



**Minutes of Meeting held 24<sup>th</sup> May 2018**

**Agenda Items:**

1. Welcome and Apologies
2. Approval of Minutes from previous meeting (22<sup>nd</sup> March 2018)
3. Actions from previous minutes
4. Treasurers Update
5. Head-Teacher Update
6. Fundraising Group Update
7. General Data Protection Regulations (GDPR)
8. Chrome Books
9. Toilet facilities and toilet guidance for P1
10. Repainting of Playground Murals
11. Extension of Dunblane Primary School Orchard
12. Correspondence
13. AOB
14. Dates of Future Meetings

**1. Welcome & Apologies**

**Present:**

Emma Carter (Secretary)	Helen McLean (Chair)
David Williams (Treasurer)	Jill Hosking (Acting-Head)
Shirley Gallivan (Depute)	Donna Smith (member)
Diane Leithhead	Andrew Buchanan (member)
Alison Webster (member)	Ruth Allan (Depute)
Morag Sorbie (member)	
Susan Morris (member)	

**Apologies:**

Joanna Falconer (Vice-Chair)	Brydie McLearnon
Jo Heaton	Lucy Hawkins
Julie Jones	

**2. Approval of Minutes:** Approved.

**3. Actions from Previous Minutes:**

- **SPTC sessions:** Session, whilst was very interesting, was not well attended either from the cluster of schools or other schools in the Stirling Council.
- **Online bank account update:** After further investigation this is not easy to set up. Diane did state that it is a horrendous to set up but is worth it. David to try again and feedback before the next meeting. All the documents received but yet to be completed. The bank cancelled the meeting with David for w/c 29<sup>th</sup> January. **No further update but David will persist.**
- **Gazebos & Burner:** Jill to order 1 gazebo (size 3m x 3m) @ £229 and 1 gazebo (size 3m x 3m) @ £325 – both red. The Parent Council to then pay the school. **Jill fed back that the company haven't sent them and also they didn't have one of the sizes that we wanted. The company have now agreed to send out two of the gazebos @ £229 and will guarantee they will be here by 25<sup>th</sup> May. The company will also refund the difference.**
- **Constitution discussion / review:** Sub-group (Emma, Helen & Joanna and Susan) met at the end of November. A proposed draft is currently being finalised and will be issued for approval shortly.
- **Flashing Lights on Doune Road:** Both Shirley and Jill have chased up. Shirley to chase again. Now sorted. **Action complete.**
- **RocketFundUK:** Target was met so it was not necessary for the PC to pledge the outstanding balance. For information, it was confirmed by RocketFundUK that any money pledged would not have been lost if the target had not been met. **Action complete.**
- **The Cost of a School Day:** The pantomime are coming into the school and will cost £900 in total for two shows. The Parent Council agree to fund this but will not provide a snack. The Cost of the School Day Policy will be generated next session.
- **Project Playground:** A session took place on Saturday 28<sup>th</sup> April. Quite a few parents turned up for this event and some comments have been received stating it was much tidier. Suggestion made by Shirley to make this an annual event and maybe tie this in with the Nursery event. Helen raised the issue of the handrails. Jill to check with Mr G with regard to paint supplies.
- **Twitter Account:** Helen has set this up and communicated via the May Newsletter. The name is [@dunblanepspc](#). Helen asked if someone would like to become an administrator also. Volunteers to let Helen know.

#### 4. Head-Teacher's Update: See Appendix I.

Morag also suggested have the PEF stall at the Fete also to catch parents who couldn't attend the Sports Day. Jill to look into this.

Helen, on behalf of the Parent Council, thanked Jill for a 'fabulous year of leadership' and wished her well for the future.

**5. Treasurer / Finance Report:** See Appendix II

No update for this meeting. David will be starting to work on the Fete floats next week (w/c 28<sup>th</sup> May).

**6. Fundraising Group Update:** The Fete seems to be under control. Quite a number of volunteers already but could do with a more.

Jill has been asked by the Council if cleaners are required to clean up after the Fete and this will come at a cost. Jill believes this has been good will on Katrina's part but as she is absent this needs to be resolved. Ruth spoke with the Brenda and Maggie and fed back re insurance issues etc. so PC have agreed to fund this. Morag took this action away to inform the Council.

The Bungee run will now be used at the Fete contrary to previous discussions.

Helen suggested that a Fundraising Group newsletter be generated to advertise what had been raised, what had been bought inc. pictures. Everyone agreed and Helen to look into this.

**7. GDPR:** With the new regulations coming into effect 25<sup>th</sup> May, the PC need to ensure they are compliant. All email addresses are held securely on the Gmail account only and this is password protected. An email has also been sent out to these email addresses requesting that they 'opt-in' to receive emails from the 25<sup>th</sup> May. No response means that the address will be deleted. The PC also needs to have a Data Protection policy. Emma to generate a policy and share for agreement. It will then need to be uploaded to the website.

**8. Chrome Books:** Delivered before Easter however there is a problem within the authority due to a licencing issues / smart passes. IT service desk have been testing different solutions. Numerous schools are in the same position. Ruth is hopeful that it will be sorted out by the summer and shared her frustration about this as they were not aware of this issue when the request was put in to purchase.

**9. Toilet facilities and toilet guidance for P1:** Susan highlighted that Parents and carers of three pupils have raised that since the start of the Summer term, their children have returned home more than once in wet/dirty underwear reporting that were not allowed to enter the school during or after lunch / playtime to use the toilet, that there was no toilet paper available in P1 boys toilet and that the P1 girls toilet was locked with a notice on the door that they couldn't read and they didn't know where else to go. Can the school advise if there is a maintenance issue with P1 toilet facilities? Has there been a change of approach covering toilet use by P1 pupils in their final term? Please can P1s be reminded of toilet locations in the school?

Shirley stated that the children can freely come in and out during playtime and lunchtime. Senior Management are not aware of issues other than the doors can be a bit stiff but Mr G has been sorting this issue out. There has also been a buddy system in place to facilitate this. Shirley has agreed to go in and remind the children of where the toilets and what to do if you can't get into the toilet. Shirley will also speak with the cleaners and Mr G with regard to the refilling of toilet paper.

Diane also added that there was always been problems with the P1 toilets, mainly because it's the P1's using them!

10. **Repainting of Playground Murals:** Susan raised this topic as there is a positive strength of feeling from current P1 parents about the Project of repainting the murals in the DPS playgrounds. Each playground has one or more invisible murals on raised concrete that were once painted. P1 parent, Lorna Stevenson, remembers various animals and the clock before leaving DPS in 1992. Specialist paint is very expensive with other local schools reporting £100 per mural. For Parent Council discussion:

Option 1: Write up as a project, apply to Tesco token scheme for up to £5000 and engage a contractor to complete all playgrounds at DPS

Option 2: Playground by playground approach starting with P1/2 playground involving pupils, volunteer parents and staff – requires costing and return of proposal to Parent Council for support

Option 3: Do nothing

Shirley said that really she believes that if money is to be spent on the playground it needs to be something that the children want and will use. Susan said that in the P5/6 playground there is a "street" outlined. Shirley agreed that this could be a good idea for the Bikeability sessions. Shirley to ask Sally Kennedy and Louise Ciccu what their memories are and to feedback at the next meeting.

Diane and Morag also suggested a setting up a maintenance plan for the playgrounds.

11. **Extension of Dunblane Primary School Orchard:** Susan stated that the Dunblane Development Trust Environment Group secured funding for the school's orchard, took the lead in its planting by school pupils in January 2012 and volunteered in pruning the trees which had their first apples in 2017. In April 2018, the DDT handed over the orchard to the School with the Parent Council as custodians of trees. A formal vote of thanks to the DDT Environment Group, including Lorna Inglis, Rhona Peet, Monica Cessford and Alan Cessford is made.

The proposal is made to extend the school orchard to integrate with fruit and vegetables raised beds effectively closing the gap between the two growing spaces. Informal discussion with a staff member, Ms Carol Anderson, has been positive.

For Parent Council discussion:

Option 1: Work in partnership with Forth Environment Link's Food and Growing Team for securing funding plus access Master Orchardists network in Forth Valley who can lead parent-volunteers and pupils in the care of the existing orchard and planting its extension to integrate with food growing area.

Option 2: Parent volunteer-led pruning of existing trees every January and do nothing regarding planting more apple trees

Shirley expressed her concern regarding inexperience of people being able to do this. Susan advised that she is one of the Master Orchardists (since 2011) and would be quite happy to lead on this and help the school. Meeting to be arranged between Shirley and Susan.

**12. Correspondence:** None

**13. AOB:**

- a. A parent who could not attend the meeting emailed to ask if whether a fund and process exists to pay for school based activities and trips for families who are unable to pay? If not, whether the Parent Council would agree to make a fund available and that the process of how to access this fund be made known to parents.

Jill said that she hoped that all parents would feel able to approach the school if they were finding it difficult to pay for trips etc. and chat with a member of SMT, who may be able to suggest ways of supporting/helping. The Senior Management also said that there are no children missing out on activities that they are aware of.

The Cost of the School Day Policy will be looked at in the new session together with the Parent Council.

- b. Diane raised that she would like to thank the school for the opportunities that the school have given to her and her children over the last 11 years.
- c. Helen brought to the table about the inappropriate parking in the bus stop(s) on Doune Road. Shirley to action. Diane also mentioned that the High School have now changed their finishing times and this might affect DPS travel plan. Wed-Fri is now 15:05 finishing. School Travel plan to be added to the next Agenda.

**14. Dates of Future Meetings:**

September 20<sup>th</sup> which will also be the AGM.

Let to be submitted by Emma

**Head-Teacher Report by Jill Hosking**

**HT report for Parent Council Meeting - May 2018**

**Staffing Update:**

- Lorraine Slabbert beginning as permanent HT in August. Initial visit to school planned, and further transition meetings will take place before August.
- Some changes to SLA staffing to be made - likely that Miss Earles will be leaving, and recruitment for 2 temporary SLAs will take place.
- Mrs Paterson will be going on mat leave in Sept/Oct, so will not have a class in Aug - Jennifer Hutton will replace her during mat leave, but will be in class from Aug.
- Our probationers Miss Whillans and Mr Dick will be leaving us, and 2 new probationers will be coming - no names yet.
- Currently Mr Gall's absence continues, and we are covering this as best we can, using a mix of supply staff and school staff - with Mrs Allan overseeing planning.

**School Improvement Plan - update:**

- We are currently putting targets together for next year's improvement plan, based on all the self-evaluation activities which have taken place this session, including the parental questionnaire and feedback from learners and staff. Likely targets will be:
  - Raising attainment in numeracy and literacy, including the introduction of Read, Write Inc programme into P1, raising attainment in numeracy, developing comprehension skills
  - Health and wellbeing, including developing the school's HWB progression planner in line with benchmarks, developing staff expertise in nurture principles, further developing Growth Mindset and expanding space and support in school for delivery of HWB support and interventions.
  - Curriculum development, including increasing staff expertise in outdoor learning, and continuing to develop digital learning and skills for life across the Dunblane Learning Community.
  - We are also going to be looking at ways of developing the involvement of learners and parents in the school improvement process.
- The Standards and Quality report for 2017-18 is in the process of being written, and this together with the new SIP will be finished before I leave, and shared with parents via the website in August.

**Appendix I  
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- Our plans for the Pupil Equity Fund for 2018-19 are forming, with staff having already been consulted. Parents will be consulted at sports day, when the suggested targets are shared and parents, who will be asked to tick the target they feel is most beneficial. Draft targets are:
  - Paying for training and resources to support the Read, Write Inc programme in P1
  - Continuing to pay for Mrs Stevenson to be released from her day a week class commitment, so continue supporting identified groups of learners who are just underperforming in writing or numeracy.
  - Paying for an extra member of support staff to allow us to staff a health and wellbeing hub part time in a spare classroom

**End of session reports:**

- End of year parental reports are currently being prepared, and will be sent out to parents on 15<sup>th</sup> June. It may be that Mr Gall's reports are sent out later than the rest - we will let parents of that class know nearer the time.

**Health fortnight:**

- Begins on Monday with Sports day. Good weather forecast, therefore Parentmail going out on Friday to encourage hats, sun cream etc.
- Wide range of activities timetabled for classes across the 2 weeks, including a variety of sports tasters, personal safety presentations, healthy eating, amongst other things
  - with a number of visitors coming into school to support.

**Class structure:**

- Letter to parents going out next week, letting them know of structure of classes, with a following letter re their child's class coming shortly after that. The classes are being re-structured - with 16 classes and still having 3 composite classes and 3 P7 classes.
- Monday 4th June children will meet their new class and will be introduced to their new teacher where possible, and parents/carers will receive a letter confirming their child's class and their teacher
- Thursday 7th June parent information evening in the school hall at 6.30pm for any parent wanting more information on our class structure for session 2018/19, and the Organisation of Learning within Stirling Education Service will be further explained.
- Children will meet with their new teacher, if this is possible, in their new classroom on 14th June to support transition and getting to know one another