



Dunrossness Parent Council Meeting
Approved Minutes
12th November 2024 at 1830
Dunrossness Primary School and Online via Teams



1. Welcome and Apologies

Sam Adamson (chair)
Louise Leslie (head teacher)
Brenda (teacher rep)
Sarah Green (vice chair)
Simon Allen
Cathryn Puxley
Katrina Jamieson
Jolene Johnson (online)
Judith Fenton (secretary) (online)

Bryan Peterson (South Mainland Councillor, joined from item 4)

Apologies
Merran Adamson

2. Approve Minutes

A note was made to amend the error to Katrina's name within the minute. The minute was approved by Judith Fenton and seconded by Sam Adamson.

3. Matters Arising

We went through the actions from the previous meeting as follows:

School Works:

- a. Action: Judith to amend and send the updated constitution to the school for uploading to the school blog.
Done
- b. 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.
Update from Cath: form still to be done, and is considering a WhatsApp group. Noted that community members and businesses are keen to be part of the group and they cannot be added to the Community people who have offered assistance - Haar Sauna etc. Like a membership form. Plan to advertise in local shop; GP surgery; local shop. Will do another update at next PC meeting.



Dunrossness Parent Council Meeting
Approved Minutes
12th November 2024 at 1830
Dunrossness Primary School and Online via Teams



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

Done: no response to email despite follow up. We still do not have access to the Appndices referenced which detail the report.

No response from Shetland News who has asked for our views following the press coverage. Shetland Times may be interested. It was suggested that we could invite Emma Sandison to a meeting in the future. Agreed that Sam Adamson will send a formal invitation to the next meeting.

Parent Council members are keen to approaching the situation in a way that encourages contribution. We have a strong parent council with lots of skills - we would like to be allowed to be a part of that process or looking at solutions.

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

Update: Louise Leslie saw plans, there are three different sets of plans and Louise Leslie has been advised they will consult at point funding is secured. The plans are not ideal, and involve splitting pool room in half.

Louise Leslie went on to share: At the moment the school roll for next year is not confirmed - current roll is 90. if there are no deferrals we would go up a class (composite classes are near limits). We have to assume will be going up a class. The plan involves opening out the swimming pool changing rooms and toilets etc to create a decent space. This would then become half a classroom and half an ASN space - with proper changing rooms and sensory rooms and tTwo toilets. Lousie Leslie shared reservations - no storage in the space ASN or otherwise. Project boxes need to be housed so it is not ideal.

Louise noted that having been in and out of other schools our footprint is still quite large. The playroom could be a classroom. Art and music do not have to be separate. Lots of schools do not have libraries. Break out spaces - not standard in a school. Capacity for the school is 120 (capped by number of toilets), excluding the nursery.

Sam Adamson shared that the art and music space is underutilised at present gien it is not always used, and wondered if it could act as a nurture / safe space for bairns. . Louise Leslie advised that given the location and need for staff to be present it is difficult to manage though it was noted that the toilets within that space are included as school toilets.

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



Dunrossness Parent Council Meeting
Approved Minutes
12th November 2024 at 1830
Dunrossness Primary School and Online via Teams



Done; no response to follow up emails. Louise Leslie has not heard anything further, assuming some point will be back in touch with a plan. Louise will notify the parent council if she hears anything regarding the consultation plans for proposed changes to the school.

- f. Action: Parent Council to meet again to explore options once we have heard back from the SIC regarding next steps.
Update: as above.
- g. Action: Louise Leslie to feedback to parents following visit from Davie Sandison and Bryan Peterson.
Update: Was positive, both were there for 2 hours. Looked all round the school. Genuinely felt that they were interested and keen to help us. Felt they went into that meeting the next day aware of the lived experience of the school. Louise shared that she highlighted current ASN limitations significantly, and that she believes this was considered in the planning. Felt well supported by elected members, spoke to children and a couple of teachers. Was a positive visit.
- h. Action: Louise Leslie to advise parent council / parents and carers when soundproofing works are complete.
Update: Soundproofing is completed. It is improved but could be better. Further Soundproofing will happen in the February long weekend. It is slightly better already.
- i. 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.
Done: SG Attended and Provided Feedback to Parents
School Lunches:
- j. Action: Parent with complaint relating to school dinners should ensure this has been treated as a formal complaint.
Update: Done
Lousie Leslie confirmed that Pentara is the scheme used at SIC.
- k. Action: Cath to invite Neil Beattie to next parent council meeting to discuss school lunches
Done: in attendance.
- l. Action: Sam to approach canteen / school re photographing meals.
Update: reluctance to do this at this point, felt we would discuss with Neil later in agenda.



Dunrossness Parent Council Meeting
Approved Minutes
12th November 2024 at 1830
Dunrossness Primary School and Online via Teams



- m. Action: Judith to follow up with canteen towards end of term to ask about uptake of 'Breakfast Toast' (they have been asked to keep a tally).
Done: at end of last term advised average is 10 but some days more and some days less.
- n. Action: Judith to email Emma Mylett and ask her to send a reminder to all parents / carers to Breakfast Toast option
Outstanding: JF to do following this meeting depending on decision.
Agreed: 3 loaves per week and confirm with the canteen that they can freeze the gluten free loaf as it is the most expensive, and toast from frozen. Aim for most efficient use of toast. Judith to email canteen and then email Emma to ask to remind folk the toast is there.
- o. Action: Sam / Judith to draft email to Elaine Park asking what can be done to reduce the risk around pick up and drop off with school buses at the school

Done: email in draft but not sent, pending outcome of discussion today.
Follow Up: Judith to send
- p. 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.
Update: Sam to do that this week.

Bryan Peterson joined meeting

4. Headteacher Report

The head teacher report is appended to the minute.

Jillian Isbister donated £600 from the Picnic Press Supper Dance, to the school so they're looking at things for every class. looking at tents - dark dens, exploring options for nursery, possibly heightening the fence.

Lots of temp contracts at the moment.

SMUHA: in our minds and need to start thinking about what the school will do, possibly something similar to last year.

Looking to strengthen south mainland cluster - Sandwich, Cunningsburgh and Dunrossness; looking at scope to share specialist teachers and other opportunities to work together..

Shared learning event - well attended, though format does it make it obvious who doesn't have somebody able to attend.. The timing makes it challenging for parents who work, and



Dunrossness Parent Council Meeting
Approved Minutes
12th November 2024 at 1830
Dunrossness Primary School and Online via Teams



recognised it is challenging for single parents / carers. Wonder if evenings are better and may trial having it at 6pm next time.

Action: events going on it would be good to put these on Facebook.

Action: explore progressing the traversing wall idea for the school, Emma Sandison may be able to give us a steer on this.

5. School Lunches

Sam welcomed Neil Beattie to the meeting.

Shared the idea on photographing meals; last year we photographed the menu board and the food that was out and we put on the PC facebook page: It was well received. But there is a reluctance to do it again. We are keen to work with the kitchen staff but they seem reluctant to engage.

We are coming at it from a place of support for children that struggle with choices and transitions and busy lunch times - we want to know how can we help support but we are not really getting anywhere.

We have so many children with additional needs - nutritional needs are not always being met at home and food poverty.

Neil: Acknowledged concerns and keenness to work with the canteen staff. Neil will follow up on this to explore doing the photographs again. Explained that not all kitchen staff are comfortable with this, but that Bethany may be more comfortable.

Neil shared that all kitchen staff have the same nutritional training and that there are many really good school cooks. The menus are created centrally and sent to the cooks, so there is local diversity. Cooks could come up with own menus and then we would analyse them regarding nutritional value.

At the moment there is one menu but from next year there will be two menus and schools can choose one or the other.

Vegetarian options: one parent had reviewed menu and noted that kacket potato or soup accounted for 70% of the vegetarian options. There is also a concern about how often chips are available to bairns.

Neil noted that this was a local variation he was aware of.

Neil noted that if sandwiches / wraps are available every day there is a risk that children will opt for that every day.



Dunrossness Parent Council Meeting
Approved Minutes
12th November 2024 at 1830
Dunrossness Primary School and Online via Teams



Individual menu choices - trying to support bairns to make good choices? We feel that bairns being able to see pictures of the food can help.

Neil agreed and advised we should progress this and that he will also discuss with kitchen staff.

Parent Council asked about food waste - How much are the kids are eating and how much is being left?

Neil advised that they plan to survey kids on their favourites and least favourites and that would help with planning and that the online choosing of options helps reduce waste.

Neil shared that the school kitchen does need upgrading and refurbished and that there should be hot trays on the counter, for example, the servery does need upgrading.

Parent council asked about allergies and noted the need to be clear on the severity of allergy - it would be helpful to understand what is meant by 'nut free zone' for example.

Neil advised that there are guidance documents in place for allergens - catering and cleaning across Scotland and there is a working group to look at best practice. This will help with identification and verification of allergies and the hope is that there will be a standard letter confirming the allergen signed off by GP or dietician, Presently it is up to the parent to report the allergen.

Sam Adamson flagged concerns around getting a GP letter as this is not NHS work and there would be a charge associated with this. Additionally GP may not be able to provide useful information. Sam advised she would engage with Primary Care Shetland.

Concern raised around nursery staff and making safe but varied snacks for children who have specific allergies. Neil offered to join a meeting with the staff and canteen staff to discuss this in more detail.

6. Winter Warmer Teas

Thanks everyone, more helpers made a huge difference. Funds raised around £900 - £1000.

7. Secret Room

Items are purchased. Planning to do craft- decorations to colour in , and focus on wrapping gifts. Plan to use the art and music room and run these in the last week of term - Monday and Wednesday



Dunrossness Parent Council Meeting
Approved Minutes
12th November 2024 at 1830
Dunrossness Primary School and Online via Teams



8. **Christmas Concert**

Confirmed details as 6pm start, kids in by 5.45pm, followed by mulled apple juice and mince pies provided by parent council.

9. **School Capital Works**

Covered off above. Bryan Peterson offered to follow up regarding the appendices and report back on this.

10. **Viking Energy Capital Works and School Playground**

Given demolition and rebuilding works and lack of clarity on timescales, scope, etc parent council want to speak to parents first, parents need to know where we are at. Alongside that we will make contact with Viking Energy to share this as well.

Sam shared that she has spoken with Lunnasting PC who have recently had a new play park opened. They confirmed that the SIC agreed to undertake the annual inspections for this and therefore it should be an option for DPC as well. The outside areas around the school are extremely limited and unsafe.

We have £2500 set aside for playground funds but wonder if we should use it elsewhere. The parent Council funding could be rerouted to look at internal items to support the learning and experience of bairns in the school. Perhaps this is something that we could explore with parents, teachers and through the pupil council.

In respect of the potential capital works and current closed areas of the school it was proposed that we have an assessment undertaken by Gary Doherty to identify ways that we could put the funds to best use.

11. **AOCB**

SMUHA - is Cunningsburgh this year but plan to use the hall again. Worked well last year. More visible as a parent council, more interested.

Suggested that we approach Dunrossness Community Council regarding funding towards children's christmas party or similar. Sam Adamson to progress.

12. **Date of Next Meeting**

Monday January 20th 2025 @1830.

13. **Close**