

WOODHEAD PARENTS COUNCIL (PC) MEETING MINUTES – 7 March 2023
Held in person at Woodhead Primary

Recorded by: Alison Yim

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| Present | <ol style="list-style-type: none"> 1. Claire Fox (CF) 2. Joanne Keltie 3. Rachel Miller 4. Sheila Moore 5. Alison Yim (AY) 6. Scott Lindsay 7. Denise McCafferty 8. Laura McIntyre 9. Cllr John Ross |
| Apologies | <ol style="list-style-type: none"> 1. Cllr Celine Handibode 2. Cllr Helen Toner 3. Cllr Gavin Keatt 4. Ashley Harkness 5. Karen Mulholland (Vice-Chair) 6. Liza Gardner 7. Pamela Shearer 8. Stephen Lennox 9. Nadia Gillespie 10. Emma Macpherson |

| Topic | Minutes | Actions |
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| Welcome | | Note. |
| Previous minutes | Agreed as an accurate record by Scott Lindsay, seconded by Fiona Hendry. | CF to upload Feb (and Dec) notes to be added to website |
| Correspondence Received | Email about HT recruitment. New HT to be in post after summer. | Note. |
| Community larder | <p>CF spoke to Neilsland Primary contact and their community larder is different to what Woodhead PC planning, only contains uniform and food items from Hamilton Food Bank (already parcelled up). Very well-utilised and is restocked every week.</p> <p>Housed in a shed. Concern over vandalism and how to keep things safe. Has to be outside as people cant be entering the school unsupervised. Possibility to package up items allowing people to pick up the bag stocked by</p> | CF to provide template requesting funding that was sent to the housebuilders. |

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| | <p>volunteers to minimise potential for being misused.</p> <p>Short-term solution – place trolley in the school with made-up packages to see what uptake is (potentially by service area) Rail of clothing at events for people to take</p> <p>Setup meeting with PC and people who will oversee the letters coming out requesting christmas jumpers.</p> | <p>CF to speak with Caroline to see if she could staff and see if it works better outdoors or indoors.</p> <p>CF to issue communication requesting anything purchased for Lockerbie Manor that isn't going to be used, please donate for families to make use of next year.</p> <p>AY to email to PC asking for volunteers to plan a start-up meeting (need to be available Monday/Tuesday)</p> |
| <p>Woodhead Way (Part of Head Teachers Report)</p> | <p>Consultation with all staff and all pupils taking place. School has formed a staff working group for way forward. 3 meetings held to move forward. Met with sub-group (acknowledge it was short-notice) attended by two parents. Update to be issued to parents this week via google form requesting feedback on feelings towards Woodhead way. Meeting on 9th Mar to put forward a provisional review(relaunch) how to inform parents and what is going to happen next. In-person assembly on fri morn with launch of new Woodhead way. Copy of questionnaire provided for info. One-week turnaround hoped for. Framework will be completed based on responses. Questionnaire will be repeated at a later date for comparison.</p> | <p>Note.</p> |

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| Chaplaincy Team (Part of Head Teachers Report) | <p>Consultation required to move forward. Interim – planning for easter celebration (not service) Friday 31st March last day of term.</p> <p>Is there HQ guidance on what the chaplaincy needs to look like or can we accept offers of support from the community?</p> <p>Nursery event 27th March stay and play with easter activity being planned.</p> | CF to request guidance from Laura Mitchell for long-term plan. |
| Cost of school day email/ information to parents (Part of Head Teachers Report) | <p>Position statement on website – being compiled into a flyer by JK in next couple of weeks.</p> <p>Donation via parent pay – sensitive issue – needs to be carefully considered in light of cost of living crisis. Keen to show kids that we as a community can support each other.</p> | Note |
| HSBC Money Heroes (https://www.hsbc.co.uk/financial-education/first-steps/) | <p>Needs to be parked until a later date. Will provide update when ready to offer.</p> | |
| Adverse Weather (Part of Head Teachers Report) | <p>Lisa Kennedy (LK) (support service coordinator) talked through current plan, walked playground, LK speaking to support services manager at council to get guidance as to what can be done safely.</p> <p>Only looks at getting kids into school, no mention of getting them out.</p> <p>Could we buy very brightly coloured cones to allow a safe exit on a gritted area of the path?</p> <p>Decision on safety ultimately falls to Mrs Fox.</p> <p>Awaiting response from LK. Potential update end of this week.</p> <p>School can close the school park if things don't improve on adverse weather days, the car park will be closed to everybody.</p> <p>Formal review of plan of the carpark to be carried out.</p> <p>Incident where bus returning from Lockerbie Manor was unable to get into the car park. Concerns over access for emergency vehicles.</p> <p>Communication issued on ParentPay.</p> | Note. |
| Staffing (Part of Head Teachers Report) | <p>Class teacher applicants being interviewed next week to replace Ms Martin.</p> | |

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| Drainage from path at Torhead and impact on school grounds | Council has put in more drainage shafts. Cllr Ross advised best to ask for quarterly review. | |
| Agenda items for upcoming meetings | Annual Report | Note |
| Next meeting | 9 th May | Note |
| School budget | Full feedback at next meeting. | Note |
| Communication | <p>PS email – school comms has been changed. CF advised changes are being made and comms will be considered as part of this.</p> <p>Consultation required. Twitter – whats happening? parentpay – official, text for emergency, blog for general updates. Main forms are parentpay, twitter and text. Cost implication from text, not significant enough to not use. Quickest way of getting info is text and twitter.</p> <p>Termly newsletter – issued too late Adverse weather – only going to one parent</p> <p>Email about blog and email on adverse weather to be reinstated.</p> <p>Communications and their use need to be publicised to the school community. Potential for app to be used.</p> | <p>CF to consider.</p> <p>Weekly emails to view blogs have been reinstated.</p> |
| Termly newsletter | KM raised point about restart of workshops. | Can be looked at but needs wider consultation as to whether it would be used. |