

**Minutes of the Scalloway School Parent Council
Held on Wednesday 24th May 2023 at 6.30pm
In the Scalloway Primary School**

Present

Kenny Pottinger	Chairperson
Diana Tulloch	Vice Chair
Jacqueline Irvine	Parent Member
Beverley Lamming	Parent Member
Carrie McDonald	Parent Member
Carly Cheyney	Parent Member
Nadia Mackenzie	Parent Member
Catherine Bradley	Parent Member

In Attendance

Morag Fox	Head Teacher
Dawn Ratter	Clerk/Treasurer
Ian Scott	Councillor
Davie Sandison	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 Caroline Shewan, Cynthia Poleson, Seth Travins, Jaclyn Ross, Jamie Cowie, Wendy Leith and James Johnston.

3. Approval of minutes – Wednesday 22nd February 2023

The minutes of Wednesday 25th May 2023 were approved by Diane Tulloch and seconded by Carly Cheyney.

4. Matter's Arising

Indoor/Outdoor Area

The contract has been awarded and the electricians have started work today. The aim is to have this area completed for the beginning of the new term.

Breakfast Club

The breakfast club has been really successful with very positive feedback. However, the school will be looking for external funding or sponsorship in order to continue with the club, rather than using the Pupil Equity Funding as this will need to be focused elsewhere.

Clerical Review

A working group is being set up which Morag is keen to be a part of. The group will cover the clerical review, a review of janitorial duties and the pressures on head teachers from all other SIC departments e.g. HR, Finance.

Active Schools

Active schools activities have been really successful this year. Eoin Leask has been the co-ordinator for the school this session and has offered basketball for P4 and up. He is also delivering bikeability to P3 and P6 this term. The chatterbox programme has been reinstated which involves P7 pupils visiting The Walter and Joan Gray Home to do some activities and games. It is lovely to have this community link back up and running.

ASN Audit

The school have received the results of the ASN audit from Lesley Simpson, Executive Manager – Inclusion. There is no significant change for the support team going forward into the academic session.

School Improvement Plan

Morag thanked parents for responding to the School Improvement Plan questionnaire. Morag feels they have made really good progress this year and going from the feedback it looks like the focuses next year will be on Numeracy, Digital Technologies and UNCRC.

Drumming Instruction

Morag has emailed Children's Services regarding waiting list numbers for drumming at Scalloway but hasn't received a response.

Vandalism

Cllr Sandison advised there has been an improvement with regards to vandalism and disruption since the CCTV has been installed.

5. Head Teacher's Report

Staffing

Staffing continues to be tricky at times.

- Art Teacher – Hannah Rose is leaving at the end of term. A preferred candidate has been appointed and will start in post in August.
- Learning Support Worker (2 x 24 hpw posts) – Ona Mitchell and Kim Tait have been appointed to these vacancies and are both now in post.
- ASN Teacher – Meg Laurenson has been appointed to this post.

There are currently 2 long term absences within the teaching staff. In P2 Madge Gregg and Cheryl Spofforth are covering absences until the end of term and in P5 Tom Ferguson is covering 4 days per week.

School Trips

School trips have been really tricky to navigate this year. Some schools have been fortunate to reinstate off island school trips. The school have made the decision this year that all classes will go on a day trip before the end of term. P1-3 pupils will have a day at Meal beach. P4/5 will have a day trip to the West side and P6/7 will have a day trip to Sumburgh. The Christian Youth Camp was booked for an overnight stay for P6/7 but this has been cancelled due to required building improvements. Morag said they looked at alternative accommodation at Voxter and Bridge End but neither of these could accommodate the classes.

Moving forward, Morag will put an off-island trip on the staff agenda for June to discuss options with staff and see if this would be viable for another year. There are a number of things to consider in relation to an off-island trip. Morag need to check the bus company is willing and available to take the trip at the appropriate time, the correct staff willing to take on the huge responsibility, make sure that any trip offered is inclusive to all the pupils in the class and also take into consideration the cost of living and how to fund families who may not be able to afford an off-island trip.

ACTION: MF

Parent members are very supportive of the local trips offered by the school.

Team Improvement Visit

The Team Improvement Visit took place from 3rd-5th May 2023. This involved 5 officers visiting the school, over the 3 days. There was a timetable which included interviews with staff, parents, parent council members, associated partners and pupils. There was also classroom observations. Each of the 6 classes (not including P5) had 2 observations each, one on literacy and one on numeracy. It was an intensive 3 days of scrutiny.

The team was led by James Johnston – Quality Improvement Officer. He was supported by Chloe Kerr – Acting Quality Improvement Officer (ELC), Lesley Simpson – Executive Manager (Inclusion), Claire Adamson – Education Support Officer (Inclusion), Wendy Fraser – Head Teacher of Urafirth Primary School and Ingrid Smith – Principal Teacher at Aith Junior High School. The teachers in the school really appreciated having colleagues who are still teaching in school as part of the team.

The Team Improvement Visit was based on quality indicators from the Education Scotland framework ‘How good is our school? (4th edition)’ and ‘How good is our early learning and childcare?’.

- 1.1 – Self-evaluation for self-improvement
- 1.2 – Leadership of learning (ELC)
- 1.3 – Leadership of change
- 2.3 – Learning, teaching and assessment
- 3.1 – Ensuring wellbeing, equality and inclusion
- 3.2 – Raising attainment and achievement

Morag summarised the feedback received on each of quality indicators.

Morag informed parents she was really pleased with the feedback received from the Team Improvement Visit and she feels the school is back on track to where it was pre-covid. School improvement visits were reinstated in December 2021, and the school has since been visited in June 2022 and December 2022. There were some areas identified in these visits for improvement. Staff have been invested in making improvements and this is evident in the team improvement visit with the significant progress that has been made.

Vision, Values and Aims

The new vision statement of the school is: ‘Believe and you will achieve’.

The school values are: Safe, Kind and Respect.

All pupils agreed they wanted to keep with the Scalloway castle theme for the school logo. Mrs Mainland has drawn up a draft logo incorporating the pupil’s designs and views. Art Machine are visiting the school tomorrow to progress with this and plan for visuals which can be displayed throughout the school with the vision statement and values.

6. Parent Member Items

Bi-annual Meeting Update

Kenny and Diane attended the bi-annual meeting last week. Social security Scotland did a presentation on the available benefits for parents and families.

Tracy Langley provided an update on the Xpressions pilot. The pilot has now started in a select number of schools and will be evaluated at the end of term.

Leanne Moss provided some information on vaping and raising awareness of the dangers for children and young people.

Review of Action Plan

All agreed to approve the action plan.

7. Parent Council Items

Treasurer's Report

The available balance in the bank account is £631.74. The link to the easy fundraising page is: <http://www.easyfundraising.org.uk/causes/scallowayschool>.

8. Correspondence

None.

9. AOCB

P7 Leaver's Event

The P7 parents have booked the Scalloway hall for Saturday 24th June for a leaver's party. The party will be for the P7 pupils and their parents, no siblings will be invited.

10. Date of Next Meeting

The date of the AGM and next meeting was set as Wednesday 20th September 2023 at 6.30pm.