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| **Chair:**  Tracey Hawkins  Tel: 07917753975  Email:  traceyahawkins@outlook.com | **Vice chair:**  Karen Manson  Tel:  Email: | **Treasurer & Clerk:**  Thea Groat  Tel: 07880710299  Email:  [soundparentcouncil@gmail.com](mailto:soundparentcouncil@gmail.com) |

**Minutes of Meeting**

**Held on Wednesday 14th September 2022, at Sound Primary School**

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| **Meeting Attendees** | |
| Tracey Hawkins (TH) | Chair |
| Karen Manson (KM) | Vice Chair |
| Thea Groat (TG) | Clerk & Treasurer |
| Keiran Groat (KG) | Parent Council Member |
| Emily McNab (EMc) | Parent Council Member |
| Claire Reid (CR) | Parent Council Member |
| Karen Ridland (KR) | Parent Council Member |
| Nicola Leask (NL) | Parent Council Member |
| Lynsey Hall (LH) | Anchor |
| Ann-Marie Angus (AMA) | Head Teacher |
| Lee Stockan (LS) | Teaching Representative |
| Jen Williamson (JW) | Deputy Head Teacher |
| Neil Pearson (NP) | Local Councillor |
| **Apologies** | |
| Kelly Mae Tait (KMT) | Parent Council Member |
| Jenny Coleman (JC) | Parent Council Member |
| Elaine Gair (EG) | Parent Council Member |
| Tony Johnston (TJ) | Parent Council Member |
| Gail McCulloch (GMc) | Deputy Head Teacher |
| John Fraser (JF) | Local Councillor |

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|  | **Agenda Item** | **To Action** |
| **1.** | **Welcome** **and Apologies**  TH welcomed everyone to the meeting, KR will be rep for nursery, and we are hoping to get another on board.  Tony Johnson will be coming on as a parent member and Kelly Mae Tait is keen to also join SSPC.  Tracey welcomed in Thea as Clerk and Treasurer. |  |
| **2.** | **Adoption of Previous Minutes**  The minutes from meeting on 23/05/2022 were discussed:   * Few action points – packed lunch & tuck shop numbers still be looked into. Leadership teams are in currently in process. * Pupils will be put into houses – always have been – parents were unaware of this (more in classes 4-7) AMA to check that this is in school handbook. * Roads still ongoing – community council to be in touch with TH – NP to chase   No other comments. | **AMA**  **AMA**  **NP** |
| **3.** | **Treasurer’s Report and Fundraising**  Report from AGM in August still stands. |  |
| **4.** | **PC Activities Update**  **4.1 Discos**  TH thanked everyone that helped with the disco. Feedback: parents helped and got involved which was good to see.  Parents have asked if there will there be a Halloween disco? School is against this due to previous experiences with kids being afraid of costumes and will not be promoted by school. If the parent council would like to hold one AMA has given authority allowing us to use the gym hall. Costumes are not banned from school – but AMA has asked for children to not cover face.  **4.2 Fundraiser**  Went well - £1100 raised. Bingo night before possible before Christmas in term 2.  **4.3 Sumdog**  SSPC has financially supported school for Sumdog for the past few years - £885 for the year. Agreed that SSPC would cover 50% of cost this year and will go out to local businesses to cover other 50%. AMA thanked SSPC for having Sumdog and that the school fund could pay other 50% if struggling to get local businesses to help. NL asked about SSE providing the other 50% - TG works for SSE Transmission and will look into this.  CR mentioned Stem grants? TH to look into.  **4.4 Garden Project**  Coastal Communities Fund meeting on 19/09 for phase 2 application – will hear outcome after this. | **TG**  **TH** |
| **5.** | **Anchor for Families**  LH works for Anchor project which has been at Sound School since 2019 - they offer support to families (food parcels/fuel vouchers/cuppa and catch up). There will be a new Anchor worker joining at the end of Oct, hoping for a 4-year contract with the School on Monday & Thursday mornings in the Isolation room (this is still to be confirmed).  Thinking about introducing clothes swaps - they have got the Learning Centre to store clothes for 6 months and hoping to also get slow cookers/blankets.  Season For Growth is an 8-week program for children - this is a support system for dealing with loss and change in your life, 2 weeks for parents/carers – could be an ongoing thing.  LH handed out an information slip with QR code.  AMA – support worker that school has been allocated is 30hrs and must be split between here and AHS, this works well as it means a friendly face in the Anderson for children transitioning to secondary school.  Questionnaire will be going out to parents – asking what support is needed. Refresh on Anchor info to be circulated. Possible virtual tours of school for parents/carers?  FB page – PC happy to keep posting information to parent forum on behalf of Anchor.  LH left meeting. |  |
| **6.** | **Cost of Living Crisis**  Follow on from previous point. AMA suggests this will tie in with point 9.5  NP mentioned Breakfast Club, there has been previous discussions of this.  Bells Brae has a higher fund that can support this compared to Sound School. Popular in schools.  Ian Scott and Steven Leask from council is pushing this.  AMA, LS & Jen invited NP to a Management Meeting to discuss – date to be confirmed.  Questionnaire going out – can we include this in it? AMA to review Questionnaire.  SSPC to look into funding for breakfast club. | **AMA/LS/ JEN/NP**  **AMA** |
| **7.** | **Parent Council Constitution Review**  TH was asked to revise point 7 – Finance section to add a specific Dissolution Cause to address what action would be taken if the PC dissolved and the bank account held unspent grant funding. Going forward any unspent grant funding totalling over £1000 would be returned to the funders and not the school. Group is overall happy with new clause.  KG queried Membership point – Usual standard is that you rep the class your child is in but there is no written rule, meaning you can choose what class to rep. He spoke about the fact that he is happy representing the nursery as it was needed but he doesn’t have children in the nursery.  Possibly should approach members and ask that they are happy with the class they rep?  KM mentioned point 5 – Communication - and the need to report to the parent forum, and it suggested that the Chair's summary from the AGM be shared - TH to action.  TG to circulate updated Constitution. | **TH**  **TG** |
| **8.** | **Parent Survey Response**  CR, KG and JC pulled results together from survey – currently in draft but the infographic approach has been highly praised. Feedback is that it was a much clearer survey this year.  Next step is to schedule meeting with School to discuss results and possible actions to be taken – CR/KG to come with dates. | **KG/CR/JC/AMA** |
| **9.** | **School Team Update**  **9.1 Sound Nursery Care Inspectorate Report (June 2022)**  Info from the report has been shared with parents/carers and is on school blog. Happened on 2nd last day of school year as a drop in. AMA highlighted that the inspectors were very supportive and knowledgeable about the fact that the ELC is part of school.  Questionnaire was shared with parents/carers – but not a huge response due to the last-minute inspection.  AMA informed the group that they score 1- 6 (6 being excellent) Sound School received two goods and two very goods.  Areas covered:   * how good is your care, play and learning – scored good * how good is our setting (environment & experiences) – scored very good * how good is our leadership (management team & people leadership opportunities) – scored very good * how good is our staff team – scored 4   Actions for next steps were things that the school has already identified through their own self-evaluation and spoken about meaning no surprises.  AMA thanked SSPC, parents/carers, children & staff for hard work & willingness to continue to work together to strive for excellence.  Considering the amount of disruption that has been going on over the past couple of years (covid, staff changes etc.) – it was good to get recognition for that partnership and hard work that has gone on.  EMc thanks school for how supportive & approachable teachers have been throughout covid.  No follow up after this inspection.  **9.2 Sound Primary Schools Successes and Next Steps**  Postponed from meeting  **9.3 Reporting to Parents/Carers Session 2022/23**  School is going to start reporting calendar with an open session on 05/10/22 between 3:30pm – 5:00pm, this will be an opportunity for the school to give feedback to parents/careers and for them to have an understanding of learning environment, meet teachers and partners (Anchor has been invited) – this will take the pressure off of a more formal meeting.  SSPC to be present? AMA would appreciate SSPC discussing an introduction/meet and greet at event – Keirans flyer to be handed out (AMA suggested using your favourite photo rather than a more formal photo)  Also hoping to promote free school meals – possible taster menu at session?  8th & 9th/11 for parent appointments for P1 – P7. Nursery calendar will be different.  Term 3 - interim report – written report.  Term 4 – learning journey – invitation to parents.  Important to build relationships again through face-to-face meeting after such a long period without. Info will be shared by 23/09/22 – embargoed until then.  **9.4 Buildings/Grounds Update – Accessibility and Fencing**  Email to all parents/carers at the end of last week about boundary fence (not one around the garden) from flagpoles to art and music huts. Hoping to start this next week and will take 7-8 weeks to complete. There will be a container placed near the flagpole.  AMA has queried and argued why a small part of fencing at the infant wing steps to the school crossing is not being replaced and the response she received was that, that part of fence is safe and solid – just needs paint.  AMA would appreciate SSPC support to pass this info on to parents/carers for when dropping off children.  SSPC to post on FB page about the fencing.  Accessibility - 3 secure fire doors in senior wing, allows the one wheelchair user in school to have full accessibility.  Tony mentioned to AMA funding application meeting re gardening project has been postponed until Oct.  **9.5 Scottish Attainment Challenge – Achieving Equality in Sound Primary School**  Sound school is focused and dedicated to working towards equality and supporting parents/carers where possible.  Can’t get away from the cost-of-living crisis – it is important as a school & SSPC to have an understand of school community.  Attainment adviser from Education Scotland who is assigned to Shetland is Kylie Watson, works closely with school and has done for a few years.  AMA thinks a good starting point would be to have Kylie attend SSPC meeting and deliver to group a Scottish, Local and Sound Primary picture around poverty and how we can support families.  6th – 11th of Nov she is in Shetland and could deliver a presentation in 30/45 mins & answer any questions.  A standalone meeting to be held on Monday 7th Nov @ 6pm – 8pm was agreed with group. AMA to let Kylie know.  NP left meeting  EMc highlighted staff support – struggling personally and the impact that this can have on them, especially if they are finding themselves in the same position as the people they are trying to support.  AMA – yes there is support - regular meetings, good relationships across the staff, staff welfare accessible. Focus has been mainly on wellbeing since coming back to school.  Recently had Claire ward in for mindfulness.  **9.6 P1 Parent/Carer Event 22/09/22**  Wanting to give a bit more info about criteria, handing out activities and would like a SSPC P1 rep to attend. KG will be there for P1 along with Gail.  Jen to do brief overview of Teams and TH to do an further session on Teams if parents feel they need a more in-depth lesson – Jen will be in touch with TH to set a date.  Transition days - good feedback to KG. Start up videos for P1As have been brilliant.  **9.7 Cauliflower Christmas Cards**  Great fundraiser – up and running and teachers know about it. Designs are picked up on 05/10/2022 – parents will be made aware.  SSPC offered to donate towards for pupils who may be restricted by cost – AMA will let us know if needed (Class Fundraising cards which Jen mentioned she has used previously, and everyone gets a free proof of their design).  **9.8 Sunday Teas**  Held 02/10 in canteen – front door entrance. SSPC members invited to donate a raffle/wash dishes/ bake. Poster to be designed by School and circulates– JW to action. | **AMA**  **AMA**  **KG TH**  **JW** |
| **10.** | **Correspondence from Parent Forum**  Jubilee feedback was brilliant – good buzz around school. Jubilee books and coins not been received by school yet.  AMA - Feedback on whole school about how respectful and empathetic the children were in assembly to pay respects to Queen passing away last week. |  |
| **11.** | **AOCB**  Nothing to Report |  |
| **12.** | **Date of Next Meeting(s)**  Date for next general meeting is Monday 21/11/2022 and dates for future meetings in Term 3 and Term 4 to be suggested via the messenger group.  Additional meeting suggested for 07/11/2022 to meet with Kylie Watson, Attainment Advisor. |  |