

**Minutes of the Scalloway School Parent Council
Held on Wednesday 25 May 2022
Virtually via MS Teams**

Present

Kenny Pottinger	Chairperson
Diana Tulloch	Vice Chair
Beverley Lamming	Parent Member
Wendy Leith	Parent Member
Carrie MacDonald	Parent Member
Caroline Shewan	Parent Member
Carly Cheyney	Parent Member

In Attendance

Morag Fox	Head Teacher
Nicola Johnson	Teacher Representative
Dawn Ratter	Clerk/Treasurer
Davie Sandison	Councillor
Moraig Lyall	Councillor
Catherine Hughson	Councillor

1. Notice of Meeting

The notice of the meeting was held as read.

2. Apologies for Absence

Apologies were received from Cynthia Poleson, Marie Wynn and Gowri Saravanan.

3. Approval of minutes - 16th February 2022

The minutes of the last meeting were approved by Morag Fox and seconded by Kenny Pottinger.

4. Matter's Arising

Nursery

The school are planning to have a Stay and Play Day on Monday 13th June to give parents the opportunity to see the new space.

Management Structure

Cheryl is not getting the opportunity to fully engage in her Principal Teacher role due to the ongoing high level of absences and struggles with finding supply cover.

Indoor/outdoor Area

The report for the indoor/outdoor was very disappointing with quotes ranging from £80-£100k. Morag has redirected her questions for a second opinion to Neil Clubb, Assets. Cheryl is setting up a working group for the indoor/outdoor area and Morag asked for a couple of parent volunteers to join the group. The group will be looking at options for astroturfing the multicourt and a safe passage to the nursery play area. Diana and Carrie would be willing to join the group. Carly will check if Aiden would be willing to help out.

Parents Evening

The new P1 intake evening will be held on Monday 13th June.

School Improvement Plan

Morag will email the School Improvement Plan to share with parents members. The key area for next year's plan will be around parental engagement.

ACTION: Morag/Dawn

PEF

The Pupil Equity Funding is based on the number of children in receipt of free school meals. The figure each school will receive has been set for the next four years. This will help with planning and continuity for pupils. It will be helpful for employing additional staff, where contracts can be longer term. Reviews on how this funding has been spend will be shared with parents before the end of term.

COVID

Testing is no longer required but there are still some cases in the school amongst staff and pupils. If children are unwell and displaying symptoms they should stay at home until they feel better. As long as they have no temperature, they can come back to school. All the low risk warning letters have been abolished.

Book Fair

The book fair was planned by P5. The books have all been ordered and hopefully gone home today. It has been an incredible amount of work but really positive for the school. The total raised was in the region of £700. Beverley and Caroline raised concerns around the way the book fair was executed and asked that the school look into alternative options for fundraising in the future to ensure no children are left disadvantaged.

Library

The library has been opened up again and pupils are able to scan books in and out.

School Photos

Kirstin Sim and Julie Jamieson are looking into options for school photos but it might not happen until next term. The P7 pupil have had group photos taken with their leaver's jumpers and these will be shared with parents.

Transition

P7 pupils who have an enhanced transition have been to the AHS three times and the whole class has been in once. The pupils on the enhanced transition programme will have another visit still to come. The timetabled visits will be on 23rd and 24th June. There was 4 former Scalloway Primary School pupils, now in S5 who came to visit the P pupils this week to let them know how transition was for them.

The ELC into P1 transition is underway and the first visit went really well. The projected numbers for the new P1 class is 19.

ClassList App

The local authority are looking at a communication tool called Expressions. Tracy Langley is leading on this and they hope to have pilots running from August.

5. Head Teacher's Report

Staffing

- Class Teacher (P6) – currently recruiting. Tom Ferguson retired in April and supply has been provided for Term 4.
- Class Teacher (P2) – Mags Birrell is leaving at the end of Term 4. Emily Williamson is transferring from Tingwall Primary School into this vacancy.
- ELC Practitioner (temporary) – currently recruiting.

Dawn Mainland is due to retire from her posts in September. Dawn currently teaches in the P4 class 3 days per week, alongside job share partner Joanna Smith. Joanna will take on some of this vacancy and increase her contract to 4 days per week. There will be a request

submitted to recruit a class teacher for 1 day per week in the P4 class. Dawn's 0.5 day per week Principal teacher hours will transfer to Louise Tait which will take her out of the P7 class 1 day per week, rather than 1 day per fortnight. There will be a request submitted to recruit a class teacher for 1 day per week in the P7 class to fill this vacancy.

The Support for Learning Audit has been received from Lesley Simpson, Executive Manager ASN and there has been no change to the hours allocated in terms of ASN teacher and learning support staff. Morag is in the process of requesting some additional staff as she feels the number of hours allocated does not match the number of pupils who require additional support.

Cllr Sandison asked a question around recruiting teaching staff to 1 day per week posts. Morag confirmed this is not an easy task. The school have been very fortunate recently with two sets of job share partners who have been willing to step up and cover absences.

Carly asked if the recruitment processes would be complete before the summer holidays. Morag is hopeful to hold interviews on 17th June but this is dependent on processes being completed by HR.

Caroline asked Morag to pass on her thanks to the P1 teachers who have been covering and providing excellent continuity for the pupils. Morag confirmed Nicola Johnson is covering 3 days per week in P1 and Cheryl Mouat is covering 2 days. Staff are going above and beyond to provide continuity for the pupils.

6. Parent Council Items

Treasurer's Report

The available balance in the bank account is £466.21. The link to the easy fundraising page is: <http://www.easyfundraising.org.uk/causes/scallowayschool>. Morag promote this through the school newsletter.

7. Review of the Action Plan

The Action Plan was agreed by all members present.

8. Correspondence

None.

9. AOCB

New Nursery

Kenny and Diana met with Morag last week to have a look around the new nursery area. Diana said the new nursery space is fantastic. The pupils were very engaged and looked like they were learning and enjoying themselves. Diana said it would be good to progress with the outdoor area to complete the nursery. Diana and Kenny both suggested having an open afternoon/evening to invite parents into the school. Morag said they are looking to hold an open afternoon for parents during the August in-service.

Diana also mentioned the hen houses might need a coat of paint and wondered if the parent members could take on this task.

ACTION: Parent Members

Ducks Award

Kenny asked if the decision to end the Ducks Award could be revisited. He feels it would be good to recognise the academic achievements in school. There are many awards to recognise sporting and music achievements. Morag said the school haven't presented the

'Ducks Award' since the closure of the secondary department. The award was based on achievements at S4 level. The school staff feel at primary level, it is better to celebrate the wider achievement through the Citizenship Award. The Citizenship Award is presented to a pupil in P7 who is always thinking of others, helping others and volunteering to help. Carly said she thinks the citizenship award is really good and exactly what the school should be promoting. Caroline suggested having an award for each class linked back to the school values. Morag will take for these suggestions to the next staff meeting and see how staff feel.

ACTION: Morag

Tuck Shop

The tuck shop was previously run by Elizabeth Mouat with the support of Joyce. Unfortunately, Elizabeth is no longer in the office as she is needed to support in classes. Morag will make a note to look into the possibility of reintroducing the tuck shop next term.

ACTION: Morag

Breakfast Club

Morag is hoping to have the breakfast club up and running again next year once vacant posts have been filled.

Menus

Refreshed menus will be being looked at through the summer for a new menu in August. Morag advised if any pupils are deeply unhappy with the choices they have made, parents can contact the school office to change their choices. There have been a lot of staff absences in the canteen recently which has resulted in some last minute changes to the menus. There has also been two broken freezers in the canteen which has also led to last minute changes. Morag is trying to monitor this. Carly asked if the views of the pupils are taken into consideration when designing the menus. Morag said the pupils have no input and the canteen staff have a very limited voice. Any concerns or queries over the menus should be directed to Neil Beattie, Catering & Cleaning Team Leader. Kenny and Diana will draft an email to Neil Beattie.

ACTION: Kenny/Diana

School Trip

Morag said they hope to have the Edinburgh trip again next year.

Jubilee

There will be a whole school assembly on Thursday 2nd June for the jubilee celebrations. There will be decoration, some life history on the queen, pictures and bunting. There is a nationwide sign up for school for all pupils to get a jubilee book.

10. Date of Next Meeting

The date of the next meeting Wednesday 7th September 2022 at 6.30pm.