



Minutes of Meeting held 11th June 2020

Agenda Items:

1. Welcome and Apologies
2. Approval of Minutes from previous meeting (12th & 19th May 2020)
3. Actions from previous minutes
 - a. Polytunnel Fencing
 - b. Remembrance Garden
 - c. Project Playground
 - d. School Entrance Signage
 - e. Fundraising/Counting Cash
 - f. Home Learning Resources
 - g. P7 Leavers
 - h. P1 Book Bags
4. Treasurers 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)
Anneli Spence (Secretary)
David Williams (Treasurer)
Joanna Falconer (Vice-Chair)

Helen McLean
Nicola Bonham
Susan Henderson
Kirsty Murray

Morag Sorbie (Member)
Alison Webster (Member)
Kirsten Rodger (Member)
Rona Lockyer (Member)

Laura Whyte
Liz Gunn

Apologies:

Lorraine Slabbert (Head)
Ruth Allan (Depute)
Shirley Gallivan (Depute)

Lauren Freckleton (Member)
Andrew Buchanan (Member)
Nicola Smart

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 Thursday 18th June 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:** No further update from last meeting. **Action: Anneli will contact the Council again after the summer to follow up on this.**

b. **Remembrance Garden:** Emma updated the meeting on the comments from the SMT at the last meeting on 19th May regarding the planters being fixed and maintained by Stirling Council. Emma advised that she had visited the school after that meeting and in fact it seemed that only 3 of the planters have been fixed so far. The planting itself still needs to be tidied up. This is going to be done by Shirley Gallivan's parents. Emma will then arrange for some new bedding plants for some temporary colour. It was noted that the school have asked the Parent Council to fund new planting for the planters after the summer, with Stirling Council advising us on what kinds of plants will be best. It was unanimously agreed that the Parent Council would fund this. **Action: Follow up with SMT required re remaining planters to be fixed, Stirling Council feedback re types of plants that should be bought and to confirm PC approval of funding.**

c. **Project Playground:** Emma updated the meeting on the comments from the SMT at the last meeting on 19th May regarding the purchase of the reading benches being put on hold until after the summer. Anneli also advised that she had received an email from Shirley Gallivan regarding the grant funding of £750 received from the Round Table. Shirley wondered if this money could be spent on different items for the

playground from what had been specified in the grant application. Anneli has now been in touch with Lauren Freckleton, whose husband is involved with the Round Table, and Lauren has confirmed that the Round Table will be fine with the money being spent on different items, as long as it is still play equipment for the children. David confirmed that this money was not in the Parent Council account, presumably the money has been sent to the school directly. **Action: Reading Benches to be purchased after the summer break (approved funds ring fenced in Parent Council account). Anneli to feed back to SMT at next meeting re Round Table grant funding.**

- d. **School entrance signage:** No further update from last meeting. **Action: Follow up after the summer break.**

- e. **Fundraising/Counting Cash:** David W has got some more information from Connect about the correct procedures that should be followed for counting cash etc to comply with the insurance conditions. Emma confirmed that Stirling Council pay all of the relevant insurance premiums for the parent councils in the area. David advised that from his review of the information, we appear to be complying with the 'spirit' of the conditions but we are not complying with every procedure to the letter. There is a risk that if we do not comply and something goes wrong, then the insurance would not pay out. Emma advised that she has also looked at some of the guidance but not in detail as yet. Both David and Emma agreed that it was all very complicated and we would need more time to review the provisions and discuss what changes we might need to make to our procedures. David confirmed that he would make sure that we comply with the guidance in terms of the AGM and signing off the accounts for the year, but otherwise we need more time to give some thought to how best to comply with the rules. **Action: David W to review and action guidance for AGM. David W, Emma and fundraisers also to review guidance and discuss.**

- f. **Home Learning Resources:** Emma confirmed that the home learning resources had been purchased and 50 packs have been made up and are now available to be collected from the school. Emma reported that the school had told her that quite a few packs have been picked up. The school have also delivered packs directly to some families. It was noted that the key worker Hub is moving to Bridge of Allan over the summer and so we won't be able to have the packs available over the summer. Kirsten pointed out that children would be officially on holiday over the summer and so should not really need fresh resources then as the point of the packs was to help with school work. It was agreed that we would remind parents that the resources could be collected before summer. **Action: Anneli to send out email and post on Facebook page. Number of packs collected to be reviewed to see if additional resources might be needed.**

- g. P7 Leavers:** Emma updated the meeting about the SMT request to pay for the P7 yearbooks this year. The cost was £8 per book, £528 total. Usually the yearbooks were paid for directly by the P7's families but the SMT had felt that in the circumstances this year it didn't seem right to ask families to pay when some might be struggling and the school did not want any of the children to have to go without. Emma asked if the Parent Council would agree to meet this cost. Morag pointed out that this cost had never been met by the PC before, it was a lot of money and she was not sure it was an appropriate thing for the PC to pay for. Anneli noted that it was much the same situation as the P1 book bags which the PC had funded last year and the SMT had asked us to fund again this year. Anneli felt that the school's approach was right in the circumstances so that no children would miss out this year. There was general debate about whether this funding was appropriate. After discussion, it was agreed that the PC would agree to pay this cost this year but only due to the exceptional circumstances, no precedent would be set for next year. Kirsty suggested that parents could be asked to reimburse the school/PC for the cost of the book if they felt that they would like to and were in a position to. It was agreed this was a good idea although it was not clear how this could be done without ParentPay etc. **Action: To be discussed with SMT at next meeting re possible reimbursement and how that could be arranged.**
- h. P1 Book Bags:** The SMT have asked the PC to fund the cost of the P1 book bags again this year. It was noted that the PC had also paid this cost last year. The cost is £250. It was agreed that this would be funded.
- 4. Treasurer's Report:** As at today's date the account balance is £11,899.45. £513 had been paid out since the last meeting to fund the home learning resources.
- 5. Head-Teacher's Update:** No report was available for this meeting but it was noted that the Minutes would be updated after next week's SMT meeting.
- 6. Fundraising Group Update:** The fundraisers had held a committee meeting via Zoom last week. There would be no summer fete this year and that usually raised several thousand pounds. The committee had been thinking of virtual fundraising events that they could do and were putting some plans in place at the moment, however they were also wary of asking people for money at the moment. Morag noted that the fundraisers had had feedback from some parents that they were not clear where the money from fundraising events goes and what it is spent on. She has already spoken to David W about this and he has agreed to put together a note of all of the things that the PC account has funded over the last 2 years. This will help the fundraisers to make clear to parents what their money has been spent on. Morag also said that some parents have asked why there is such a large balance on the PC account at the moment. David W pointed out that we have not spent much this year. The school

usually asks for funding for a number of items in the summer term but this year there have been hardly any requests due to the school closure. It was also discussed that it might be helpful for the fundraising committee to specifically say that they are raising money for a particular item, for example new monkey bars etc for the playground. This could help to focus the fundraising efforts.

7. **Correspondence:** Anneli has received an email from Connect with a new survey link seeking parent/carer feedback. Anneli will ask Mrs Grant to send out the link in an email to all parents/carers.
8. **AOB:** Kirsten wanted to feed back to the school that the P7 transition resources that had come from the High School were excellent and very engaging for the P7s. She also wanted to particularly feed back that the work coming home via seesaw from Mrs Hislop, Mrs McKinney and Mrs Tobin was excellent and very much appreciated. As these teachers did not have their own classes and could not be contacted directly on seesaw, Kirsten asked if thanks could be communicated to them on behalf of all of the parents/carers.

Kirsten also had some questions that she would like the PC to raise with the SMT at next week's meeting:

- Google Meet was now allowed to be used by Education Scotland - could the SMT use it for future meetings etc?
- Google Classroom is an excellent resource and is a 'one stop shop' for all home learning. It is being used successfully by the High School. Would the school consider using it next session to cut down on the number of different learning/communication platforms?

12. **Dates of Future Meetings:**

Dates for the first meetings of next session:

17th September (Parent Council Meeting)

8th October 2020 (Parent Council AGM)

Minutes of Supplementary Meeting held 18th June 2020

Present:

Emma Carter (Chair)

Lorraine Slabbert

Anneli Spence (Secretary)

Ruth Allan

David Williams (Treasurer)

Shirley Gallivan

Joanna Falconer (Vice-Chair)

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 Thursday 11th June 2020. The purpose of this second meeting was to pass on the comments and discussions from the meeting on 11th June to the SMT.

Remembrance Garden: LS confirmed that all of the planters are now fixed. The benches are also being fixed. It had been thought that this work had already been completed but the Council had in fact had to put the work on hold as the staff doing it were not essential workers. SG confirmed that her parents have weeded and tidied up the planting. The PC expressed thanks to them for doing that. EC noted that it was probably too late in the season now to put in bedding plants. **Action: Contact Stirling Council after the summer to ask for advice re appropriate new planting.**

Project Playground: SG confirmed the Round Table cheque was at school. It could not be cashed at the moment. AS advised that the Round Table had confirmed that the funds could be used for different outdoor equipment than had been specified in the grant application. **Action: SG will review what is needed to spend these funds on after the summer holiday.**

Home Learning Resource Packs: SG advised that about $\frac{1}{3}$ to $\frac{1}{2}$ of the packs had been picked up by parents and carers. It was agreed that the rest would be kept at school so that they could be used if blended learning was needed after the summer.

P7 Yearbooks: EC fed back to the SMT that there had been discussions at the wider PC meeting about whether it was appropriate to use PC funds for this and the fact that it had been agreed at that meeting that this would be approved due to the circumstances and

should not be taken to set a precedent for next year. The possibility of asking parents to reimburse the cost if they could/wanted to was discussed. It was thought that at the moment this was not feasible - school is closed, there is no access to ParentPay and after the summer some of these families will have left the school. It was agreed that in the unusual circumstances that we are in this year we would not ask parents to reimburse this cost, as a one off.

AOB: EC passed on the positive feedback from the PC meeting to the school and the staff. The SMT were pleased to hear this.

Google Meet / Classroom: RA confirmed that the possibility of using Google Meet after the summer was actively being looked into. It was agreed to look into using Google Meet for PC meetings after the summer for example so that we could hold PC meetings with the parents and SMT together as usual. LS confirmed the school is also looking at using Google Classroom after the summer as part of the blended learning approach, though it must be noted that the digital side is only part of the home / blended learning approach, it is not the full focus of primary schooling. The teachers are all actively learning new digital skills to support the use of this and other methods of blended learning. RA advised that the hope was that if blended learning is needed after the summer then each class will have their own Google Classroom and home learning tasks will be set using that forum. If so, SeeSaw will only be used for the school to share learning that takes place in school with parents/carers, as it was initially.

P7 Leavers: EC asked if there is a way to share the P7 leavers video with the parents in a way they could download and keep it? RA advised she is actively looking into that at the moment.

EC also asked about ParentPay balances for P7 leavers. RA confirmed this was also actively being looked at re refunds etc.

Class Structure: The PC have received emails from some parents who are concerned about the class structure that has just been communicated. LS confirmed that the number of children in the school and in each year group, coupled with the number of staff available, determines the class structures. Over the last couple of years, DPS has had additional probationer teachers allocated to the school and that has given more flexibility with class sizes and structures. Unfortunately that is not the case this year. There is no option with the size of certain year groups, maximum class numbers and the number of teachers available other than to have composite classes for some year groups. The staff absolutely empathise with parents' concerns on composites but are confident that they can still meet all of the children's needs and give them the same opportunities and experiences as other children in straight classes.

EC noted that this all made sense but it might have made the communication of the class structures easier if the rationale for the composites and the constraints the school is dealing with were communicated to parents / carers at the same time as the class structures. This would have helped to explain things more clearly. JF confirmed that as an affected parent, this would certainly have been helpful and appreciated. LS understood this and took this feedback on board.

HT Report: LS advised that there is a constant flow of information at the moment between the Scottish Government and local authorities and guidance is constantly changing. The school is currently putting together an extremely detailed plan for what learning *may* look like in August but all of it may change come August, depending on the public health advice at the time. This information cannot be communicated to parents/carers as yet as the school does not yet have confirmation on many important aspects of the guidance from Stirling Council. LS is aware that some local authorities have already communicated their plans to families and absolutely understands that the lack of communication in Stirling is frustrating for families. The relevant information will be sent out as soon as possible and as soon as the school gets the necessary confirmations from the Council.

It has been confirmed that 10 & 11 August will be inset days with the children back on 12th August. In terms of the curriculum, there will be a clear focus on health & wellbeing. The school will recognise that children have been learning different things at home and have been having different experiences. There will also be a focus on hygiene, confidence, resilience and building/rebuilding friendships. The school will work closely with families and share as much information as they can at all times. The SMT appreciates that families are keen to know what is happening as soon as possible but is also conscious of not sharing plans too early when they may then change and not be relevant by August.

The school would be sharing information next week about learning groups on the basis of having 50% of children in school at a time.

LS asked the PC members as parents what other information they would need sooner rather than later regarding getting back to school in August? It was agreed that details on the school uniform requirements should be shared now as parents/carers would be thinking about buying new uniform for next year soon. LS confirmed that polo shirts and school sweatshirts etc should be worn on top but more flexible clothing/shoes would be sensible for the bottom half of the uniform. This would be confirmed to parents shortly.