was felt that a number of queries remained unanswered. AC wondered how it was decided which schools get which options? Was it based around tutors only covering certain areas? If lessons are online, should it matter on locality of tutor? AC confirmed she had looked through the SIC website, which answered some questions, but information was difficult to find/remained unclear. AC also said that a long list of options was

presented in initial email when the information is first put out. This would have been a good opportunity then to list what instruments are available at Lunnasting (limited to fiddle and accordion).

Concerns were raised where parents had not heard whether their child was on a waitlist once they had put their name down. Letter outlined that parents/carers would be informed if their child was on a waitlist, but it was confirmed that some parents had not heard back at all. Further concerns were raised where some parents/carers had received email notification about placements for other children.

African drumming and guitar was discussed and how this is accessed – unclear on how parents/carers can access the latter. African drumming took place in school last year.

There was further discussion around whether online tuition was appropriate for all instruments, i.e. fiddle and tuning instrument, attending to broken strings, etc.

CA asked what the best way forward was. AT posed whether a timeframe of 6 weeks could be put forward to the parent/carer body to contact Noelle individually. After this period, could follow up with a collective response from the parent/carer body with outstanding concerns/questions.

CA and AC agreed to look at original letter again and draft a response including how information remains unclear, what is available, what is online/in person, waitlist (no response/confirmation child is on a waitlist, maintenance of waitlist), and also encourage parents to contact Noelle direct with individual questions/concerns.

TJ added that the lack of communication around the whole process was a problem.

<https://www.shetland.gov.uk/schools-learning/instrumental-instruction>

Action: CA and AC to look at drafting response.

3.3. School Dinners – Parent Pay/Absenteeism

A question was raised at the last meeting on whether a refund would be actioned if a pupil was absent from school on a day where they had a school lunch booked. CA confirmed that a refund would be actioned in this instance and if a child goes home due to illness before lunch.

3.4. Flyer about Parent Council for Parents/Carers

3 slightly different versions of a Flyer about the Parent Council were circulated around those who attended to decide on subtle differences in wording. Version number 3 was chosen. The idea behind the flyer was to promote the Parent Council to the parent/carer body, why someone would want to

join the Parent Council (either as a member or a parent/carer). AC asked whether the flyer should include that there are only 4 meetings per year (highlighting that being involved isn't a huge commitment).

CA asked what the best method for would be getting the flyer out: in school bags, the shop, the hall, the school. The Parent Council has room for 1 more co-opted member, if anyone is interested in becoming a member.

CA asked whether the flyer should go out now. LMa noted that the next meeting isn't until September, so may be best to save putting out a physical flyer until nearer that time. LMa added whether it would be possible, for another term, to roughly schedule the date for each termly meeting and put that on the flyer so people know in advance when the meeting(s) might be. LM also raised whether, in the meantime an electronic version of the flyer could be "pinned" to the Parent Council Facebook page.

CA confirmed flyer will go out after the summer break, and in the meantime an electronic version will be added to the Facebook page.

4. Financial Report

Current balances:

AT confirmed the existing 2 accounts from the Parent Forum and Parent Council are to be merged imminently. The balances are as follows:

Parent Forum	-	£1,415.28
Parent Council	-	£4,614.95

AT does not have access to old Parent Council account and so amount stated is as of last statement 28 March 2024. CA confirmed that the play equipment would have come out of this balance. Once the accounts have been merged, the existing balance from the Parent Council account will be transferred to the Parent Forum account.

5. Garden Update

LG asked whether the money from the Tesco tokens (£1,000) has been paid into the Parent Council Account yet. CA confirmed she needs to complete an online form to claim the money for this and it will be transferred across.

5.1. Play Equipment

CA confirmed the play equipment has arrived and KH is storing it until it is to be installed. The plan is that this will happen during the summer. CA to touch base with contact at SSE to check whether

we have to pay for and organise turfs or if SSE will purchase. There is money available in the account if the Parent Council have to cover this.

LM added that Morgan Sindall had been and installed the new blackboard in the nursery playground and provided new planters.

5.2. Annual Garden Tidy

CA asked whether we would be looking to hold a garden tidy this year, given that works will be undertaken in the garden over the summer to install the play equipment. CN noted the garden was in need of a good tidy up regardless. KH raised whether this is something that could be done as part of Friday Fun, to get the children involved as well as the Parents/Carers.

LG raised that the fence around in the garden is in a poor state and wondered whose responsibility it would be to maintain/replace this. LM confirmed this would be SIC and can liaise with the school janitor on what can be done.

CA asked if the school could communicate about the Garden Tidy being part of Friday Fun. KH asked whether there were gloves, etc. available for the children. AC added in the past that everyone had been asked to bring their own.

It was agreed that the Garden Tidy would take place during Friday Fun on Friday 31st May. LM confirmed the school would communicate this to the parent/carer body.

6. School Improvement Plan (SIP)

LM confirmed that drafting the new SIP involves evaluating priorities over the year and setting new ones. To do this the school needs everyone's views (parents/carers, children, staff). LM asked attendees what they felt was the best way to engage participation. Previously Microsoft Forms has been used. LM raised that the child-led learning event was coming up and whether that was a good opportunity. Whether something like the Tesco "button drop" (blue tokens) might work.

It was felt that Microsoft Forms may work best, this could be emailed and a copy of the link shared on the Facebook page (including multiple choice and free-text options), and perhaps a hard copy version available at the child-led learning event.

LM thanked all for their suggestions.

7. Connect

CA confirmed she had attended an online event held by Connect. These are free to sign up to and usually held 8-9pm in the evening. They are interactive via "chat" functions, however largely a slideshow presentation. CA added she had attended a couple of these and found them to be very

informative and encouraged anyone interested to go on and have a look (previous sessions are recorded and available to view in their library).

<https://www.connect.scot/events>

7.1. Meet Enquire, Scotland's ASL advice service

This session covered ASL (Additional Support for Learning) – which is when a child has additional support needs where, for whatever reason, they can't benefit from education without extra help (i.e. neurodivergent, carer responsibilities, English isn't their first language). "Enquire" acts as an advice service for parent/carer rights, finding support, and how to work with your school. There is a wealth of information and resources available on their website, and also signpost to REACH – providing advice and information for children and young people.

CA added that the session provided information on how Parent Councils can be proactive in supporting this which could include; creating an ASL sub-committee (this could involve linking in with other schools), adding it as an agenda item for meetings, having a parent council rep who could be available for signposting people towards support/information.

<https://enquire.org.uk>

<https://reach.scot>

8. Anti-Bullying Policy

CA had looked at the anti-bullying policy which wasn't specific to the school, but SIC wide. The policy seems quite generic and wondered what it looked like in practice.

LM said it was hard to speak generally as any cases would be treated on an individual basis. Information would be taken from the child(ren), a full investigation would take place and would get parents into the school where this was appropriate. Everything would be recorded in SEEMiS (database where pastoral notes are recorded).

LM noted the policy was last updated in 2019 and needs reviewed (language is outdated). LM also added that she hoped children feel safe at school and would feel comfortable to report anything, and equally that parents would get in touch with any concerns.

CA queried whether it was a tiered approach. LM said this was the case. If an issue was raised, they would look to get resolution between those involved. LM added that she had been on restorative conversation training (Space to Face programme) which looks at a whole staff approach,

creating a non-judgement environment bringing together 2 parties (i.e. 2 children) to resolve issue(s). Families would of be involved in any approach taken.

LM also added that they had put work into SHANARRI (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included), asking pupils each term to do their self-evaluations providing useful feedback for both the children and staff.

9. Any Other Business (AOB)

9.1. School Leaver gifts

LM raised that historically the Parent Council had purchased tokens for the P7 leavers, wondered whether it would be the same this year. LM added that buying scientific calculators had been discussed before and she had been in touch with the Brae High School maths teacher with regards to what would be needed in S1. LM confirmed that the school would be willing to purchase these but wanted to confirm what the Parent Council was thinking to do for this year. CA confirmed the Parent Council would be happy to purchase gifts for the P7 leavers.

TJ added that in previous years, t-shirts had been signed by the whole school as a keepsake for leavers and that this could be looked into again this year.

9.2. School Logo

CA asked whether any further discussion had taken place on updating the school logo. LM confirmed that this had been put forward to the pupils, however they voted to keep it as is.

9.3. Uniform

A brief conversation took place with regards to the current school uniform. Previous discussions had taken place about having different options available (i.e. hoodies, full zip tops, etc.). Currently felt that not many children wear this. LG added that where it might not be that pupils wear uniform day-in/day-out but good to have when out of school (i.e. attending events). LM added that it hasn't been discussed further, it could be modernised and could always be revisited.

10. Date of Next Meeting

The next Parent Council meeting will be the AGM, during which the annual Halloween and Christmas parties will be discussed. Date of next meeting scheduled for: **Thursday 5th September 2024, 1830, Lunnasting Primary School.**

The meeting closed at 19.49.