



Dunrossness Parent Council Meeting
Approved Minutes
9th September 2024
Dunrossness Primary School and Online via Teams



1. Welcome and Apologies

Attendance:

Brenda Leask (teacher rep)

Louise Leslie (headteacher)

Sam Adamson (current chair)

Sarah Greene

Jolene Johnson

Judith Fenton (current secretary)

Katrina Wiseman (acting treasurer)

Bryan Peterson (South Councillor) arrived 1915

Sam welcomed Hazel Wiseman and Merran Adamson to the meeting who were attending as parent body members.

Sam advised that Bryan Peterson was due to be in attendance, but had not yet arrived and proposed the AGM was opened.

Apologies: Emma Sandison, SIC.

2. Approve Minutes of Last AGM

The minute of the AGM was approved previously.

3. Matters Arising (how issues from last AGM have been dealt with)

There is one outstanding item from the last AGM which relates to proposed changes to the constitution, and Sam advised this would be covered later in the agenda.

4. Annual Report

It feels like this year has been a good year for the Parent Council and we have made progress across a lot of areas. We have had some great fundraising successes, including teas, quiz night and kept the Parent Council going despite not having access to the bank accounts for much of the year. The Parent Council has worked towards forging stronger relationships with the school and developing in areas we can to work cohesively alongside the school staff to ensure we are all pointing our efforts in the same direction and maximising the outcome.

The Secret Room run at Christmas was a huge success and really well received by the bairns and families alike. The Parent Councils lunch and drinks at SMUHA really felt like a huge Community Effort and it was super to get to work alongside the school to be able to support one of their own annual events.



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A decision was made on how we will spend the playground funding after a very long deliberation and although we are having to pause to wait for the SIC decision regarding the school buildings it feels good that the money now has a designated home and purpose.

We have seen Parent Council involvement in the interview process and selection of the newly appointed Mrs Leslie (congratulations) and it really feels like we have turned a corner in the last year to be able to be moving forward on a strong footing moving into next year.

A huge thank you to everyone involved in the successes of last year and I am looking forward to moving into the next with a spring in our step.

Sam Adamson

5. Treasurer Report and Annual Accounts

Sam noted thanks to Katrina Wiseman for taking on the role of treasurer in June 2024, and all her effort in pulling together the accounts reflecting that it had been a difficult year for the parent council in terms of access to the bank account, and the handing over of information from outgoing treasurers.

Katrina shared draft copies of the accounts for the periods 21-22, 22-23 and 23-24 and advised these would be signed off.

Katrina advised of the outstanding matter relating to Grant Funding received from the SIC to cover clerk fees in the period 2023-24; but that the council had not used a clerk and therefore the grant may need to be repaid.

The reallocation of CASE Shetland donation from soundproofing works towards playground improvements was approved by CASE Shetland who were very supportive of the ideas for the playground area.

The Treasurer Report is attached to the minute.

6. Electing Officers and Members (show of hands)

All current members stood down and those present were invited to nominate themselves or others.

Sam Adamson was nominated as Chair by Cath Puxley, and Brenda Smith Seconded. Sarah Green was nominated as Vice Chair by Sam Adamson, and Merran Adamson Seconded.

Katrina Wiseman was nominated as Treasurer by Judith Fenton, and Cath Puxley Seconded. Judith Fenton was nominated as Secretary by Sarah Green, and Hazel Wiseman Seconded. Brenda Smith advised she was content to stay on as the Teacher Representative.



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7. Constitution

The proposed changes to the constitution were circulated ahead of the meeting for comment and feedback. The proposed changes were approved by Catherine Lomax and seconded by Merran Anderson.

Action: Judith to amend and send the updated constitution to the school for uploading to the school blog.

Action: Cath Puxley to continue with our 'Friend of DPC' idea for engaging parents as helpers and supporters. Merran Adamson and Hazel Wiseman wish to be included in that.

8. Conclusion of AGM

The AGM was concluded.

9. Approve Minutes of Last Meeting

The minutes of the last meeting were approved by Brenda Smith and Seconded by Sam Adamson.

10. Headteacher Report

Bryan Peterson joined the meeting at this point.

The Headteacher Report is attached to the minute.

In addition, it was noted that Emma Sandison from School Estates had been invited to attend but had submitted apologies. Instead, Louise Leslie sent questions from parents and carers to Emma for response. The responses to these are attached to the minute, and Louise read these to everyone present. Louise added that Davie Sandison was planning to visit the school within the next two weeks.

Louise acknowledged that within the usable school space, there are very few quiet spaces left. There was discussion on the need for a proper changing facility within the school.

It was unclear what the longer-term plan would be. It was advised that an options paper would go to the planning and resources committee on 16th September and then to the full council on 24th September and at that point perhaps we will be clearer.

Members were unanimous in the need for a proper consultation or at least the sharing of information with parents as part of the process.



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In response to the Zetland application being unsuccessful, Sam Adamson shared that the intention was to use this funding to support the Playground Improvements plans. Sam Adamson shared that based on the responses to questions, it may be that demolition works will happen to the huts and that this would impact upon the sensibility of the application for polycrubs and other outdoor equipment. This would be disappointing.

General discussion on what could be feasible – bouldering wall, mud kitchen renewal and a mural board for the front of the school could be achievable.

Louise Leslie shared that she had not seen the inspection reports carried out by Mott MacDonald but had been advised that Sullom Blocks were found in every wall of the huts.

Sarah Green and Cath Puxley enquired about the use of NOOSC space for Music and Art and the consequential loss of an ASN space and play space for nursery bairns in the winter. Reflecting that whilst this may be required in the short-term, it was not a great use of space longer term. The parent council asked if the space could be cleared after Art and Music so that the space could be utilised more fully, but Louise was not sure on whether this was an option or not.

Action: Parent Council to follow up with SIC regarding long term plans and consultation plans.

Action: Louise Leslie has not yet seen plans for redesigning school so would feedback when this happens.

Action: Parent Council will follow up with SIC to ask how the proposed plans will be shared with parents and carers.

Action: Parent Council to meet again to explore options once we have heard back from the SIC regarding next steps.

Action: Louise Leslie to feedback to parents following visit from Davie Sandison – Bryan Peterson advised he would try to attend with Davie.

Action: Louise Leslie to advise parent council / parents and carers when soundproofing works are complete.

Action: Parent Council Chair or Vice Chair to attend a meeting aimed at gathering feedback as part of a broader inspection within the SIC Education Department.

11. School Lunches

The parent council have received a number of concerns in respect of school lunches, these are summarised as follows:



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- Recently there was a shortage of food, and some kids did not get a proper lunch (understand head chef was off)
- Complaint raised concerning number of days chips were offered; and the frequency of fried food within a week.
- Disappointment a lack of encouragement for children to try balance
- For P6/7 it is £2.50 per day and the offer is poor at times
- Can we do the menu photos with the new menu? Parents found helpful and images are good for ASN bairns to assist them in making choices and understanding what is on the menu.
- Concerns regarding the 'dietary restriction' option on ParentPay as it does not tell you what children will get for lunch.
- Centralised meal planning but locally there is a lack of balance – what is happening in other schools?
- Budget £1 per child per day; frustrated. Imaginative from hayfield. 70% choices

Action: Parent with complaint should ensure this has been treated as a formal complaint.

Action: Cath to invite Neil Beattie to next parent council meeting.

Action: Sam to approach canteen / school re photographing meals.

Discussion was then had on the idea of a 'Supper Club' – bairns would be involved in a project looking at different elements related to hospitality including: cost and budget; menu planning; serving; food preparation; greeting customers. Would culminate in an evening meal at the school that community / parents / carers are invited to.

Action: School to consider if feasible this school year and update at next meeting

12. Morning Toast

Currently DPS PC provides 2 loaves each week to the school for toast for bairns arriving in the morning. There is uncertainty around numbers of bairns having toast, and also whether bairns are aware it still exists.

Action: Judith to follow up with canteen towards end of term to ask about uptake (they have been asked to keep a tally).

Action: Judith to email Emma and ask her to send a reminder to all parents / carers that it exists.

13. School Buses (Breakfast Club)

Parent Council had received a number of concerns from families concerning the bus drop off and pick-ups from the school. These broadly relate to:



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- the speed of cars on approach and on leaving the school and the congestion
- bairns having to get off and on the vehicles at the 'far side' of the school gate
- the turning manoeuvre of the buses at the 'Croft House Junction'
- the 20mph lights do not always work and are not always visible or on for long enough.
- The accident that happened outside the school recently
- The lateness of receiving information on bus routes
- Missed pick-ups and drop offs

A discussion was had in relation to the last point and parents should complain directly to the bus company regarding missed pick ups or drop offs.

In relation to the other issues it is clear that this needs to be flagged to the SIC again and alternatives explored. Some suggestions from parents on solutions or options were provided as followed:

- A permanent 20 mph limit – noted earlier drop off pick up options for nursery bairns
- Staggered pick up and drop off times
- A one way system for buses and parents/carers
- Buses arriving at from the top of Robins Brae, and exiting at other end of Boddam loop at the south of Robins Brae.

Bryan Peterson suggested we approach Elaine Park in the first instance to find out what our options might be, and encouraged us to fill out the current survey online. Some present had already completed this. Bryan Peterson also suggested he would try and park close to the school between 1450 and 1515 some point soon to see the business / congestion for himself.

Action: Sam / Judith to draft email to Elaine Park asking what can be done to reduce the risk.

Other parents have expressed concern around pick up and drop off points from home / on the routes.

Action: Sam to issue a reminder to parents that they can request a Risk Assessment be completed if they have concerns about pick up and drop off points on the route as this is not something the parent council can progress.

14. School Works

This was covered previously under Headteacher' Report.



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15. P6/7 Trip

Jolene queried what plans there are for P.7 to have a trip sharing that previously bairns had gone of island. Louise Leslie explained that there was a request against doing off island trips for P7 as cost can be prohibitive for some. She shared that P7 do have a residential trip near the end of summer term. It requires staff to support it, or volunteers who are PVG checked. The also need a male teacher or volunteer to support. Parents contribute to the cost of it.

16. Fundraising Plans for the Year

- Sunday Teas (winter warmer idea; potentially 3rd nov 12-3pm), s
- Pizza and quiz night – this was popular so hope to run again in term 3.
- Christmas Concert – parent council to support with mulled wine / apple juic and mince pies.
- Secret Shop – hope to run again but with a focus on wrapping rather than crafting; wondered if bairns could make their cards in Art? (
- Supper Club – discussed above.
- Sooth End Gala day – hope to run again this year and plan to try to link in with Sandwich and Cunningsburgh. Contacts for the Parent Council there are Debbie Jamieson and Jenna Adamson. Sam to progress. Date TBC.
- After School Club – noted the Netball at the school and considering whether there is scope to have other parent lead after school activities for bairns. Noted for discussion at next Parent Council Meeting.

A brief discussions was had in respect of our links to Sandwich school and those that feed in to it. Louis shared that there is an intention to run a joint P4/5 Sprots Day with active schools, and the hope of more opportunities for Dunrossness bairns to visit Sandwich School. Parents noted that the number of bairns going to Sandwich has reduced. Parents also expressed concerns around the bus options for AHS bairns versus Sandwich bairns and a lack of consistency in this.

17. Funding Application

The Viking Fund application is now complete and will be submitted. However, cautious in progressing further or committing timescales owing to potential works to school buildings.

18. AOCB

Judith raised the issue of the lack of Breakfast Club provision, highlighting that this had been a recurring item for some time but has come to attention again with regard to the impact this has on pick up drop off and the challenges being faced by working parents with the 0845 restriction on drop off. Parent Council agreed to progress this between now and the next meeting to identify the options.



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19. Date of Next Meeting

The next meeting will be held on Tuesday 12th November at the school; the time is to be confirmed and was suggested we do a poll to establish the best time to have it.

20. Close

Sam closed the meeting, and thanked Bryan for attendance.



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Appendix 1: Headteacher Report

Head Teacher's Report - September 2024

Building

- We have mostly moved out of the huts end of the school
- Seems to be working well so far, with lots of positives being spoken about
- I understand a decision about the future of the huts end will be moving forward through the council process soon. Our options are that the building is either repaired, rebuilt or removed – with the option of some landscaping and playground equipment.
- We are still waiting on some work to be done – shelving, blinds etc.
- The sound panels are on the way – these will be installed over a few weekends.

Staffing

- Miss Lisa Davies – currently covering Miss Curstaidh MacKay's maternity leave is also expecting. She will finish with us at October. I am seeking a temporary member of staff that will hopefully see us until Curstaidh is due back in February
- We have a preferred candidate for the bus escort job, we are just waiting on paperwork being finalised
- We are re-advertising the Support Worker (play) post, as our preferred candidate has withdrawn from the process for personal reasons
- We have a preferred candidate for the Learning Support Worker in ELC – I am hoping to have this person in post after the October Holidays. I am thankful to Mrs Clair Gillespie that is currently filling this role as supply.
- The closing date for the ASN teacher job is on 12th September. Again, I would like to think we have this person in post after October. Thanks to Kim Wells and Kathryn Harper that are keeping things ticking over.
- The 2 day permanent teaching post alongside Mrs Moar also closes on 12th September, with the hope of the same timescales for this job. Again, Kathryn Harper is filling this post for us just now.
- Mrs Kathleen Mullay finished up as our ELC teacher last week, this post is awaiting advertisement.

SIP 2024/25

Our School improvement plan will have three focusses this year – these have been identified through consultation with the staff, pupils and parents during the Learner Led Event. They are:

The School Environment – this will allow us to continue working on the spaces we have.
Learning, Teaching and Assessment – we are using the Authority's LT&A Standard as a basis for our work on this, looking for staff to identify their own personal areas for development.
Observations in Nursery – we are still waiting for a Care Inspectorate Inspection following notification in May, and we had hoped to form our improvements around any



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recommendations. However, we have decided to get underway with improvement, and focussing on the quality and frequency of formal observations was thought to be a priority.

I will be working with the children to create a Children's Improvement Plan which we will share with our school community, and I will be using this as a framework for monitoring our progress throughout the year with all stakeholders.

Funding

An update on the funding I applied for from the Zetland Trust – unfortunately this has been unsuccessful.

The pupil council have plans afoot for some fundraising ideas – firstly a recipe book. We are keen that any funds the Pupils Raise goes into the playground.

Louise Leslie, Head Teacher.
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Appendix 2: Annual Accounts

To be inserted