

## Carmichael Primary School

### Parent Council Meeting

#### AGM

2.10.23

**Present**-Lisa Glashan HT, Claire McRae, Fiona Lombard, Danielle Nisbet, Jane Naismith, Gillian Featch, Heather Stewart, Karie Gray, Liz Galloway, Hazel Erskine, Rachel Strode, Millie Bompard

**Apologies**- Julie Green, Katie Haverstock

**Chaired** by Danielle Nisbet

**Treasurer**- Fiona Lombard

**Secretary**- Jane Naismith

**Minutes from previous meeting**-Approved

#### **Welcome**

Danielle firstly welcomed everyone along to the meeting, a very healthy turnout for our AGM! She then delivered a very positive Chair persons report, as seen below.

#### Chair Person's Report

Welcome to Carmichael Primary School's Parent Council AGM 2023. For those of you who don't know me I am Danielle Nisbet, mum to Arthur in P5 and Clark in P3 and I have been the Chairperson of the Parent Council for the last two years.

Firstly I would like to thank Jane Naismith and Fiona Lombard for all their hard work in their positions as Secretary and Treasurer over the last two years as well as all the other members of the Parent Council who work together to make Carmichael Primary School as successful as it can be.

On behalf of all the parents I would also like to thank all the staff for their continued commitment to providing the best education to our children and formally welcome Claire Macrae in her role as Principal Teacher at Carmichael Primary School.

In terms of Parent Council activity we have had three meetings since our last AGM and discussed a range of topics including fundraising, transport issues, IT and connectivity, the playground and extra curricular activities.

In March we held a very successful bingo night in the school raising just over £700 between the bingo games, tombola and baking donations. It was fantastic to see so many of the school (and wider) community gathered together for the evening. Huge thanks are owed to all the parents and staff who helped to make the event such a success with particular mention to Katie, Fiona, Esther and Jane for their help on the night and Gillian for her most excellent bingo calling!

In May we were lucky enough to secure a £1,500 Corra Foundation Boost grant which we used to cover the travel costs for the school to attend the Royal Highland Show. This fund also allowed the Parent Council to organise a whole school end of year celebration where we hired inflatables out on the pitch and got the kids ice cream with sauce and sprinkles. It was a pleasure to watch the children playing so well together and enjoying a well deserved treat after all their hard work throughout the year.

In June we said goodbye to seven Primary 7s and we were very grateful to the talented Julie who piped the pupils out of school on their final day to (hopefully happy!) tears all round. The Parent Council were once again able to fund the children's Leavers hoodies as a memento of the children's time at Carmichael. We were also able to use the Corra grant to fund another exciting P7 Leavers treat which saw the pupils navigate the train and streets of Glasgow to Jungle Rumble Crazy Golf then on for a meal at TGI Fridays.

We have continued to coordinate the pre-loved uniform exchange with Karie doing a brilliant job of stock keeping and branching out to include footwear, coats, halloween costumes and christmas jumpers. I would like to encourage everyone to use and donate to this resource whenever possible to help promote our school's eco focus and prevent unnecessary landfill.

Through the 2022/23 session we had 9 parent council members (Danielle Nisbet, Jane Naismith, Fiona Lombard, Katie Haverstock, Julie Green, Heather Stewart, Hazel McLaren, Karie Gray and Gillian Featch) and were delighted to welcome Liz Galloway in the later part of the school year. We can have up to 15 members so we would warmly welcome anybody else interested in joining.

For those unfamiliar with the parent council we aim

to work in partnership with the school to create a welcoming environment inclusive for all parents

To promote partnership between the school, pupils, parents/carers and local community

To develop and engage in activities which support the education and welfare of pupils

To identify and represent the views of parents and carers on the education provided by the school and other matters affecting the education and welfare of pupils

We currently meet in the school on Monday evenings around 4-5 times across the academic year. If you don't wish to join the parent council as a member then any parent is still welcome to attend any meetings they wish or can pass any suggestions or questions on to Parent Council members to share and discuss on your behalf.

I'm sure I speak for all parents when I say we are looking forward to an exciting 23/24 school year ahead.

**Roles in the council**-Every 2 years at the AGM, the roles of the Chair Person, Treasurer and Secretary are up for election. If so wished and no one has any objection or desire to take over the post, the current members can remain in post for the next two years. The current members are happy to remain in post.

**Chair Person**-Danielle Nisbett agreed by Heather and Karie

**Treasurer-** Fiona Lombard agreed by Hazel and Karie. Heather will remain counter signatory for the cheques

**Secretary-** Jane Naismith agreed by Heather and Karie

### Treasurer's Report-

Accounts signed off from August 2022 to July 2023

#### **Opening Balance £256.93**

#### **Income**

Carmichael Playgroup Donation (Bouncy Castle)	£45.00
Fundraising (Bingo Night)	£707.42
Grant (Corra Foundation)	£1500.00

Total Balance £2,252.42

#### **Expenditure**

Gifts	£84.49
Carmichael PS School Trip	£447.00
ALJ (Leavers Hoodies and Baseball Caps)	£307.80
P7 Leavers Treat (Glasgow Trip,golf,TGIs)	£305.10
School Treat (Damn Delicious/Bouncy Castle)	£378.67

Total Balance £1,523.06

Income £2252.42 – Expenditure £1523.06 = £729.36

Available funds £729.36 + £256.93 = **£986.29**

**Approved by Danielle and Jane**

## **Parent Council HT report September 2023**

### Staffing

- Mrs Cardwell P1-4 Monday, Tuesday, Wednesday morning.
- Mrs Macrae P1-4 Wednesday afternoon, Thursday. Friday, P5-7 Monday afternoon.
- Mrs Thomson in P5-7 Monday - Friday
- Mrs Mitchell - Team Leader
- Mrs Telfer support assistant Monday, Tuesday
- Mrs Lombard support assistant Monday, Tuesday morning, Thursday, Friday.

### Communication

Most families are now using the Parent Portal, we appreciate there have been difficulties and appreciate everyone's patience as we learn the new system and sort out the gremlins. Mrs Mitchell deserves a special mention for the work she has put into getting the system set up!

We are also reintroducing the school Twitter (known as X) account. At the moment it is public, but this will be discussed with parents.

The School App will no longer be used after the 29<sup>th</sup> September.  
Mrs Macrae will be starting a lunchtime ICT club focusing on producing our monthly Sway with the pupils.

### **Reading Schools accreditation**

Our Reading Schools group were successful in gaining our core Reading Schools accreditation. We are almost finished the development of our Lodge into a cozy, comfortable, reading area. Mrs Macrae will be continuing our reading schools journey as we move towards Silver status.

### **LEAF award and Eco Schools Green Flag number 5!**

We were delighted to become one of the first schools in Scotland to gain our LEAF award (Learning About Forests), you can find out more information here <https://youtu.be/iGp-NgoUko0> . Our pupils focused on biodiversity in the playground and learning about red squirrels. For this year we are going to look at creativity in nature and will be developing an outdoor art area.

Our Eco committee and Mrs Cardwell also picked up their 5<sup>th</sup> Green Flag which is an amazing achievement given the disruption due to covid.

### **Rights Respecting Schools Award.**

Mrs Thomson and the Rights Respecting Schools committee have also applied for their bronze award and are already planning their silver application! Mrs Thomson is planning to discuss with parents at the next parent council meeting and possibly as an end on session at the end of a school day. You can find out more about the Rights Respecting Schools programme here. <https://youtu.be/1DOPyjKSUxo> .

### **Rugby Sessions**

We have just had confirmation of a block of Rugby sessions for our P5-7 class, delivered by Biggar Rugby Club. We will look to deliver a lunchtime touch rugby club in the New Year to follow this up.

### **Brass Instruction**

Mr Michael will be talking to P5 and P6 pupils and assessing their suitability for a brass instrument over the next couple of weeks. If they are interested, we will send out further information about instrument hire or if we have an instrument they can borrow. We would not advise anyone to buy an instrument until you are sure your child is going to stick with it.

### **Swimming**

It is a swimming year but this year it will be our current P5 and P6 group that will be going swimming. This means that pupils will be swimming at an earlier age, it also means that we can book a minibus rather than hiring a bus for the whole class, thereby keeping costs down. We are being quoted £150 per session for a minibus - £1500 for the block.

### **Lockerbie**

It is also a Lockerbie Manor year, we are booked into Lockerbie Manor for the 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup> April, the cost to pay is £229 including transport which is split between Braehead and Carmichael.

### **Other Sports events**

As it is a swimming and Lockerbie year, we will be limiting the number of sports events that we attend this year. In consultation with the pupils the most popular events were Football Festival at Carmichael, Cross Country at Lanark Racecourse, Dance Festival at Lanark Memorial Hall, and the Rugby Festival at Biggar Rugby Club. We will not be doing athletics or netball.

### **Participatory Budget (PB)**

Our PB group took all the suggestions from our school assembly and agreed the final 4 options, the vote will take place on the 4<sup>th</sup> of October and we will let everyone know the final outcome.

### **School Quality and Improvement Plan (SQIP)**

#### ***Priority 1 – Reviewing school vision, values, and curriculum rationale.***

We have started reviewing our school values with the pupils, they generated almost 40 values and personal qualities which we have whittled down to 20! They have voted for their top five and we are now looking for our families and broader learning community to do the same. A google survey was sent out in the newsletter, parents can complete this or they can vote when they are in for parents' night.

Next term we will revise our curriculum rationale with staff, pupils, and families. Once we have updated our rationale we will 'pull it all together', into our overarching school vision.

#### ***Priority 2 – Implementing Play Pedagogy making links to the South Lanarkshire Skills Framework***

Mrs Macrae at Carmichael Primary has been attending the South Lanarkshire Play Pedagogy training on behalf of Carmichael and Braehead Primaries and is working closely with Mrs Wallace from Braehead, she recently fed back to all staff from both schools at our CAT session. Mrs Cardwell and Mrs Macrae have changed the layout of the classroom based on the South Lanarkshire Play Audit and have been implementing a more fluid play-based approach in class. Initial signs have been good, we plan to do an additional block of assessment in November to ensure that attainment levels are not affected by the changes in approach. Staff are preparing a booklet with information for parents which will be available next term.

We are about to introduce the South Lanarkshire Skills Framework with pupils, exploring the key skills and concepts, making pupils aware of their own skills and how these relate to their learning.

#### ***Priority 3 – Developing Pupil Voice***

Our pupils already have many opportunities to exercise their 'voice' in the life of our school. This session we want to develop this using the resource 'How Good is OUR School' to record and reflect the input they have to our school community. We are also going to participate in the Young Leaders of Learning Programme which has not yet started.

We have appointed a range of pupil leaders already, including House Captains, Junior Road Safety Officers (JRSO), Eco monitors, and Reading Schools ambassadors. Pupils will also be starting Creative Choice workshops which are selected planned and delivered by our senior pupils.

### **Dates**

31.10.23	Halloween Party
02.11.23	Black History showcase (whole school)
17.11.23	Visit to Braehead (Literacy Theme)
18.12.23	Christmas performance (pm)
20.12.23	Jingle Bell Walk
22.12.23	Christmas Party
	Schools close 2.30pm
08.01.24	Return to school
29.01.24	Scots Performance (pm)
12 and 13 <sup>th</sup> Feb	Spring Break
14.02.24	In-set day
20.02.24	Braehead visiting Carmichael (Theme TBC)
07.03.24	World Book Day
14.03.24	Cross Country Lanark Racecourse (P5-7)
19.03.23	Swimming session 1 (P5&6)

25.03.24	Parents' night 2
26.03.24	Swimming 2
27.03.24	Dance Show – Lanark Memorial Hall
28.03.24	Schools close 2.30pm
15.04.24	Return to school
16.04.24	Swimming 3
17-19 April	Lockerbie (P6&7)
23.04.24	Swimming 4
30.04.24	Swimming 5
02.05.24	in-set day
06.05.24	May Day holiday
07.5.24	Swimming 6
	Bikeability 1 (P7)
10.05.24	Carmichael visiting Braehead
14.05.24	Swimming 7
	Bikeability 2 (P7)
16.05.24	Small Schools football festival
21.05.24	Swimming 8
	Bikeability 3 (P7)
28.05.24	Swimming 9
	Bikeability 4 (P7)
31.05.24	Reports to parents
03.06.24	Sports afternoon
04.06.24	Swimming 10
	Bikeability 5 (7)
6 <sup>th</sup> & 7 <sup>th</sup> June	Lanimers
11.06.24	Great Science Share (parents invited) TBC!!!
	Swimming 11
	Bikeability 6 (P7)
18.06.24	Swimming 12
24.06.24	Leavers ceremony (pm)
26.06.24	Schools close 1pm.

### **Matters arising from previous meeting**

**C touch update-** Lisa has not heard back about this but will chase this up

**Old Tesco Fund update-** We have a balance of £2000 awarded to the school from a previous grant.

Lisa requested a change of purpose for spending and that has been granted.

The money will go towards play items/equipment in the school.

So far, £500 has been earmarked for classroom equipment and the further £1500 has to be spent by end of year. Lisa and Claire, along with the teaching staff have other ideas for where the spending could go, so will update.

**Bingo funds-** There is a remaining balance of **£642.00** from the bingo night. After much deliberation, it has been decided by the committee that the money should be used to treat all of the children to Christmas outing to Panto. This would hopefully cover the cost of the tickets and transport and a small snack if any left over. More details on this will follow.

**Remaining Corra Foundation-** There is a remaining balance of **£252.00**. £100.00 of this will be used to purchase eye pillows for a new Yoga class for the children that Karie will be starting in January. More detailed information on the classes, dates and times etc. will follow. Karie has very kindly offered her yoga teaching free of charge. The committee will reassess this once the classes are up and running as we greatly appreciate Karie providing this chance for the children being given the tools to face life's many obstacles as they grown up through school.

The remaining £152.00 will be put back into school funds.

**Lockerbie Trip-** This will take place in April next year for the current P6 and P7 children. It has been suggested that a payment plan should be set up within parent pay to allow all families to start saving 2 years before their child would be going on the trip. The current balance to be paid for the trip per child is £229.00. Families have already pad £50 deposit, so a total cost of £279. This includes their transport, accommodation, food and activities. This is a large amount of money for any family to have to pay out and even more so if there are siblings. The set up of a savings plan would be of great benefit to all. More details to follow on this.

**New Parent Welcome Packs-** The current welcome booklet is in need of updating. In January a team will put together the design of a new handbook that will include all the details that new parents need to know. Parents will be involved in this process. In the meantime. Danielle will go through the current booklet to see what info is missing.

If any parent is unsure of anything, please contact the school.

**Playground Improvements-** Some of the Tesco fund will be used to develop and update areas in the playground. The kids are involved in the decision-making process and the fixing and restoring of broken and worn-out equipment, giving them a sense of responsibility and pride when they have fixed something!

Karie has provided wood to build a sandpit and will be delivered to the school next week.

## **AOB**

### **School/Parent Communication- Portal, Newsletter, Sway, X (twitter)-**

The school app is now no longer in use and will not contain any further information. All information now will be uploaded onto the Parent Portal. The newsletter from Friday 8<sup>th</sup> Sept includes the link for the School Sway, where once a month, photos will be uploaded to showcase the progress of the children in their activities. The Parent Portal will be the platform for sharing emergency information i.e. school closures due to snow days etc.

The newsletter will continue to go out weekly and be uploaded onto Parent Portal.

Some points raised by the committee....

Rachel had raised the point of having a cascading text message that is sent out in times of emergency and that South Lanarkshire Council should have this in place.

Heather had suggested using the Online Learning Journal system, but the issue around connectivity still continues to restrict these options.

Millie had suggested using some funding to purchase a device dedicated to the school that would be linked to the school's network-removing the need for teaching staff having to upload information for the school at home using their own devices. Lisa will look into this.

The use of X (Twitter) was discussed. The School's/SLC and Education Board's perspective on X(Twitter).....

\*Sharing information on learning

- \*Networking element within education
- \*Showcasing the school's achievements
- \*Inspectorate view it as a trail of evidence

Despite the reasons for using this platform, the majority of the committee did not use X (Twitter) and therefore deemed it pointless to have.

After much discussion, the majority of the parent council did not support the use of X (Twitter) social media platform, due the lack of safety measures in place surrounding the security and monitoring of the platform as a whole. For that reason, the school will no longer use the X (Twitter account) for the purpose of sharing information. However, this will mean that in order for all parents to receive the updates etc, all parents must be signed up to the Parent Portal. There is also a parents WhatsApp group, if you have not been added, please speak to one of the committee or staff.

This will be discussed again at the next meeting.

### **School Security Issues**

Lisa categorically stated that no child has left or got out of the building or grounds.

Concerns have been raised surrounding the security of the school with open doors, front gate and lack of supervision in the playground at morning drop off.

Lisa has ensured that going forward, unless the room is in use, the doors to the kitchen and gym hall will remain closed. The door to the playground can remain open when the children are in the playground with supervision.

The front gate should be closed at all times. It has been agreed by the committee that the gate and fence need replaced or updated.

Lisa is meeting with Rae McNally from support services on Wednesday to discuss the security within the school grounds.

With regards to adult supervision in the playground at morning drop off, Mrs Telfer, Mrs Mitchell and Mrs Campbell are present in the playgroup and dining hall before 9am.

Rachel raised concerns around no one being present at the gate to take the children off the bus and to ensure that all children were safely inside the school grounds.

Millie raised concerns that no adults were present when dropping off at school in the morning.

Danielle also agreed that there needed to be more security especially in the morning before 9am.

Lisa has taken all of these points on board and will check to make sure that there will always be a staff member present at the gate or in the front playground.

Update from Lisa

Pupils can attend breakfast club from 8.15 – 8.45 am, parents can drop pupils at the gate (or side door if they are very young) parents should not enter the building unless with a member of staff.

Staff will be in the playground from 8.45 to supervise pupils playing in the playground and ensure pupils on transport get into school grounds ok.

Heather made the suggestion of blocking off the area of playground to the back of the school in the



morning to keep all children within sight. Lisa will look into this.

### **School Dates For Diary**

Halloween party will take place in the school on Tuesday 31<sup>st</sup> October

Christmas Nativity will take place in the Church on Monday 18<sup>th</sup> December with tea and cake to follow in the school after.

The date and timing of the Christmas show was put to vote in the committee with either an afternoon or evening performance, it was agreed to keep the performance to the afternoon this year.

Due to running over time, all other points on the agenda will be covered either with Lisa during school hours with parents directly if any points have not been covered or at the next meeting in November.

The proposed dates for future meetings have been approved.

Dates- 20/11/23, 22/01/24, 22/04/24, 03/06/24 Next AGM 02/09/24

All meetings held in the school at 6.30pm