



Minutes of Meeting held 12th May 2020

Agenda Items:

1. Welcome and Apologies
2. Approval of Minutes from previous meeting (16th January 2020)
3. Actions from previous minutes
 - a. Polytunnel Fencing
 - b. Remembrance Garden
 - c. Project Playground
 - d. School entrance signage
 - e. Fundraising/Counting Cash
4. Treasurer's Update
5. Head-Teacher Update
6. Fundraising Group Update
7. Correspondence
8. AOB

9. Dates of Future Meetings

1. Welcome & Apologies

Present:

Emma Carter (Chair)	Helen McLean
Anneli Spence (Secretary)	Andrew Buchanan (Member)
David Williams (Treasurer)	Susan Henderson
Joanna Falconer (Vice-Chair)	Linsey Macmillan
Morag Sorbie (Member)	Laura Whyte
Alison Webster (Member)	
Kirsten Rodger (Member)	
Rona Lockyer (Member)	

Apologies:

Lorraine Slabbert (Head)	Lauren Freckleton (Member)
Ruth Allan (Depute)	
Shirley Gallivan (Depute)	

Emma welcomed everyone to the meeting and explained that it was being held as a virtual meeting over Zoom due to the current social distancing rules. None of the teachers were

able to be at the meeting as Stirling Council rules currently prohibit the use of Zoom and other public video conferencing apps for any discussion of school business. Emma also explained that as a result of this, the meeting would be held over 2 sessions - this evening's meeting and also a further virtual meeting between the Office Bearers and the senior management team which was scheduled for Tuesday 19th May 2020. At that second meeting, the comments and discussions from this meeting would be passed on to the SMT. Anneli would then prepare a combined set of Minutes of both meetings.

2. **Approval of Minutes:** Minutes approved by all.
3. **Actions from Previous Minutes:**
 - a. **Polytunnel Fencing:** Anneli wrote to the Council's grounds and maintenance team in February to explain the ongoing issues and to request assistance with costs and advice on the appropriate steps we should take as a school. No response has been received despite a couple of follow up emails being sent also. Emma noted that the polytunnel was currently in very poor condition. **Action: Anneli will contact the Council again after the summer to follow up on this.**
 - b. **Remembrance Garden: See Supplementary meeting Minutes below.**
 - c. **Project Playground: See Supplementary meeting Minutes below.**
 - d. **School entrance signage: See Supplementary meeting Minutes below.**
 - e. **Fundraising/Counting Cash:** David W said that he had contacted the fundraising committee to discuss the counting cash procedures but had not received a response. Morag advised that the committee had not really had a chance to discuss this due to the school closure. David W also advised that he had recently done an online training session for PTA treasurers organised by Connect. Their advice had been that we largely already follow the correct procedures. They also mentioned insurance. Apparently we are insured for holding cash at/after school events. David had not been aware of that. He had asked Connect for further information but not heard anything back as yet, probably due to the closures. **Action: David W to follow up with Connect for more information on the guidelines and insurance. David W and fundraisers also to discuss. Add to agenda for next meeting for further update.**
4. **Treasurer's Report:** As at today's date the account balance is £12,412.46. The only item still to be paid out that David was aware of is the reading benches. No invoice has been received for them so David does not think they have been bought yet.
5. **Head-Teacher's Update:** See Appendix I.

Emma read out this report to the meeting in Mrs Slabbert's absence.

Andrew advised that he was currently working in another key worker hub school and in his experience, 50 children at DPS was a large number. He hoped the school staff were coping and keeping safe.

Linsey Macmillan advised that she is a high school teacher who is volunteering at the DPS hub at the moment. She confirmed that there are very good hygiene measures in place and there is great support from the SMT. The hub seems to be functioning very well so far.

6. **Fundraising Group Update:** The last event before closure was the Bingo afternoon. That had been well attended and had raised around £416. The feedback had been positive also. There are currently no other events planned and anything that had already been arranged for the summer fete has been cancelled.
7. **Correspondence:** None.
8. **AOB:** Andrew wanted to feed back to the school that the grids are really useful. The contact coming home for nursery pupils transitioning to P1 has also been excellent. He has also been impressed that the SMT have been phoning round and also that the school is going to be issuing some form of report this year. He noted that schools are allowed to use Teams for online meetings etc and wondered if the school could perhaps be making better use of that, perhaps streamlining all communication onto that one single platform?

Morag felt that we have enough/too many communication platforms already, she would be concerned that if there were any more parents would struggle to keep up. Kirsten advised that in her experience as a teacher google classroom seems to be the best platform.

Helen wanted to feedback as a P6 parent that she also feels the grids have worked very well and her child has also been getting great feedback from her teacher. Alison likewise confirmed she is very happy with the work that is coming home and was very pleased to hear in the HT report about the plan to try to keep current teachers/classes in place for next session where possible. Laura agreed that this was very positive and hoped this could be prioritised especially for those classes that had already been disrupted through the rest of this school year by changing teachers etc.

Anneli mentioned that she and Emma had both attended online Q&A sessions via Connect last week and they had been very useful. Some parents from other schools had mentioned things that they were doing to help in the current crisis, such as providing funding for resources for families at home. Anneli wondered if this was something that the Parent Council could do to help our DPS families, especially as we have a reasonable balance of funds in our account at the moment - examples would

be paper, pens, paints, glue, craft materials, etc. Perhaps these could be purchased and left in a central location for families to collect as needed. All at the meeting agreed this was a good idea and something that they would like the PC to support. David noted that we would usually get a 'wish list' from the school for items that they would like the PC to help fund but we hadn't had any requests from the school since January as we had not had any meetings. There might well be things that the school needed right now and we should find out about that before we plan to spend the money on anything else. The school could also tell us what was most needed and where. Linsey confirmed that she was aware the Council had already been helping to provide laptops, internet access etc for families in need and also delivering free school lunches and activity packs to children's homes. Emma suggested that this should be discussed with the teachers at the meeting on 19th May and we could then decide what steps to take. All agreed that this was a sensible course of action.

12. Dates of Future Meetings:

There was discussion around whether a further meeting should be arranged this term. Normally there would only be one meeting in the summer term but all agreed that in the exceptional circumstances a further meeting would be a good idea. Hopefully by then we would have some more information about the school reopening, classes for next year, etc.

Next meeting (also to be held by Zoom): Thursday 11th June 2020

Also agreeing dates for the first meetings of next session:

17th September (Parent Council Meeting)

8th October 2020 (Parent Council AGM)

Minutes of Supplementary Meeting held 19th May 2020

Present:

Emma Carter (Chair)

Anneli Spence (Secretary)

David Williams (Treasurer)

Joanna Falconer (Vice-Chair)

Lorraine Slabbert

Ruth Allan

Shirley Gallivan

Emma welcomed everyone to the meeting and explained that it was being held as a virtual meeting over Microsoft Teams as this was a platform that the teachers were permitted to

use to discuss school business in line with Stirling Council rules. Emma also explained that a meeting had been held with parents and carers on Tuesday 12th May 2020. The purpose of this second meeting was to pass on the comments and discussions from the meeting on 12th May to the SMT.

Remembrance Garden: Lorraine confirmed that the planters have now been fixed and are looking good. Stirling Council have funded this work. Stirling Council have committed to maintaining the planters for the next 3 years but have asked if the school can pay for the plants themselves. Stirling Council will give us recommendations of what plants would be most suitable for the planters later this year. Lorraine asked if the Parent Council would be willing to provide funds for the new plants that are needed. Emma confirmed she would be happy to provide some bedding plants for colour in the meantime. **Action: Discuss with parent body at next Parent Council meeting to confirm approval of funding for plants.**

Project Playground: Ruth confirmed that the reading benches have not yet been ordered. The school would need a cheque from the Parent Council to place the order and at the moment cheques can't be delivered to the school as no mail is being collected from there. **Action: The approved funds should be ringfenced in the Parent Council account until it is possible to order the benches later this year. Keep on agenda for future meetings.**

School entrance signage: Lorraine advised there has been no progress on this due to the school closure. **Action: Keep on agenda for future meetings.**

AOB:

Home Learning Packs: Emma confirmed that the feedback from parents at the meeting on 12th May had been very positive. As a Parent Council, we were keen to do what we could to help at this difficult time. We wondered if there was anything that the school would like us to help with or anything that the school needed funds for at the moment. Noting that a suggestion had been made at the meeting on 12th May that we could fund and provide home learning resources packs.

Lorraine, Ruth and Shirley all agreed that basic home learning resources could be very useful. Different schools were approaching this in different ways.

After some discussion of options it was agreed that the Parent Council would purchase writing pencils, colouring pencils, paper, glue, erasers, sellotape, etc. Lorraine suggested that individual home learning packs should be made up to cut down on contamination risks of people rifling through boxes of items. Due to the confined space at the school entrance, it was agreed that the packs should be placed outdoors on trolleys in the covered area next to the gym hall. Shirley offered to put the trolleys out on Monday and Friday afternoons when she was working in the Hub.

Action: Emma would purchase the resources and would get enough for 50 packs to start with. We could purchase more if needed.

Lorraine suggested that this might be something we should do as a learning community.

Action: Anneli agreed to contact the Newton Primary Parent Council to discuss.

P7 Leavers: Lorraine pointed out that the P7s would be missing out on their usual leavers' activities which was a great shame. The P7 teachers and Mrs Allan were working on putting together the P7 Yearbook despite the school closure. Usually, the P7 parents contributed to the cost of this but this year the school felt this might not be appropriate. Lorraine asked if the Parent Council could pay those costs at £8 per book. The office bearers at the meeting agreed that the Parent Council would provide this funding. **Action: Confirm full Parent Council approval at next meeting.**

P1 Book Bags: Lorraine noted that last year the Parent Council had also agreed to fund the cost of the book bags given to all new P1 pupils. The cost this year would be £250 (50 bags at £5 each). Lorraine asked if we could cover this cost again. The office bearers at the meeting agreed that the Parent Council would also provide this funding. **Action: Confirm full Parent Council approval at next meeting.**

Other funding: Lorraine noted that we simply did not know what the landscape would be like later in the year. There may be other things that the school would ask the Parent Council for help to fund in the coming months to support other children and their families. All agreed that it would be sensible to keep funding in reserve for this.

Next meeting: Emma confirmed that another Parent Council meeting had been arranged for Thursday 11th June. We would again follow up with the SMT after that meeting at a supplementary meeting on Tuesday 16th June at 7pm. Lorraine would keep us informed if there was any change in the guidance from Stirling Council on using Zoom. The dates of the meetings in September and October 2020 were also confirmed.

Appendix I

Dunblane Primary School Parent Council Meeting Tuesday 12th May.

Head Teachers Report.

DPS has now been closed since Friday 20th March.

The school opened as a hub on Monday 23rd March serving front line workers of the Stirling Council area. On our busiest days the school caters for approximately 50 children who all need to be functioning within the social distancing rules of the Government. This means on any one day we can have up to 7 classes in use as well as the nursery and are supported by teams of two staff for each group. The children must return on their visits to the one classroom they have been in and cannot change classes. This is part of the cross contamination and virus supressing measures.

There are various managers who attend throughout the week and these include SMT from DPS as well as other schools within the learning community and across the council area. The staff who volunteer to be within the hub from the teaching/support staff side of things also have their own roles to carry out remotely and are still providing learning and support for the children within their classes. There are no limits or restrictions to what staff can do within the hub however for ease of continuity where at all possible people are sticking to patterns of support to help with timetabling.

The Hub functioned throughout the holidays and although there is an arrangement that staff can get their time back for working during the holiday period no staff have at this point requested the time back.

As a school since the 20th March we have:

- Shared key documents from the Scot Gov in order that parents get up to date and relevant information. This included a document called Supporting Pupils, Parents And Teachers-Learning During Term 4.
- The main messages were this:
- There is no expectation that the kind of learning approaches and experiences provided in schools will be replicated at home whilst schools are closed.
- The primary focus of the Education System remains to ensure that you as families are supported to cope with the challenging circumstances in which we all find ourselves in.
- There is no expectation that you would "teach" in the formal sense whatsoever.

- A key goal over the coming time, as well as supporting health and wellbeing, will be to support engagement in learning but this is within a background where we understand that this needs to be appropriate for children living in different home circumstances and with differing levels of connectivity.
- Work is ongoing at present to ensure that whatever digital platforms are to be considered for use that they have privacy, equity and safeguarding as the primary concerns. As a council we are engaging with national agencies, professional networks, GTCS and Education Scotland to discuss these things. As such and at present the parameters we are working within are this:
 - We cannot be in engaging in live face to face or audio discussions with learners using online video or webchat.
 - We can only use channels of communication eg GLOW, See Saw and work email addresses which comply with Stirling Council's practices and guidance. Some parents have enquired if we are considering going forward using live video conferencing and as you can see from the guidelines we are working within nationally, this will not be the case.
- Staff initially sent out a holding learning grid for the immediate time following closure.
- Staff have continued to send out conferencing grids to children. We have developed the grid and it will now include e.g. links or references to worksheets/websites, recorded lessons which can be accessed through education websites and the main focus here will be to ensure learning outcomes are stated and differentiated for pupils but also to look at engaging your children in tasks more in independently.
- Staff will continue to be working with their stage partners to plan and develop these grids.
- The grids will also include tasks from Mrs Hislop, Mr Thomson, Mrs Tobin, Mrs Gormley and Mrs McKinney who are all taking the lead on differing areas of the curriculum.
- Staff will continue to use See Saw as an interactive tool to share video messages, give feedback, review children's work and add in additional tasks over and above the grid should they deem it to be necessary.
- SMT have been touching base with all families via the telephone. This is a time consuming task but we feel one which is beneficial to the connectedness of the community. Over and above this both DHTs have been touching base more frequently with vulnerable families within the community and liaising with partner agencies to support those children who are potentially at risk, need additional support because of very specific learning needs or emotional support which they would normally be receiving in school.
- Mrs Allan, Mrs Gallivan and myself will continue to do our video messages and each week I will send out an assembly video every week.

- HT continues to put out regular emails to parents and carers.
- Over and above this staff will still continue to send things which are out of the blue and for fun and for interest via the see saw app.
- For children with additional support needs who received the support of Mrs Seona Stevenson, teachers will be liaising with her as to how best to support those particular children.
- Mrs Stevenson has also been liaising directly with a variety of parents regarding their child's learning which she supports individually also.
- A transition programme is in place for pre school children and P7 children offering what they can at this time to aid transition.
- All staff including SMT are regularly dealing with individual approaches from parents in order to support their children mainly in the form of pastoral support or indeed suggestions as to engage them in the learning which is sent home to them.
- Staff will be producing an abridged version of the yearly report for your children this year in line with national guidance. We are thankful that as a school we moved to a very formative approach to reporting on children's strengths and development needs through our conferencing grids so we are happy that at closure we had a good picture of where your child was and will report summatively as of that point. Please note that staff will be working on these reports over the coming weeks and it may be that if they are doing this they might not be able to respond to you as quickly as they have been doing prior to starting the process of writing them.
- Staff took part in an INSET day on Friday 1st May and the work focussed around self evaluation, gender equality and the promotion of within school and report writing.
- The school has identified a number of parents who although registered with parent pay there is a challenge with their email addresses being undeliverable so the school has actioned contact with those parents to ensure they give us up to date info so we can remain in contact.
- HT has held whole school teaching staff meetings to discuss planning, reporting and remote working. HT has also met with all teaching staff across the school via Microsoft teams and had meetings to discuss issues and support them in what they are doing. DHTs have then had meetings with nursery staff and support staff. They also continue to support staff informally through different avenues.
- These stage meetings will be held again prior to the end of term. Whole school meetings will be held when it necessitates.
- Recruitment continues within the school with interviews being conducted remotely via Microsoft teams. Recruitment and staffing info at the end of this report.

- HT and DHT continue to work on the rollout of the 1140 hours within the nursery and continue to liaise with Care Inspectorate about contingency planning for the delivery of 1140 with the closure leading what those plans look like.
- Business meetings with the centre continue on a weekly basis for the HT.
- The school has also encouraged parents who have not followed us yet on Twitter that may be an idea. Our page is @DunblanePrimary so simply log on and follow us there as this is where we share many activities which might be useful to you.

Staffing

Nursery: Recruitment is underway to cater for the 1140 expansion. This past week we have recruited a Principle Early Childhood Educator. Her name is Vicky Porter and she will be joining us on the staff in August. Next week we will be interviewing for an additional Senior Early Childhood Educator, and we have now closed the Administration post for the nursery also.

School: At present we have not been told our staffing levels for 20/21 and we are unaware if we will be supporting any probationer teachers this year. This information will come in due course.

Current probationers: Both Miss Davidson and Miss Farquharson we are delighted to say have been offered full time permanent posts with Stirling Council and they are to be part of the Permanent Teaching Pool. Congratulations to them both and well deserved.

Session 20/21

We have begun to have contacts from parents regarding what this will look like, when we will be returning, who will the teachers be for their children etc etc.

Unfortunately, I am unable to answer any of these questions as many pieces of the jigsaw need to come together before we can begin to make any plans. Clearly the biggest piece of the jigsaw is the science and indeed the R rate of the virus. At this point we have had discussions and there are certainly national level discussions to debate what a return to school will look like, but no decisions have been made and this is still very much out for consultation.

From our perspective as a school it is likely in terms of curriculum that we will be revisiting and solidifying the things that were on our improvement plan for this session as clearly these developments were interrupted.

We are aware that when we return to what our new normal is, that this normal is likely to be subject to ever changing scenarios also as more pupils return to school or attendance patterns change and develop. It is therefore in our opinion a very wise move to ensure the wellbeing, safety and health of all the children as a priority within all of this. There clearly will also be a need to establish where children are in their learning and bring a sense of connectedness back to the school community within.

One thing we have discussed and it is likely will go ahead is that where at all possible staff will continue into the next stage with their class teacher as this will indeed lessen the anxiety for children upon returning to school. There will also be the benefit of that teacher knowing the learning of children well and have established relationships in place.

****However, it is important to note that this will not be possible for all classes. There are a number of factors which will need to be catered for also such as strengths of particular staff members and their deployment, how many staff we are actually assigned as we may well have the composite scenario in school, teachers who will no longer be at DPS and therefore cannot take on their classes and teachers who will have been part of the transition groups and will need to be assigned a new class.

As soon as we can let parents and children know this information we will. I would ask for forbearance in this however as clearly the decisions and information will be slower this year and controlled by a much higher power than school.

This has been an extremely testing time for all of us staff, children and parents alike. What is clear however is that as a school we have done our very best to retain the community that we had prior to closure and we are every day reminded of that through the very positive interactions we are having with parents.

We empathise and understand that parents are finding this very challenging. But likewise this is the same for the staff. Many of the staff themselves have children at home who they are expected to home school as well in the same way parents of DPS are. They are balancing this with ensuring that they cater for the children of DPS which they are fully committed to doing. This has meant for many of them that they, just like many of you, no longer have a cut off point in their day and are working longer hours than previously. They are using their own IT equipment or borrowed in some cases to allow them to have the interactions with children which mean so much to them. Many staff have been asked to very quickly learn a whole new set of skills and this has been an added pressure in an already trying time. Many of the staff are choosing because they have the capacity to do so because of their own family situation to

support the Hub which means they themselves are placing themselves at risk of infection.

However above all else they have tried their very,very best to ensure our children at DPS are supported and nurtured as best as they can remotely. I would publicly like to thank each and every one of them for their continuing determination and effort. I would also like to publicly thank the parent council and the parent body for their support and understanding at this time.

Lorraine Slabbert

Head Teacher