

**Minutes of the Scalloway School Parent Council  
Held on Wednesday 20<sup>th</sup> September 2023 at 6.30pm  
In the Scalloway Primary School**

**Present**

Kenny Pottinger	Chairperson	Terri Barry	Parent Member
Diana Tulloch	Vice Chair	Seth Travins	Parent Member
Jamie Fullerton	Parent Member	Carly Cheyney	Parent Member
Catherine Bradley	Parent Member	Caroline Shewan	Parent Member
Beverley Lamming	Parent Member	Graham	Parent
Wendy Leith	Parent Member		

**In Attendance**

Morag Fox	Head Teacher
Emily Edwards	Teacher Representative
Dawn Ratter	Clerk/Treasurer
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, Jacqueline Irvine, Carrie Macdonald, Debbie Morgan, Margaret Anderson, Cllr Ian Scott and Cllr Davie Sandison.

**3. Approval of minutes – Wednesday 24<sup>th</sup> May 2023**

The minutes were approved by Diana Tulloch and seconded by Carly Cheyney.

**4. Matter's Arising**

Indoor/Outdoor Area

Phase 1 is complete. Morag is going to meet with the house team captains and form a plan for phase 2 development.

Breakfast Club

The school are hoping to run the breakfast club over the winter months, with a session on Tuesday mornings for P1-3 and Thursday mornings for P4-7. Currently, there are only 2 parent volunteers who have offered to help. If anyone is able to help out between 8.15am and 9.15am on these mornings, please contact the school office.

**ACTION: Parent Members**

After School Clubs

After school netball is due to start shortly. Another parent has offered to run a yoga session as well.

ASN Audit

Morag reported that staff in the school do not feel adequate learning support provision has been allocated to the school following the ASN Audit. As a short term arrangement, Morag has been able to trade some ASN teacher hours for additional learning support worker hours.

School Improvement Plan

The school improvement plan has been published on the school website:

[School Improvement Plan](#)

### School Trips

There was a discussion on raising funds towards school trips Morag informed parent members that the school asked for a suggested voluntary contribution from parents towards the cost of bus transport for all the class trips at the end of the last school year. Parent members decided to hold a focused fundraising event in Term 3 towards the cost of school trips. This is to be added to the agenda for the Term 3 meeting.

**ACTION: DR**

### Vision, Values and Aims

The new panels have arrived from Art Machine today and have started to be displayed through the school.

### P7 Leavers Event

The P7 leaver event was a huge success – well don't to Beverley and Wendy for organising. Diana and Carly are planning a similar event for next year.

## **5. Head Teacher's Report**

### Staffing

- Art Teacher (permanent) – Lois Paul has been appointed.
- Learning Support Worker (temporary) – Interviews to be held on Friday.

The school are still seeing a number of absences but temporary arrangements are in place for affected classes. Morag will be writing to parents in P2 and P5 with an update for arrangements after the October holidays.

### Transition

The P1 pupils have settled really well into class. The school are looking to enhance the transition process further for another year by providing some time for pupils to experience the break time in the playground and also allow learning support workers to spend some time in the ELC setting to meet pupils.

### School Roll

The new housing scheme hasn't made much change to the school roll so far. There is 1 new pupils in P1 and 3 new pupils in the ELC setting. There are a further 8 houses to be completed in January. The school need to have 145 pupils in order to remain as a 7 teacher school. There is a family moving away during the holidays which will mean the school roll will drop to 142. There will be 33 pupils in the ELC by the time all the 3 year old start their placements this year.

### Fish and Chip Night

Plans are underway for the Fish and Chip fundraiser at the school. A letter will be shared with parents tomorrow with full details of the event. Carla and 3 members of the canteen team will be in the kitchen with support from some staff and parent volunteers. P6/7 pupils are organising some activities. Parent members will support the event by helping with home bakes, ice creams and tea/coffee. A rota will be arranged through the WhatsApp group.

**ACTION: Parent Members**

### Sensory Garden

Morag asked for parent volunteers to help clear the garden area during the October holidays. The school are planning to create a sensory garden in this area. Dates and arrangements to be discussed via the WhatsApp group.

Parent members discussed approaching Shetland Community Benefit Fund for funding towards the sensory garden project.

**ACTION: Parent Members**

There was a discussion on re-painting the small house in the playground. A parent member suggested looking into the Community RePaint scheme from Shetland Arts for paint. Cllr Hughson suggested asking the Bridges Project for help with new benches/painting jobs. This is to be added to the agenda for the Term 3 meeting.

**ACTION: DR**

### Industrial Strike Action

Currently, it is looking like the school will be closed on Tuesday 26<sup>th</sup>, Wednesday 27<sup>th</sup> and Thursday 28<sup>th</sup> September due to industrial strike action. Morag noted teachers will not be required to provide online/home learning, as per guidance from EIS unions.

### ELC Care Inspectorate Visit

The Care Inspectorate were in the ELC setting last carrying out their assessment. The setting was assessed on 5 quality indicators and received 3 very good and 2 good ratings. Overall, Morag was happy with the results. She explained there has been massive significant changes in the ELC since the last inspection – they have amalgamated what was the school nursery with the private nursery and then brought both groups into one class.

## **6. Parent Member Items**

None.

## **7. Parent Council Items**

### Treasurer's Report

The available balance in the bank account is £447.53. The link to the easy fundraising page is: <http://www.easyfundraising.org.uk/causes/scallowayschool>.

## **8. Correspondence**

None.

## **9. AOCB**

### Winter Bus

A parent asked if pupils arriving at school on the bus can have indoor access during the winter months, especially when the weather is poor. Morag will look into a plan for these pupils to have access to the indoor/outdoor area.

**ACTION: MF**

### Football

A parent asked if the football after school club would be starting up again. Morag is waiting to hear back from Active Schools on this.

### Overnight Trip

A parent asked if the school would consider having an overnight trip this year. Morag will bring this topic back to staff and see if anyone would be willing to arrange a trip.

**ACTION: MF**

### Packed Lunches

A parent asked if pupils can have access to a microwave for heating up items in packed lunches. The school are unable to provide this.

### Parking

There was a discussion on inappropriate parking in and around the school car park. Morag is monitoring the parking, collecting evidence and will ask transport to carry out a review.

**ACTION: MF**

### **10. Date of Next Meeting**

The date of the next meeting was set as Thursday 23<sup>rd</sup> November 2023 at 6.30pm.