



DUNBLANE PRIMARY SCHOOL PARENT COUNCIL

Minutes of Meeting held 14th November 2019

Agenda Items:

1. Welcome and Apologies
2. Approval of Minutes from previous meeting (19th September 2019)
3. Actions from previous minutes
 - a. Match Funding
 - b. School App
 - c. Reading Benches
 - d. Polytunnel Fencing
 - e. Remembrance Garden
4. Treasurer's Update
5. Head-Teacher Update
6. Fundraising Group Update
7. Junior Leadership and Citizenship
8. Project Playground / School Grounds
9. Attainment Figures
10. ParentMail
11. School Signage for events
12. Traffic - Keir Street / school entrance / signage
13. Just One Tree
14. 12 Schools of Christmas
15. Teacher Gift Policy
16. November 2020 in service dates
17. Correspondence
18. AOB
19. Dates of Future Meetings

1. Welcome & Apologies

Present:

Emma Carter (Chair)	Helen McLean
Anneli Spence (Secretary)	Lorraine Slabbert (Head)
Joanna Falconer (Vice-Chair)	Andrew Buchanan (Member)
Morag Sorbie (Member)	Shirley Gallivan (Depute)
Alison Webster (Member)	David Gow (Member)
Kirsten Rodger (Member)	Diane Jack
Rona Lockyer (Member)	

Apologies:

David Williams (Treasurer)	Ruth Allan (Depute)
Lauren Freckleton (Member)	

2. Approval of Minutes: Minutes approved by all.

3. Actions from Previous Minutes:

- a. **Match Funding:** £250 still not received. Lauren has emailed again. Thank you letter remains on hold. **Action: Lauren to follow up again.**
- b. **School App:** To be introduced in term 3. Staff training will take place in November. To be kept on the agenda as a reminder. Staff to look into options for setting up reminders for staged payments, such as Dalguise trip. Lorraine advised that it is understood that the School App has more functionality than ParentMail – it will start off as a replacement communication tool but further functions will be explored over time, for example school calendar etc.
- c. **Reading Benches:** Shirley has obtained a quote for new benches for £1099. More quotes are to be obtained for comparison purposes. Agreed by all that the majority of the £1500 from the windfarm grant will be allocated to the cost of these new benches. The remainder of the money could be put towards outdoor paint for playground improvements, games and markings.
- d. **Polytunnel Fencing:** Feedback from Joanna that the previous quote of £2000-3000 is very high. Further quotes to be obtained. **Action: Joanna to obtain more quotes.**

Shirley noted that it would be good to move quickly with this as there had been more problems with vandalism in the school grounds lately, including an incident where the nursery shed had been broken into. There is a concern that if security at the polytunnel is not improved soon then the damage from vandalism will become too great to be fixed. It was noted that the fencing would need to be secure enough to keep vandals out but Alison pointed out that the garden should still be kept open to the community as far as possible. Shirley suggested that for example if the gate is padlocked then anyone who is interested in helping with the garden can easily be given the combination for the lock. Lorraine confirmed that she has been in discussions with the Council about getting the mobile CCTV unit placed at/near the school more often as a deterrent.

- e. **Remembrance Garden:** Lorraine confirmed that David Williams has obtained a quote of c. £790 + vat for the wood to replace the rotten sills on the planters. That included having them cut to size and bevelled to match the existing design. All agreed to authorise this spend to have the wood ordered now. Lorraine confirmed that the community pay back team would be able to complete the joinery and repainting of the wood, under the supervision of a qualified joiner. Shirley also confirmed that new planting would then be arranged.
- 4. Treasurers Report:** As at today's date the account balance is £14,674.54. This still includes the £2250 payment for the playground improvements and P1 bags which was authorised at the last meeting but the cheque has only just been cashed and not yet cleared. Balance also includes the £1500 windfarm payment and all ins/outs from Halloween disco.

Emma noted that this is a healthy balance and we should authorise some payments now. All agreed to authorise £1500 for reading benches, £790 + vat for wood for remembrance garden and £1630 for outdoor paint for the playground as per quote obtained by Shirley.

5. Head-Teacher's Update: See Appendix I.

Andrew noted that the Rookie Rockstars event had been a great success and really enjoyed by parents. Thanking the staff for giving up 2 evenings to run the concerts.

Lorraine advised that the feedback from parents at the parents evening drop in sessions re the change of school hours had generally been very positive. Some had noted the potential childcare issues and also concerns with the high volume of traffic on Old Doune Road when DHS and DPS finish at the same time. These issues are being taken into account. Helen asked if the shorter lunchtime break would hinder lunch clubs and also if the children would have enough time to let off steam outside. Lorraine pointed out that the children have lots of outdoor learning within the school day now. Children going to lunch clubs will have lunch first and then go to the clubs. Morag noted that for some children an hour for lunch was actually almost too much, they ate very quickly and then became bored in the playground. Lorraine confirmed that the next step for the change of hours would be an online survey to be issued via ParentMail.

David Gow questioned if there was a negative impact on children when the SLAs left the school? Lorraine advised that that was dependent on the particular children and their specific barriers to learning but all such staffing changes are and will be managed sensitively to ensure that the children affected are not disadvantaged.

6. Fundraising Group Update: Morag confirmed that the Halloween disco had been a big success and had raised £1475. The Swish night had also worked really well and had made £492.50. The remainder of the clothes had been donated to charity. The next event is the Christmas movie night which will be by donation only on December 4th. Caledonian Christmas Trees are also now taking orders for trees with £3 per tree being donated to the school, plus a free tree for the school itself and one to raffle. Joanna is still looking for somewhere local to donate the school tree to on December 20th at the end of term.

Shirley suggested a Christmas jumper swap in the same way as had been done for Halloween costumes, with a donation in exchange for a jumper. These could be worn at school on Christmas jumper day, at the movie night, etc. All agreed this was a good idea. Shirley will set this up.

Andrew confirmed that the Cauliflower Cards process was much easier this year as it was now all done through their website. It was hoped there would be about £320 made from the cards once all of the numbers were finalised.

Emma noted that there had been issues with complaints on Facebook around the Halloween disco which had been very difficult and upsetting for the fundraising committee to deal with.

Emma expressed thanks to the fundraising committee for their continuing hard work. Morag agreed that it had been difficult but the committee had been also received a lot of positive, supportive feedback as a result and some new parents had volunteered to help.

7. **Junior Leadership & Citizenship:** The Junior Leadership team have now been appointed, with some of the children being voted for by their peers and some being chosen by staff. A peer-led school/self-evaluation is taking place. The team had given a presentation to the school at assembly this week about the work they were going to do. They are already working hard and have a good vision about what they want to do.

Citizenship groups have been replaced this year by Global Goals groups, with a focus on climate change. The children have been able to choose their own groups and there is already a good buzz around the goals that they want to achieve. The school is also about to apply for a renewal of the Eco Schools Green Flag status.

8. **Project Playground / School Grounds:** Shirley advised that the school had applied to the windfarm for a grant of £8000 for outdoor fitness equipment. An award of £1500 had been made which was not enough for the fitness equipment unfortunately but was much appreciated and would go towards the new reading benches instead as already discussed. The school is continuing to look into other grants for the fitness equipment as this would be a great resource not only for the school but for the wider community. Andrew noted that SportScotland give grants for sports equipment which might be worth looking into. Rona advised that she has a contact there, she could ask them for information. **Action: Rona to seek further grant information.**

David Gow has applied to Prudential's scheme for a charity work team who might be able to come to help with the painting. He is waiting to hear back.

Anneli noted that the painting that had been recently done in the P1/2 playground had made a big difference and that area was now looking much better. Lorraine confirmed that the community payback team would continue to work with the school for as long as we needed them and for now would focus on painting and power-washing.

Shirley confirmed that the Council had also agreed to give the school additional funding for further new flooring. The Council can see the amount of time and effort being put in by the staff and are being very supportive of these efforts, which is appreciated.

9. **Attainment Figures:** Joanna raised the issue of the attainment figures for last year's P4 cohort and noted that there had not been sufficient time to discuss this at the AGM. Lorraine advised that the figures were solely as a result of the larger than usual number of children in that year group with additional support needs (ASN) who were on staged intervention programmes (36% of the year group). Lorraine advised that anomalies such as these happened sometimes. A comparison had been done with the same year group at Newton Primary which had confirmed that the DPS figures were indeed due to the number of children in the year group with ASN. The remainder of the year group without ASN were on track.

10. **ParentMail:** Joanna raised concerns re the number of ParentMails being sent out and in particular the number that did not directly relate to the school. Lorraine advised that the staff appreciated that there were a large number of messages. The Council often asked the school to issue information, for example about Active Stirling events or other local events and the school is expected to do that. Some mails are also advertising local events and activities which the school thinks will be of interest to and of benefit to some families and want to ensure that the information gets to those it needs to. Shirley also noted that a number of local businesses are very generous to the school with free tickets, raffle prize donations etc and communicating their events is a small way to say thank you. It was generally agreed that there are a large number of ParentMails but there is no easy answer to cutting them down.
11. **School Signage for Events:** Joanna noted there had been no signage to direct parents to their children's classrooms on parents night and also the P7s had not been used to direct parents, keep appointments running to time etc. Lorraine advised this would be looked at for next time.
12. **Traffic – Keir Street / school entrance / signage:** Rona raised the issue of traffic in Kier Street. It is a narrow road and a dead end but parents are parking there at drop off / pick up and Rona has seen several dangerous incidents. Perhaps a ParentMail could be sent warning parents that the street is particularly dangerous. Andrew suggested that parents could email the Council directly about it. Lorraine noted that traffic issues had been raised with the Council and the police last year but there had been no real progress.

Anneli noted that it had been mentioned last year that new signage was proposed for the main entrance with larger / bolder lettering warning drivers not to enter at particular times. Lorraine advised that funding for that was going to have been made available by the Council but she had not heard anything else. **Action: Lorraine would follow up with the Council.** Ideally the school would like 2 large new, backlit signs.

13. **Just One Tree:** This initiative was discussed. Concerns were raised about another dress down event being added to the calendar when the school does a lot already; the tree planting appeared to be outwith the UK; there were concerns about the nature of the organisation and admin costs. Lorraine advised that the Council have recently been in touch about the school getting involved with planting trees at the Haugh to replace trees that recently had to be taken down. Agreed that this fits better with the school values re community involvement and the Just One Tree initiative would not be followed up at this time.
14. **12 Schools of Christmas:** Morag had flagged up this competition to the school, being run by Virgin Radio. Lorraine confirmed that 2 girls had already volunteered to be pupil leaders and had spoken to the other children at assembly this week. The girls had written a song and were asking other children to volunteer to take part.
15. **Teacher Gift Policy:** Shirley will check the cost of the school day policy and add wording if necessary to the effect that there is no expectation of gifts from parents/children to teachers at Christmas or at the end of the school year.

16. **November 2020 inservice dates:** It was confirmed that the timing of inservice days will be different next year and the usual 2 days at the end of November are not in the Stirling school calendar for 2020/21.
17. **Correspondence:** None.
18. **AOB:** Emma confirmed that she will arrange for gifts for the cleaners at Christmas as a thank you for helping out with cleaning up after fundraising events.
19. **Dates of Future Meetings:**

16th January 2020

19th March 2020

21st May 2020

Lets have been put in by Emma.

Appendix I

Parent Council Meeting

Head Teachers Report

November 2019

STAFFING UPDATE –

NEW SLA staff

Following Wendy McKay leaving us in October we have appointed Mrs Lesley Spence to her post permanently and she is also picking up extra hours to fulfil a 20 hour contract.

We have also recruited Mr Sandy Fleming to a 13.75 hour contract till June 2020 and he starts with us on the 2nd December.

Long Term Absence

Mrs Galloway continues to be absent and we continue to have the valuable support of Ms Annie Jones in P6G. We will continue to keep parents informed of any possible return dates.

Mrs Stevenson is currently off work with strained ligaments in her ankle after a fall in school, however we expect her back shortly.

LOCAL AUTHORITY :

Business meetings have been looking at system leadership and how we as HTs in schools can be thinking about this and contributing.

As a learning community we have begun to speak about how we can pull together resources and environments to meet needs of children in a supportive way in an ever decreasing budgetary climate.

SCHOOL IMPROVEMENT PRIORITIES:

As updated previously work continues across school looking at our priorities and implementing strategies to meet our targets.

The Wellbeing Hub is proving very effective and we are saying a large number of children being supported within whether it be over the unstructured play times or during class times to better meet their needs.

Staff have almost all completed the Do Be Mindful training and we will be moving now to children evaluating themselves as a baseline which we can measure progress against later in the year.

Appendix I cont.

Conferencing grids were issued this term and received a very positive response from parents with all parents who answered our survey giving a positive response to their use and effectiveness. These will continue to be worked on throughout the year.

See Saw has been trialled in the P6 class and again has received a very positive response therefore We will be issuing letter for parental permissions this week for all classes. This tool will supersede the snapshot jotters and will be an ongoing tool for sharing the learning throughout the year. We will begin with a slow start in order for all to become acquainted with the program then we will build up use across school.

Children have been elected into the junior leadership group and they will assist the school in looking at evaluating the service we provide and making recommendations to us going forward.

Early Years staff have been involved in the Adventures with Alice Training and are now using the play and learning framework in the P1 for supporting the tracking and monitoring of attainment and achievement.

We have supported the first in school Dyslexia Scotland partnership meeting this week with the support of two of our mums. This was very well attended with 35 participants.

Parent self-evaluation group was well attended last term and we have another one next week. 2.6 Transitions, 3.3 increasing employability and creativity, 3.1 ensuring wellbeing quality and inclusion and 1.2 leadership of Learning will be the QIs focussed on this year.

Rookie Rockstars was a great initiative for the kids to be involved with and we got some great feedback from parents re this.

New visual by the Fenwick Family now will be on all letter heads etc going out of school.

Environment:

More noticeable changes beginning to be made across our early years department. P2 area is about to be floored and painted also through the play and learning development the school is involved in.

Outside the community pay back team has been working for three weekends and change beginning to be apparent.

Yet again staff and husbands giving up their time to paint also.

Photographer has been enlisted to work in schools for three days taking some shots of the children and staff displaying the values. The prints will then form part of the photographic exhibition in March as the sharing of learning event but they will also be good promotion photos for us and will be displayed across school in line with our values.

Appendix I cont.

Parental Consultation

Drop in session during parents night for parents to come and chat to me re the changing of hours. Positive response overall and expected concerns raised. Doodle poll going out shortly.

Initiatives

Very successful harvest collection and hopefully this will grow over the years. Again this we supported our local community alongside Start Up Stirling. Certificate arrived to share success of collection with children.

Continuing to do our This Is Me Assemblies and these have been successful so far.

Fundraising Group

Great work for the Halloween disco as always, and the costume bank went down really well.

Book fair here again during parents night week. Families can access during those times and there will be a slot open on Friday 9th for classes to visit should they wish to purchase.

2 INSET days coming up:

VSE feedback and next steps to be shared, French, Nurture, self-evaluation exercise, skills development Scotland and moderation the focus for those days.

Parent workshop coming up on 26th November delivered by staff and children looking at Big Maths.