

**Minutes of the Scalloway School Parent Council  
Held on Monday 27<sup>th</sup> November 2023 at 6.30pm  
In the Scalloway Primary School**

**Present**

Kenny Pottinger	Chairperson	Terri Barry	Parent Member
Diana Tulloch	Vice Chair	Cynthia Poleson	Parent Member
Margaret Anderson	Parent Member	Carly Cheyney	Parent Member
Caroline Shewan	Parent Member	Wendy Leith	Parent Member
Beverley Lamming	Parent Member		

**In Attendance**

Morag Fox	Head Teacher
Dawn Ratter	Clerk/Treasurer
Ian Scott	Councillor
Davie Sandison	Councillor

**1. Notice of Meeting**

The notice of the meeting was held as read.

**2. Apologies for Absence**

Apologies were received from Carrie Macdonald, Jamie Fullerton, Seth Travins, Catherine Bradley, Cllr Catherine Hughson and Emily Edwards.

**3. Approval of minutes – Wednesday 20<sup>th</sup> September 2023**

The minutes were approved by Morag Fox and seconded by Wendy Leith.

**4. Matter's Arising**

Indoor/Outdoor Area

The new indoor/outdoor area has been named by pupils as 'The Hangout'. It is a great area and is well utilised every day. The renovations is now in phase 2 and Morag is waiting to hear back from Building Services on when the next lot of work will commence. This will include repairing a hole where an extraction fan used to be and the back wall.

Breakfast Club

The breakfast club is back up and running, and really popular. Morag is confident they will be able to continue with the breakfast club through to the Easter holidays.

After School Clubs

There are a few after school clubs up and running this term: netball, football, basketball and table tennis.

ASN Audit

Morag informed the parent members that they are no further forward with a solution to the shortage of learning support staff in the school. Morag has written to colleagues in Children's Services twice but has not yet received a response. The needs in the school continue to increase but due to budgetary constraints there is no additional funding available for more staff. Cllr D Sandison acknowledged the concerns faced by the school, and informed the parent council that this is a concern in all schools in Shetland. The pressure is due to the increase in demand, rather than lack of funding. The budget for support for learning has been maintained. It was suggested that the budget should be looked at with a view to be increased in

line with the level of demand. There has been discussions centrally around additional training options that could be offered to help existing staff. Morag noted they have quite a high turnover of learning support staff. They are constantly recruiting and taking on new staff who need to be trained and time to gain experience.

#### School Trips

Unfortunately, RG Jamieson have come back to say they are unable to offer off-island school trips at the moment. However, the school have booked an overnight trip for P7. All other classes will have a day trip at some point during the school year. The school would be delighted if the parent council can organise a fundraising event to help towards the bus costs of these trips.

#### Fish and Chip Night

The fish and chip evening was very successful. Pupils in P5 have made some Thank You cards which Morag circulated around the parent members. There has been a suggestion from the staff for future events to have it as sit in only for the first part of the evening and then take away available at the end. Morag thanked parents for the contributions to the evening, it is very much appreciated.

#### Sensory Garden

There was some fantastic volunteering over the October holidays to clear the area. Aiden Cheyney has been acquired the use of an industrial pressure washer from Ness Engineering, and would like to pressure wash the courtyard and any other areas needed. There will be a need for some volunteers to help with sweeping and bagging debris. A weekend will be arrange over the parent council WhatsApp group. The parent council will reimburse fuel costs for the pressure washer.

**ACTION: Parent Members**

Caroline offered to help with making a plan for the garden around March time.

**ACTION: CS**

#### Care Inspectorate Visit

The Care Inspectorate report has been published. There was no recommendations. The school are really happy with the outcome of this visit.

#### Arriving Early to School

Morag will be putting out a reminder to parents regarding the start of the school day. There is an increasing number of pupils arriving at the school before 9am. There is no supervision in place before 9am except for the days the breakfast club is running. The janitor and one learning support worker will be in school from 8.30am to meet pupils arriving on the school bus only.

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

#### Staffing

- Learning Support Worker (24 hpw) – currently advertised.

Nicola Johnson, primary teacher in P2 resigned from her post in September. The school were sad to see Nicola go. She had been a job share partner in the school for many years. The school roll at that point had dipped below the limit of 145 pupils to retain 7 teachers which meant the school were unable to recruit to a permanent post for this vacancy. Kiara Barradas, who was teaching one day in P4 and one day

in P7 has been moved into the P2 class alongside Rachel Jamieson to provide some continuity for the pupils. Cheryl Spofforth is covering one day per week in P7 on supply and Joanna Smith and increased her hours to cover in P4. Morag will be working with the QIO to find a permanent solution for P2.

There is still a staff absence in the P5 class and Morag will update parents when she has an update.

### School Roll

The school roll dipped to 141 earlier in the year, and is currently sitting at 143. There is a family moving into Scalloway in January with 3 children which should bring the roll back up to 146. Morag is expecting the roll to further increase with the allocation of empty houses in the area, and the completion of the next phase of the Berry View development.

### School Improvement Visit

The School Improvement Visit will take place on Thursday 30<sup>th</sup> November. James Johnston, Quality Improvement Officer and Ann-Marie Flaws, Education Support Officer – ELC will be in the school for a day. They will meet with Morag for feedback on progress and updates since the last visit. The focus for the visit this term is on assessment. They will visit 3 classes and meet with a group of staff and then meet with Morag again at the end of the day.

### Christmas

The P3 pupils are going to be organising an enterprise raffle of Christmas hampers. They will be writing to all parents shortly to ask for donations of Christmas items e.g. a decoration, food items, mince pies, etc. The raffle will be drawn at one of the Christmas concert evenings.

The P1-3 Christmas concert will be held on Wednesday 13<sup>th</sup> December and the P4-7 concert will be held on Wednesday 20<sup>th</sup> December

### Children in Need

Pudsey visited the school for Children in Need. The pupils raised £377 with their fundraiser.

## **6. 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>.

## **7. Correspondence**

None.

## **8. AOCB**

### 20mph Signage

Cllr D Sandison has been approached by residents who are not aware of the 20mph speed limit around the school. Morag will email Colin Gair and ask if the signage can be reviewed in light of the new housing scheme.

**ACTION: MF**

There was a discussion on the increased traffic and speed of traffic around the school. Both parents and school staff have concerns with the 2 way traffic at the swimming pool end of the campus, and feel it should be a one-way system the whole way around. Morag has asked the janitor, and staff on the west side of the school to take photos of any inappropriate parking to gather data. Morag will check with the new link police officer and ask if they can come along at the end of a school day and observe.

**ACTION: MF**

#### Swimming

Following a communication to say that pupils will no longer be able to borrow swimwear from SRT if they have forgotten to take theirs with them. Parent members discussed having a box of spare swimwear in the school for pupils to borrow. Morag advised this would need to go out to the parent forum for consultation to ensure all parents were happy with their children borrowing swimwear.

#### Spare Clothing

The school are always happy for donations of spare clothing for younger aged children.

#### Parent Council Newsletter

The parent council agreed to send one newsletter a year to the parent forum. It was decided the best time of year would be after the AGM where they can update parents on who the new parent council members are. This is also a good opportunity to engage with new P1 parents. As a newsletter has not been sent out this year, parent members decided to wait until the start of term 3 as there is a lot of information being shared by the school in the lead up to Christmas.

**ACTION: Parent Members**

#### Promoting, Managing and Supporting School Attendance

Kenny attended the parent council bi-annual meeting on Thursday 23<sup>rd</sup> November, where Helen Couper, Manager – Education Outreach and Claire Adamson, Education Support Officer - ASN presented on Promoting, Managing and Supporting School Attendance. There has been a rise recorded nationally in non-attendance. Kenny asked how the school were finding attendance levels. Morag reported attendance was usually pretty good. During the School Improvement Visits, James will usually look at any attendances that have dropped below 80%. If a pupil reaches the 80% attendance level, this is equal to missing one day a week of school time. When attendance reaches this level a meeting is arrange with the family to see if there are any strategies that can be put in place to help support the family and attendance at school. Morag informed the parent members that a new draft guidance on attendance has been developed which has recently been circulated to Head Teachers for comment.

Morag also informed the parent members that they have seen a huge rise in the number of pupils who are absent on the last day or 2 of term.

### **9. Date of Next Meeting**

The date of the next meeting was set as Tuesday 13<sup>th</sup> February 2024 at 6.30pm.