

Lunnasting Parent Council Meeting Draft Minutes

Date: Tuesday 26th November 2024

Time: 18:30

Location: Lunnasting Primary School

Attendance:

Laura Tulloch (LT)	Head Teacher	Charlotte Allam (CA)	Chair
Carol Nicol (CN)	Treasurer	Louise Manson (LMa)	Secretary
Tori Johnson (TJ)	Member	Vivian Anderson (VA)	Parent/Carer
Abbey Thompson	Member	Leona Grains (LG)	Parent/Carer

1. Apologies

Allison Christie (Vice Chair) sent apologies.

CA welcomed LT to her first PC meeting as Head

2. Approval of Minutes

AGM

Parent Council Meeting

Proposed: CN

Proposed: AT

Seconded: TJ

Seconded: VA

3. Matters Arising

3.1. *Music Tuition*

AC followed this up earlier in the year with Noelle Henderson – this largely comes down to funding, and who is available to teach what and in which geographical area. It was acknowledged that timetabling and staffing were a challenge and they were working with a model of trying to do more with less money available. Noelle added that remote teaching was not currently available with face-to-face being the preferred method. For remote teaching to be accessible it would involve a large investment in new tech. CA explained that although the response hasn't resolved some challenges, it has explained the position around music tuition – namely funding and staffing.

3.2. *Library*

CA explained that new books for the library were being explored. This will be looked into in the new year when there is a clearer idea of funds. The school has spoken to both Brae and Aith school librarians. Jane Spall has written a list of recommended books alongside suggestions from the pupils.

LT added that although the current curved shelving was nice, it wasn't great for the space in terms of number of books they can hold, as well as not currently having a place to properly display books. LT confirmed she wants to replicate some of the work she had done previously at Nesting Primary School, introduce some new books, and re organise the library. There are currently lots of out dated books.

Action: CN & CA to get an idea of pricing for new units.

3.3. Fundraising – Christmas cards; Easy Fundraising

CA confirmed the Christmas card box is in the shop currently.

CA confirmed Easy Fundraising make payments to the school fund periodically, however there is no set structure of when payments will be made. Previous payments went to fix blinds in the classrooms and school trips. This money is currently not earmarked for any specific project, however it was agreed it was a good idea to keep this money for things like school trips.

3.4. Panto

CA confirmed this was all in hand and Panto tickets have been issued.

3.5. Lunna Kirk

CA confirmed this was in hand and children were making decorations for the Kirk during Friday Fun.

3.6. Parties

CA confirmed the Halloween Party had gone really well and Christmas Party was all in hand.

4. Treasurer Update

CN confirmed there was currently £3065.77 in the account. There is still some money to come in from Panto tickets and there has not yet been a hall bill for the Halloween Party, so final amounts will be confirmed.

4.1. Banking Fees

CA explained that the Bank of Scotland are introducing a monthly charge £4.25 for having an account with them from January 2025. It appears that many banks are introducing this model. There was some discussion around whether to shop around for another account, or to accept the monthly charge. It was agreed that the BoS account would be kept; as time taken to shop around and organise signatories would outweigh any benefit of finding a "free" account. It was also acknowledged that BoS have a branch in Lerwick which is useful should they need to pay in money. The monthly charge will be included in the annual SIC grant application.

4.2. Photocopying

CA explained how if the Parent Council want something printed, Linda Hughson has to raise an invoice from the School to the Parent Council. It was felt that it may be easier that if printing was needing to be done (e.g. CA and CN have home printers), that printing be done at home and “claim it back” from the Parent Council – working similarly to how the milage claim form works.

AT suggested that if this approach was agreed upon that a proforma was drawn up and countersigned each time a payment needed to be made to ensure there was a paper trail of any transactions.

VA added that the secretary/treasurer on the Brae Parent Council would get ink and a pack of paper and claim against expenses.

Charges will be the same as the school - 15p 1 side A4/25p 2 sides A4 (b &w), 45p colour A4

5. Garden – Financial update

CA confirmed the final piece for the play equipment went in about a month ago.

CA also confirmed the garden balance was £1955.10, of which £33.21 is held in the school fund. It was felt that it was a good idea to keep some funds in reserve for repairs.

6. Learning Support Worker (LSW) hours – response from Emma MacDonald

CA explained that Emma MacDonald had responded to the letter the Parent Council had written with regards to the LSW hours. CA added that whilst the letter outlines that there have been no cuts within the SIC budget overall, there have been cuts to hours at Lunnasting.

In terms of the process, CA questioned why the parent body had not been told more. TJ added that the ASN Audit was done by the head teacher on an annual basis and AT explained it was part of a process which includes other audits in a bigger process. LT explained that the timing of the audit is based on a snapshot but also takes into account the projected need within the school.

CA felt that there had been a drop in provision, but the need had increased. LT added that she has restructured the school timetable to ensure that everyone get the support they need.

CA questioned the timing of the audit being March and asked about how this accounts for those awaiting diagnosis, or if the need changes. LT added that extra support could be granted, if this was possible, however there is an issue in terms of staffing/cover (this is not just an SIC thing – but nationwide).

CA asked what children deemed to have additional support need meant – did this mean a formal diagnosis, or those with a GIRFEC? LT explained it was based on the frequency and level of support needed, whether there was a diagnosis required or not.

LT also added that even if the school did have a few extra hours, they might struggle to staff them. Small contracts are hard to fill and there are now more study requirements for doing a LSW role.

VA felt that a very specific letter had been written and we have received a very generic answer back – covering the whole of Shetland as opposed to Lunnasting.

CA added she wanted to follow this up, if there was interest from the parent body. LT said the QIO would be Leanne Moss, currently being covered by Andrea Henderson. AT explained we would need to be clear as to what we want from a response - we now know the process so what else do we want to know? CA felt that better communication would be welcomed. It would be useful for the parent body to know about the timing of the audit so that they can raise any concerns they want addressed.

CN asked if councillors and QIO are invited to Parent Council meetings. It was confirmed that they used to be but have not been recently and would be invited to the next (and all subsequent) meetings.

Actions: CA/LM to add local councillor and QIO to Parent Council meetings. CA to draft a follow up to the LSW letter to send to QIO and get feedback from the parent body.

7. Bi-annual Meeting Update

CA confirmed she had attended the bi-annual meeting which was poorly attended. The following items were covered:

- Claire Adamson and Helen Couper spoke about promoting and managing attendance. CA added that the Parent Council would welcome any of the staff from Hayfield to come out to the school and speak to the parent body.
- Sarah Johnson from social work also did a talk on internet safety awareness. Sessions on this had been run pre-COVID and they were looking to run these again in school.
- Neil Beattie would be attending the next meeting to do a presentation about school meals.
- Work is being done on updating the Bullying Policy
- Lesley Simpson is retiring – the Service is reviewing the role and not looking to directly replace.

8. Action Plan

CA explained that the Action Plan is used as part of the grant application process and is drawn up in the summer but can be added to. It was agreed that the Action Plan was fine, however a handover to new members of the Parent Council could be developed to share information about the roles and what the Parent Council does.

Action: Look at developing information to include in handover.

9. School Update

9.1. *Schools grounds*

LT confirmed the new school sign (Lunnasting Primary School) has been put up at the junction to the school – as there has been no signage directing people to the school before.

LT also added that the large sandpit is to be removed and a smaller version with a lid erected. In it's place there will be a basket swing installed.

LT explained that the traversing wall (on the gavel end) is to be removed and replaced.

LT added that an artificial grass area is to be installed, acknowledging that Lunnasting is one of the only schools that has no flat, grass area in the playground.

LT confirmed that the planticrub in the garden (stone) had fallen in more. The children are not allowed to play in there. There was discussion about whether this could be restored, who could do this and what would the cost look like.

Action: Look into costs for restoring planticrub

9.2. *Staffing*

LT felt as though the pupils had gotten used to her return to the school and change in Head Teacher from last term.

9.3. *Homework grids and termly overviews*

LT wanted some feedback with regards to homework grids. It was acknowledged that some parents/pupils like more traditional homework (maths, spelling, reading), and others do not. LT thought that that the homework grids give the pupils ownership.

Action: LT to send out survey to get updated opinion from parent body.

LT asked whether the termly updates were useful. It was felt that these were useful, however the codes linking into curriculum perhaps weren't needed. It was also requested that these were sent in PDF format as the formatting on the most recent ones was skewed and difficult to read.

9.4. *Concert*

LT asked if parents wanted an afternoon and evening performance for the concert. It was agreed that there should be the 2 performances.

9.5. Reading

LT wants all pupils to have the opportunity to read every day. LT explained how in P4-7 class they were going to do a “collective” book count of all the books that have been read – and celebrate how much they have read when they reach e.g. 100 books.

9.6. Into Headship

LT is currently undertaking the Into Headship course and as such has to do a research project, implementing a strategic change. LT is focusing on parental involvement / communication. As part of this, needs involvement from the parent council / body to participate in surveys, etc. The Parent Council was happy to participate in LT’s research.

10. Connect

10.1. Rural and Small school network

CA outlined that there was a session specifically aimed at rural and small schools the following week and that there are some good sessions coming up in 2025.

11. Any Other Business (AOB)

11.1. P1-3 teacher

CN asked if there was any update on the P1-3 class teacher as Miss Hunter in temporary role.

LT added that the request to recruit was in and hoped it would be advertised shortly. LT also confirmed that Rozanne Johnson had returned from Family Leave but was taking a career break and so this would also need to be covered.

Position for Primary Teacher now live on MyJobScotland.

11.2. ICT agreement

LT explained that an ICT agreement is sent out in Term1 every year. This is for the pupils to confirm they have read and understood how to use ICT within the school. LT added that there had been some instances of pupils misusing ICT (i.e. instead of going on SumDog, going on YouTube) and so wanted to have this resent out and gone over again with pupils.

Some discussion took place around the fact this agreement wasn’t child friendly and whether this is something the Pupil Council could be involved in – to help better explain it for the pupils.

Action: Pupil Council to be asked to help make ICT agreement more child-friendly

12. Date of Next Meeting

The next Parent Council meeting will be in February 2025, date to be confirmed.