

SCALLOWAY SCHOOL PARENTS' COUNCIL

Chairperson:

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Date: 16th September 2025

To: All Members of the Parent Council
Mrs Morag Fox, Head Teacher
Mrs Cheryl Mouat, Head Teacher
Cllr Davie Sandison
Cllr Ian Scott
Cllr Moraig Lyall
Cllr Catherine Hughson

Dear Parent Member

PARENT COUNCIL MEETING

You are invited to attend a meeting of the Scalloway School Parents' Council to be held on Wednesday 17th September 2025 following the AGM, in the Scalloway Primary School staffroom. Apologies for absence should be intimated to the Clerk by e-mail.

Yours sincerely

Dawn Ratter

Dawn Ratter
Clerk to the Parent Council

Cc: QIO – Andrea Henderson, Children's Services

AGENDA

1. Notice of Meeting
2. Apologies for Absence
3. Approve Minutes of Meeting of 21st May 2025
4. Matters Arising
5. Head Teacher's Report
 - Staffing update
6. Parent Member Items
7. Treasurer's Report
8. Correspondence
9. AOCB
10. Date of Term 2 Meeting – TBC

**Minutes of the Scalloway School Parent Council
Held on Monday 9th June 2025 at 7.00pm
In the Scalloway Primary School**

Present

Kenny Pottinger	Chairperson	Jamie Fullerton	Parent Member
Diana Tulloch	Vice Chair	Caroline Shewan	Parent Member
Cynthia Poleson	Parent Member	Terri Barry	Parent Member
Beverly Lamming	Parent Member	Carly Cheyney	Parent Member

In Attendance

Morag Fox	Head Teacher	Catherine Hughson	Councillor
Dawn Ratter	Clerk/Treasurer		
Rachel Jamieson	Staff Rep		

1. Notice of Meeting

The notice of the meeting was held as read.

2. Apologies for Absence

Apologies were received from Carrie Macdonald, Debbie Morgan, Cllr I Scott and Cllr D Sandison.

3. Approval of minutes – Wednesday

The minutes were approved by Beverley Lamming and seconded by Diana Tulloch.

4. Matter's Arising

Signage

New School and ELC signage has been erected on Mill Brae and on the corner into the school grounds.

Sensory Garden

Steps have been completed by Andrew Hough. The area is now ready for garden furniture and decorations. Parent members discussed arranging a rota for the gardening side of things.

School Improvement Visit

On 28th April, Andrea Henderosn (Quality Improvement Officer) and Lauren Smith (Education Support Officer) visited the school as part of the School Improvement Visit, with a focus on Leadership of Learning.

This theme included all members of the school community – Morag, teaching and non-teaching staff, and pupils. The emphasis was on pupils taking ownership of their learning and staff leading learning and change across the school.

The feedback received was very positive, particularly for the primary. The ELC feedback was received last week and has been shared with staff. There were no big recommendations, only suggestions to continue, embed and consider current practices. The school is delighted with the outcome of the visit.

School Improvement Plan (SIP)

Morag provided an update on the School Improvement Plan. The current priorities are:

- Developing learning through play (Indoors and Outdoors)

- Raising and maintaining attainment in Literacy
- Improving Pupil Engagement, Health and Wellbeing and Skills for Learning, Life and Work

The UNCRC group will be continuing in 2025/26 with new members from the new P2 class.

A teaching student is currently working in the P3 class which has released Emily Edwards to help support with digital technologies audit. The sensory room has been completed – a fantastic asset to the school.

A questionnaire was recently circulated to all parents, pupils and staff regarding the School Improvement priorities – Morag thanks all parents who contributed their feedback.

Easter Coffee Morning

The coffee morning was cancelled. The school asked parents for donations towards school trips and used existing funding from the school fund.

5. Head Teacher's Report

Staffing update

- Joyce Adamson, Clerical Assistant has been off for four weeks and is not due back to work this term. Dawn Ratter has been providing some cover in the office during this time.
- Keith Manson has been appointed as the new Janitor, with a start date in August. Ross Hornal is currently covering the vacancy on a supply basis in the mornings until the end of term.
- Thomas Hawick will move from his current role as ELC Support Worker into a vacant Learning Support Worker role, following a successful recruitment exercise.
- Interviews will be held on Tuesday for an 18 hpw Learning Support Worker role.
- Interviews for the Play Support Worker role will be held next week.
- A 24 hpw Learning Support Worker role was advertised but recruitment was unsuccessful. This will be re-advertised in August.

There has been a fair amount of change within the Support for Learning team, but all posts are currently covered through supply staff.

6. Treasurer's Report

The current available balance is approx. £340. Grant application has been submitted for 2025/26.

7. Parent Member Items

Review of Action Plan

Action Plan was agreed by members.

Clerk/Treasurer Recruitment

Cynthia Poleson is willing to take on the role as clerk/treasurer.

8. Correspondence

None.

9. AOCB

Composite Classes

A letter was issued to parents today regarding the upcoming class structure. The school roll has declined, with a projected roll of 137 pupils for the 2025/26 academic year. Despite efforts to secure a probationer teacher, the school was unsuccessful.

Early Learning and Childcare (ELC) numbers are expected to reach up 41 next year. 25 pupils will transition to Anderson High School, while only 15 new pupils are expected to join. The school are also losing pupils due to families relocating.

Class Structure

Only Primary 1 and Primary 7 will remain as single-year classes. All other year groups will be part of composite classes: P1/2, P2/3, P3/4, P4/5, P5/6 and P6/7. The current P4 classroom will be used as an additional space.

The decision to split classes was not taken lightly. Staff have carefully considered various factors including workload, learning support, social dynamics, sibling groupings and academic needs. These decisions were made collaboratively by teachers who know the pupils best.

Opportunities for year groups to come together will continue e.g. sports events, Bikeability. The playground groupings will remain as P1/2 and P3-7. PE, Art and Music will be timetabled per class rather than by year groups.

Communication & Transition

A leaflet on composite classes has been emailed to all parents. All teachers have experience teaching composite classes.

Morag spoke to P4-7 pupils about class arrangements in an assembly last week and class teachers spoke with pupils in P1-3 the same afternoon. Morag will follow up these discussions with the P1-3 assembly this week. Class lists will be shared with pupils in the coming days.

Moving up sessions are scheduled for Thursday 19th and Friday 20th June, allowing pupils to visit their new classroom and meet their teacher. Morag will encourage class teachers to continue reassuring conversations with pupils.

Concerns & Feedback

- A parent asked whether there was any numerical way to avoid splitting every class. Unfortunately, due to pupil numbers and the composite class cap of 25, this was not possible.
- Berryview has not increased the school roll as expected; some children are not yet ELC age.
- A parent queried how the composite classes will affect P7 transition with some P6 pupils in the class. Mrs Tait is already planning for this. The overnight trip will be for P7 pupils only.
- Canteen groupings are still be finalised but will likely be by class.

Parent Communication

There was a request for clearer communication from the school, especially regarding key dates and newsletters. With a busy term, it's easy for parents to miss important updates. While the school aims to communicate effectively, it's not always feasible to double up on messages.

Head Teacher

Morag has requested to reduce her working hours to four days per week. All parent members expressed support for this decision.

The remaining one-day-per-week Head Teacher role has been advertised internally within Shetland Islands Council. Concerns were raised that this may limit the pool of applicants, as few individuals may be in a position to apply for a one-day-per-week post compared to a full-time role.

Questions were raised about the long-term succession plan for when Morag retires. There is uncertainty about whether the current recruitment approach is the best strategy for future planning at the school.

Key concerns include:

- Whether the successful candidate for the one-day post would automatically be considered for the full Head Teacher role upon Morag's retirement.
- Why the post has been advertised as permanent, rather than temporary.
- Whether the job share rules apply in this case, and if so, whether they could be reconsidered given the significance of the role.
- Whether the recruitment process has considered attracting the broadest possible range of applicants.

The Parent Council would like further explanation from the SIC regarding the decision-making process behind the recruitment strategy. The aim is to ensure the widest and most suitable pool of candidates is considered for the future leadership of the school.

The full recruitment process is being following for the one-day-per-week position. The closing date for applications is today.

Parent Members

Morag thanked the outgoing parents for all their support and challenge at meetings over the years. Their contributions have been very much appreciated.

10. Date of Next Meeting

The AGM and Term 1 meeting will be held on Wednesday 17th September 2025 at 6.30pm.