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**Minutes of Meeting
Monday 13th February 2023, at Sound Primary School**

Attendees	
Tracey Hawkins (TH)	Chair
Karen Manson (KM)	Vice Chair
Thea Groat (TG)	Clerk & Treasurer
Emily McNab (EMc)	Parent Council Member
Tony Johnston (TJ)	Parent Council Member
Karen Ridland (KR)	Parent Council Member
Ann-Marie Angus (AMA)	Head Teacher
Keiran Groat (KG)	Parent Council Member
Gail McCulloch (GMc)	Deputy Head Teacher
James Johnston (JJ)	Quality Improvement Officer
Apologies	
Jen Williamson (JW)	Deputy Head Teacher
Claire Reid (CR)	Parent Council Member
Elaine Gair (EG)	Parent Council Member
Kelly Mae Tait (KMT)	Parent Council Member
Jenny Coleman (JC)	Parent Council Member
Lee Stockan (LS)	Teaching Representative
Neil Pearson (NP)	Local Councillor

Agenda Item

To Action

1. Welcome and apologies

TH welcomed everyone to the meeting, TG listed apologies.

2. Adoption of previous minutes (dated 21/11/2022)

TH

- Sumdog finances in hand

- Members update – added on to agenda
- NP to speak with school about breakfast funding and need
- Cauliflower cards – recommendations of alternatives to be shared by TH with LS. Will also cover in finance section

TH asked for someone to propose and second the minutes from 21/11/22 – proposed by KM and seconded by KR.

3. Treasurer's Report

Current balance is **£8,958.16**. Signed accounts are to be handed in with appropriate documentation for the year just gone by the 31st May 2023.

3.1 Funding

Applied and successful for funding through Corra Foundation Household Hardship Fund - £5000 to support low-income families via a voucher or cash payment to parents/carers. £250 additional admin cost which can be used at PC's discretion. TH mentioned that we are hoping to work with Anchor on this. Funds to be out by June for an estimated 25-30 families.

KG to speak with Sara at BOS regarding bank account being transferred to Thea.

AMA

3.2 Wishlist

KR has asked if the school has a wishlist that funding can go towards.

AMA mentioned that SPS has a growing need for sensory materials – this could be something that the funding could support.

4. PC Matters Arising

4.1 General update

KG – P1s not getting in before 8:45am, a few parents confused and complained. AMA - we don't guarantee supervision before a certain time, we have noted that blue gate has been shut and has asked and since reopened for parents to come in this way.

AMA

AMA to check if Jen has spoken with the parents that has raised the issue.

AMA again apologised that the blue gates were locked, this has been dealt with now and asked that parents/carers drop children off closest to 9am as possible.

TH - P7 had a brilliant time at UHA junior procession.

KM - Reading buddies proving very popular in her house, much agreement from other parents.

AMA/TH

4.2 Stopping in bus layby

KR noted that cars are stopping in bus lane in afternoon, meaning school bus was unable to get in. AMA to put out comms regarding safe parking and TH to put on Facebook page.

TH

4.3 Crossing at infant wing

Potholes at crossing starting to appear, TJ and others agreed this is an issue for roads and transport. TH to write to John Johnson at roads and copy in councillors.

5. Parent Correspondence

Nothing to report

6. School Matters Arising

6.1 Garden update

TJ – £17000 from costal fund originally had been approved but required an amount of match funding as the total cost was over £23,000. PC had applied for £4000 to Viking Community Fund via Lerwick Community Council but it had been turned down. Still awaiting a decision from Gulberwick, Quarff and Cunningsburgh Community Council regarding their share of Viking Community fund (around £1700). Quotes that were received for building works has now expired and we will need to go back to beginning. TH confirmed that LCC had asked the PC to apply to them directly for funding as there was not enough remaining in the Viking Community Fund.

TH had phone call from Michael Duncan last week, he mentioned the change in law around grants. They can't recognise parent council as a legal / professional body, and will need named representatives from parent council to be signatories on the grant acceptance letter. Discussion took place and it was agreed that the office bearers of Chair, Vicechair and Treasurer/Clerk as appointed at the AGM in September 2022 would be the delegated representatives of the full PC committee and named on the grant acceptance letter.

If we are successful a working group should be considered to keep the project moving, KR added that she was aware of parents who might like to be involved

AMA mentioned that this has been ongoing and unfortunately keeps on hitting different hurdles, although agreed that this would be a brilliant project she asked if it's worth revisiting the idea of going ahead with this.

There are also other grants that may be appropriate to apply to – TH to follow up with Joanne Fraser

Next steps:

- TH speak to Michael Duncan to advise of signatories TH
- TH to source other funding possibilities TH
- TJ and TH to get new quotes? TJ/TH
- TG happy to approach SSEN Transmission contractors to discuss how they can get involved in projects TG

6.2 Teacher update

Cauliflower cards – LS not in attendance but GMc said she has photos and will share with TH that can then be shared on group page.

6.3 Report to parents

Term 3 is an interim written report - 17th of March

Term 4 covers learning journeys and parents will be invited in - 14th June

TH mentioned the possibility of a wellbeing event, AMA supports this. Consider wellbeing of all - think about parents and families wellbeing as opposed to just the children. Think of the overall picture.

Suggestions included:

- Anchor
- Mind your head
- Claire Ward
- Health Improvement
- Neil Beattie - catering and cleaning

6.4 Self-Evaluation – Communication

AMA - Normally around this time of year we look at self-evaluations and how good is our school quality around inclusion and wellbeing – something that's come up and possibly a nice focus would be the Parent Council communication.

It would be good to get feedback on this, as a few parents have come to the school with concerns around PC communication.

This year the SSPC have included posters and leaflets – how do we you feel this has been received by parents?

First newsletter was sent out last term in response to survey and how we communicate. SSPC hope to do another one for this term.

Communications groups were mentioned. SSPC doesn't have control over all of these.

AMA said there is a feeling from some parents that it's a negative thread in PC led messenger groups in some cases and by putting out a questionnaire this would provide us with some feedback and would give SSPC a chance to highlight which groups are specifically theirs.

KG highlighted that he finds the group has a positive impact as he says people feel they can reach out easily

GMc has had a negative experience in the past as previously left out

An opportunity to find out how can we include everyone and bring on new people?

SSPC to lead on this or individual class reps to measure this.

6.5 What makes good teaching and learning at SPS

AMA – has been asking the teaching staff finds makes high quality and also approached the pupil council about this. Some things mentioned were:

- School values
- Rights of the child

One child suggested becoming a learning detective – trying to formulate a “recipe” on how to go about this.

AMA would like SSPC to be involved in this. AMA has a small task for SSPC before they leave meeting, honest opinions on “what do you feel is good teaching and learning at SPS?” SSPC members to write down on post it note.

6.6 Staffing update

AMA – vacancies gone live at the end of last week, ASN teacher vacancy & Nursery - Linda Evans leaving in August, AMA will communicate more details in the future.

Staffing situation – ongoing, finding that they are almost running on skeletal staffing. Learning support staff who are allocated to pupils on their learning needs are having to prioritise children getting the support due to this. AMA highlighted that 13 staff were absent last week and that continued patience and understanding is greatly appreciated at this time. AMA has brought this ongoing issue up with QIO and central staff. This is happening across the board just now, not just SPS. Everyone is still focused on doing their best for the kids and that we need to be mindful of the staff wellbeing. Some staff are being asked to do roles out with their scope. AMA grateful to staff keeping nursery open during strikes.

JJ – asking headteachers to feed this back into their director, we are aware of recruitment delays and is an ongoing issue.

KG – kids seem happy and not noticing this issue, which is very important that it is not reflecting onto them.

EM – Suggested SSPC to reach out to parents and ask to be mindful of the challenges that are ongoing around staffing.

6.7 School Session 2023/24

Few weeks ago AMA was approached by JJ & Robin Calder, Quality Improvement Manager to discuss class sizes.

JJ – the current arrangements go back to 2012 and stands for all schools except SPS & Bells Brae who have had automatic arrangements to support two Newly Qualified Teachers (Probationers) every year.

JJ highlighted two things:

- First is that we take a pause on automatic arrangement as it's been going on for over a decade
- Second is that SPS will likely have to make changes to classes to accommodate two less teachers through merging class groups, taking classes from 14 pupils to 12.

AMA highlighted that there are 11 pupils in the smallest class here, which is not sustainable when other schools have much larger class sizes (including composite classes)

Although not a formal decision has not been reached yet it is likely that the current P3a and P3b and current P5a and P5b will combine to be one singular class after summer - this will mean the P4 class will have 28 pupils and the P6 class will have 29 pupils for the 2023/24 academic year.

AMA - Plan from this point is to communicate with year group parents first. Transition plans just now are around where we have capacity to come together.

KM – Will there be a possibility to split P7 class back to small class before high school?

AMA – Going forward they would remain with the same class, meaning they won't split again for P7. The foundations of this were questioned in relation to the numbers coming in, and would there be incoming classes with smaller numbers, yet the two classes identified would remain in the combined class. Predicted numbers for class size have been taken into consideration when making the decision.

JJ – If we move SPS immediately to max class and size that exists for other schools, we would have fewer teachers than Tingwall. Sound will still be overstaffed over the next few years. Not planning to reduce specialist staff just now, although nothing is off the table due to the current financial strains but not part of discussion at this time. TH suggested that flexibility would be important going forward to allow for

decisions taken now in the current circumstances, to be reviewed again for the 2024/2025 school year.

KM/EM – Highlighted that P3 and P4 has had the most disruption due to covid, they are slightly behind in their learning.

TH – Asked what additional support will be in place?

AMA – There won't be any additional support in place for the transition, just what is already in place. This is all looked at in audit (RAS) AMA also mentioned that teaching staff know about this change.

JJ – Important to think of benefits, additional rooms in school etc.

TH – How is the change going to be communicated to parents? It will need to be managed in an appropriate way with an opportunity to discuss and ask questions.

AMA agreed to consider how best to manage.

KM - What would happen in unlikelihood that you will have 4 more bairns in a class taking it over the maximum class size?

JJ/AMA - If numbers increased past 33 mark, this would need to be revisited.

TH – reiterated the need for flexibility and good communication regarding these changes.

7. AOB

KG – Communicated appreciation to school for getting P1 kids to daytime Lerwick Up Helly Aa procession.

8. Date of next meeting

15/05/2023 – 6:30pm