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

**Minutes of Meeting**

**Monday 27th of November 2023 at Sound Primary School**

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| **Attendees** | |
| Tracey Hawkins (TH) | Chair |
| Karen Manson (KM) | Vice Chair, P6 Rep |
| Karen Ridland (KR) | Parent Council Member, ELCC Rep |
| Kelly Henry (KH) | Parent Council Member, P1 Rep |
| Jenny Coleman (JC) | Parent Council Member, P7 Rep |
| Nicola Leask (NL) | Parent Council Member (co-opted) |
| Tony Johnston (TJ) | Parent Council Member (co-opted) |
| Lee Henry (LH) | Teaching Representative |
| Gemma Sjoberg | Teaching Representative |
| Ann-Marie Angus (AMA) | Head Teacher |
| John Fraser | Local SIC Councillor |
| Neil Pearson | Local SIC Councillor |
| **Apologies** | |
| Kelly Tait (KT) | Parent Council Member, P3 Rep |
| Emily McNab (EMc) | Parent Council Member, P4 Rep |
| Claire Reid (CR) | Parent Council Member, P5 Rep |
| Gail McCulloch (GMcC) | Deputy Head Teacher |
| Jen Williamson (JW) | Deputy Head Teacher |

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|  | **Agenda Item** | **To Action** |
| **1.** | **Welcome and apologies**  TH welcomed everyone to the meeting and noted apologies as above |  |
| **2.** | **Adoption of previous minutes (dated 21/09/23)**  TH acknowledged the need to be more proactive in recording who would be taking forward action points in the meeting minutes.  GMcC had clarified a point on the draft minutes circulated from the meeting of 21/09/2023 which had been included the updated minutes. KM proposed the updated minutes and JC seconded them. |  |
| **3.** | **Treasurer’s Report**  Still no resolution on getting access to the PC accounts but TH has made progress with the Bank of Scotland Business Team.  Statement from the bank has the balance at around £3000 but the outgoings for the year 2022-2023 is around £1000 including costs to support Jolly Classroom, Jubilee Celebrations, Christmas presents etc). |  |
| **4.**  **4.1** | **PC General Update**  None |  |
| **5.**  **5.1** | **PC Matters Arising**  **Lunch Provision**  Following on from discussions at the meeting of 21/09/2023 regarding lunch provision at Sound School, Neil Beattie (NB) had offered to attend the meeting to address any questions or concerns.  KM asked NB to provide an update on the new system which will be introduced at Sound. NB advised that the Cypad system has been rolled out in some secondary schools (mainly to offer cashless systems). The primary roll-out started in August 2023 with targeted schools to trial it and it will mean parents will be able pre-order their children’s meals in advance, but it will be a week in advance, rather than having to opt in for the whole term. Also, it links to attendance, so if a pupil is off school they will not be charged for their dinner while absent. It was acknowledged that there will need to be good communication with parents to ensure the new system is a success.  Had hope to roll out in January 2024 but now have to complete a Data Protection Impact assessment on ParentPay which links into Cypad. The system also allows the kitchen staff to manage orders, rotas etc.  JC asked if the system will allow kids who normally take a packed lunch to take school dinners on an ad hoc basis which NB confirmed would be the case.  TH asked how the kitchen would manage quantities if there has to be enough provision for pupils to have seconds, whilst keep wastage to a minimum. Portion size was discussed and NB confirmed that they have looked into this and have measures in place to make sure that the pupils get the provision of lunch that they want without unacceptable wastage and the kitchen staff can react to what is needed. The budget for schools meals hasn’t increased in the last two years, yet the cost of food has increased.  Composting wastage was discussed and NB confirmed that there has been on ongoing discussion about composting school dinner waste and that he would share further information with the school. TH thanked NB for attending.  Discussion also took place on the issues raised at the previous meeting that were managed by the school such as rotating which class went first in the queue, and pack lunchers sitting in the canteen and these had been addressed by the school. |  |
| **5.2** | **Christmas Gift Tokens**  TH suggested that the gift tokens be increased to £25 per class (13 classes) which was approved by the members and JC offered to create the gift tokens and send on to school. | **JC** |
| **5.3** | **Fundraising activities**  To be discussed under 6.2 – School Improvement Priorities 2023/24 |  |
| **5.4** | **Parent Correspondence**  AMA advised that they had received some lovely feedback from parents on the family learning grids and after the numeracy week activities. JC added that the grids had really helped to understand where the bairns are at in terms of their learning.  TH asked if there had been any parent response to the request for speakers during numeracy week. AMA confirmed they had a good response with a guest speaker for each year group. |  |
| **6.**  **6.1** | **School Matters Arising**  GS reported that P1-P3 teachers and learning support workers extended their thanks to the PC for supporting the purchase of Jolly Classroom.  Numeracy Week was a big success with the lots of different math- and STEM-based challenges with pupils all taking part in activities at the same time in different parts of the school.  The ELCC had four ‘Stay and Play’ opportunities for parents to spend time with their bairns and see their learning journal with their child.  LH reported the Christmas preparation were well underway, with plans for a sing-a long, nativity play and pantomime.  The Eco Club is organising a Christmas jumper swap with the opportunity for pupils to bring in jumpers to swap, or to pick up a new to them jumper to wear on Christmas Jumper Day on the 15th of December.  Pupils from P7 had organised fundraising fayre for Children in Need. NL noted that it was really helpful to know in advance that all the events were 20p so parents could gauge how much money the bairns needed to take. The pupils raised over £500.  P6 had a visit from Mind Your Head to speak about the work they do to support adults and young folk in Shetland concentrating on self-care.  P6 have also completed a six-week block of Play Leader Training through Active Schools and that will now be taken out into the playground to lead play for P2s. This helps the P6s prepare to be buddies when they are in P7.  KM asked if P4 are doing a Christmas concert and AMA confirmed that they are involved in the Senior Citizens Christmas lunch the Sound Hall and more details would follow. |  |
| **6.2** | **School Improvement Priorities 2023/24**  AMA advised that the current priorities include an ambition to bring parents into the school for social events, which could also have a fundraising element.  Two of the priorities this year are Outdoor Learning and Intergenerational Learning and one of the actions is funding for outdoor clothing. There were outdoor suits provided by Cooke Aquaculture several years ago but they are not suitable for the older bairns. Also storage for rubber boots and outdoor clothing is expensive, so AMA suggest that could be a focus for fundraising priorities. TH asked AMA to provide a list of requirements.  The school would also like to appeal to parents or carers to volunteer time to support outdoor learning, which currently is dependent on staff availability.  In terms of Intergenerational Learning, the school would be grateful for any parents and carers or colleagues to come into school to talk about their jobs, or their hobbies and interests which involve skills that the bairns are learning about at school. Discussion took place on how the PC could assist with this and it was agreed that the PC would help to build up a bank of volunteers or guest speakers to support both Intergenerational and Outdoor Learning and asked the school to provide a list of topics as a starting point. | **AMA / TH**  **All PC Members**  **AMA** |
|  | **Fundraising**  TH brought discussion around to a fundraising social evening and it was agreed that a Family Bingo night mid-way through Term 3 was the best option and possible dates were to be shared with the school. KR offered to find out if we could borrow the Bingo Machine from a local hall. Refreshments and a raffle to be offered on the night as well.  Lucky Number to be run again with a star prize as a fundraiser in the start of Term 4.  KR had suggested at a previous meeting that the school provide a wish list of what the PC could fundraise for and TH asked AMA to share this as soon as possible. | **KM & KH**  **AMA** |
| **7.** | **Any other competent business**  TH had not been able to attend the Shetland-wide Parent Council meeting the previous week, but would share the minutes as there were several issues of interest including attendance levels with a specific Shetland focus. There were plans for a survey to go to parents through schools regarding attendance. |  |
| **8.** | **Date of next meeting**  Term 3 – 12/02/2024  Term 4 – 27/05/2024 |  |