# Minutes of the Dunrossness Parent Council Meeting

# Tuesday 7th February, 2017

# Dunrossness Primary School

Present: Janine Johnson (Chair)

Gary Cape (Clerk)

Emma Graydon

Andrea Henderson (Head Teacher)

Fiona Henderson (Teacher Representative)

Sally Ritch

Cheryl Geldenhuys (Vice-Chair)

Janette Budge

The meeting began at 7pm. Janine welcomed everyone to the meeting including the new clerk to the Parent Council, Gary Cape. An attendance sheet was circulated to obtain up-to-date contact details from Parent Council Members.

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| 1. **Apologies** | **Actions** |
| Apologies were received from Jayne Anderson, Anna Mainland, Margaret Burrell, Councillor George Smith and Councillor Billy Fox |  |

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| 1. **Minutes from 1st November 2016** |  |
| The minutes were proposed by Cheryl and seconded by Emma as being an accurate record of the meeting. |  |

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| 1. **Matters Arising/ Action Points** |  |
| None. |  |

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| 1. **Head-Teacher’s Report** |  |
| Andrea circulated a copy of the report (attached) along with a copy of the School Improvement Plan and a handout regarding proposed changes to Nursery provision. Andrea advised that the Nursery is to offer new sessions as part of a pilot scheme. She also drew the Parent Council’s attention to the fact that the Head Cook and Head Cleaner roles had still not attracted any applicants. |  |

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| 1. **Financial Report** |  |
| A copy of the Financial Report (attached) was circulated. Current balance at the date of the meeting was £4907.03. The only significant expense since the last meeting was for the provision of food bags at the Christmas Party. The Parent Council agreed, however, that this was a worthwhile expense. |  |

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| 1. **Christmas Party** |  |
| It was agreed unanimously that the food bags had been a great success. Some concerns were expressed about the music playlists that had been used and whether some of the content was appropriate. It was also thought by some members of the Parent Council that allowing access to the laptop/ Youtube had been something of a distraction. Overall it was thought that the children should be consulted for their ideas regarding music playlists ahead of the party and then playlists could be compiled in advance.  There was some discussion regarding the timing of the party, and the question was raised as to whether the last week of term was the best time to hold the party as the children’s schedules were so packed with other activities. On balance, however, it was agreed that the party provided an effective and important opportunity for the kids to let off steam during the busy period. The Council agreed that the timing of the party should remain unchanged. |  |

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| 1. **Noticeboard/ Glow Page/ Facebook Page** |  |
| Janine expressed concern that the communication portals were suffering through a lack of up-to-date information. Getting access to update the Glow Pages had been an issue and the Parent Council Facebook page was a closed group which does not allow wider access. Andrea advised that she had received mainly positive feedback regarding the Glow Blog, but that it would be nice to get more instant feedback on individual blog items. She noted that comments were enabled on the blog but were not widely used. She suggested that even the addition of a simple “Like” feature might prompt some more engagement. Andrea and Janine to consult regarding Glow access and updating physical noticeboard. | **Janine and Andrea** |

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| 1. **Play Panels** |  |
| Janine circulated some material to the council with respect to sourcing equipment for outside play and learning. She advised that the choice of available items is quite overwhelming and that there is also a big variety in the cost of items available. She thought that the Pupil Council should be involved in making some of these decisions and that the Parent Council can help best by finding out what the budget would be and deciding how they can contribute to that. The council discussed several issues: whether to replace some existing equipment before looking to add new items was one such matter. It was suggested that, as additional fundraising would be required, that might provide an ideal opportunity to engage with parents and raise the profile of the Parent Council. It was thought that the Council should seek the help of local tradesmen, not only in seeking sponsorship and donations, but in providing practical assistance with the project. The generosity of Ness Engineering in previous projects was noted, and it was determined to seek their help again. Could local firms supply some of the items? | **All council members to generate ideas**. |

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| 1. **Consultation Response** |  |
| Janine advised the council that she had consulted with other Parent Council Chairs and Councillor Smith with regard to the difficulty completing the consultation exercise. Dunrossness Parent Council was not alone in finding the questions to be vague and obscure. The consultation has now finished. Not all questions were answered, but a statement was submitted along with a written explanation of just how difficult the exercise had been to complete. The questions were considered to be far too open, and far too much additional information was requested which beyond the power of Parent Councils to obtain and collate.  Andrea noted that previous consultations had generated resources such as the £14400 attainment fund allocation which has been spent on developing early years interventions with maths and literacy so, despite the difficulty, it was imperative to engage in the process as much as possible.  Janine has sent the National Parent Survey form. |  |

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| 1. **Parental Engagement** |  |
| Janine advised that cards had been put out in the Nursery and that two responses were received. Andrea will arrange a bag drop and will update the Facebook page. The card contains Parent Council contact details. Andrea will also include a card in the New Starter pack along with School Handbooks and enrolment packs.  Parent/ Grandparent/ Carer to School Day: The council discussed when the best time would be for this event. Andrea and Fiona felt that this would work well alongside the family learning sessions – sessions which have been pre-arranged for arts/technology projects. The last Thursday of term (30th March) was suggested as a potential date to avoid a clash with SMUHA. Janine and Andrea to arrange and advertise. | **Andrea and Janine** |

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| 1. **Bullying** |  |
| Andrea reported that education department advice was to use the old protocols which, in her opinion, did not accurately reflect the needs of the school. She has been developing a new approach in concert with the police, Parent Council and pupils, particularly with respect to reporting Volunteers would now be needed to trial with focus groups. Andrea maintained that bullying was not a huge issue at Dunrossness, but that elements exist which require management and these are often in areas which are outside the school’s direct control e.g. school transport. It is hoped that the focus groups would empower the kids to speak up. |  |

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| 1. **Reporting Format** |  |
| Andrea advised that the new reports allow staff to use drop-down comments for effort and attainment which will hopefully give the same quality of information with less burdensome hours for staff. Reports now in booklet form. |  |

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| 1. **AOCB** |  |
| None. |  |

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| 1. **Date of Next Meeting** |  |
| Tuesday 2nd May at 7pm in the School. |  |

The meeting concluded at 8:05pm.