



## Minutes of Meeting held 18th November 2021

### Agenda Items:

1. Welcome and Apologies
2. Approval of Minutes from previous meeting (23rd Sept 2021) and matters arising
3. Head Teacher Report
4. Treasurer Update
5. Fundraising Group Update
6. Chrome books / school wifi
7. Litter / Bins
8. P1 & 2 E-books
9. Drainage update
10. Defibrillator Maintenance
11. Dates of Future Meetings

### 1. Welcome & Apologies

#### Present:

Andrew Buchanan (Vice-Chair)  
Anneli Spence (Secretary)  
Susan Henderson (Treasurer)  
Sarah Begg  
Denise Kelly  
Mhairi Bowley  
Nicola Smart  
Nicola Bonham

Morag Sorbie (Member)  
Kirsten Rodger (Member)  
Alison Webster (Member)  
Lorraine Slabbert (Head)  
Ruth Allan (Depute)  
Shirley Gallivan (Depute)  
Emma Carter (Member)

#### Apologies:

David Williams (Chair)  
Rona Lockyer (Member)

Liz Wilson  
Alison Bonner  
Laura Whyte

Andrew welcomed everyone to the meeting (held as a virtual meeting over Google Meet due to the current social distancing rules).

## **2. Approval of Minutes**

Minutes approved by Susan; seconded by Morag.

### **Action from previous minutes:**

**Memorial Garden works - to be added to next meeting agenda for update as David was absent from this meeting.**

**Bins - see HT Report.**

**Living Streets - see HT Report.**

**Fundraising ideas survey** - Lorraine has had feedback from some teachers about ideas for items to be purchased for school and will email those to Anneli. Ruth will also ask the children for their ideas. Andrew asked meeting attendees to email Anneli with fundraising ideas by the end of next week.

**Using ParentPay for Fundraising Donations** - This function has now been set up. Susan confirmed that donations are coming through from ParentPay to the PC account.

## **3. Head Teacher Report**

See Appendix I.

Andrew congratulated the school and especially Miss Hutton on behalf of the PC for winning the Education Scotland LfS award.

Bin at multi / car park: Lorraine explained that she has spent a huge amount of time trying to sort this out and has sent on the many copy emails to Anneli as evidence of this. The bottom line is that no one wants to take responsibility for emptying this bin. If it is left there will be ongoing issues with it not being emptied and dog waste and litter hazards for the children. Lorraine explained that she felt the best option was to remove the bin entirely and replace it with signs asking people to take their litter home, although there may be issues with people not following that advice.

After a discussion on the options it was agreed by all attendees that removal of the bin is the best option. **Action: Lorraine will look into the best way to have the bin removed and ordering replacement signage.**

#### 4. Treasurer Update

At the last meeting the Treasurer reported £3,885 in the bank account. There is currently £3,515 and the movements are as follows:

Item	Value (£)	Note
Balance b/f	3,885	
Fundraising - Halloween	188	
Fundraising – Halloween expenses	(43)	Haribos
Fundraising – Santa Letters (to date)	167	First tranche of money from parent pay account
Donation	24	Transferred from old online fundraising account
Donation to DPS – School Cloud	(706)	As agreed at the last PC meeting, we have paid for 1 year.
Balance	3,515	

There are no outstanding cheques/deposits. Money is also due to come in from ParentPay for Santa Letter fundraising.

#### 5. Fundraising Group Update

Morag updated the PC that the Santa Letter fundraiser was now live. They were hoping for more people to take that up. It had only been advertised through facebook so far but an email would also be going out tomorrow from the school. The 'Santa's Sleigh' raffle was also going to be run again this year, it had been very successful last year. The fundraisers would start asking for donations next week. The raffle will be run through ParentPay. There are also plans for more virtual events in the new year.

Anneli mentioned a possible fundraising idea to link up with local estate agents and will email Morag with more details about that. Denise also mentioned the new Stirling Community Lottery as

a good way to possibly generate more income for the school. Morag confirmed the fundraisers were looking into that.

## **6. Chrome books / school wifi**

Denise commented that she is delighted that chrome books have now been issued to all children but questioned if the school wifi / IT infrastructure is also being upgraded to cope with the increased use? Lorraine advised that Stirling Council is making a huge investment into IT equipment and infrastructure. The Council has set aside funding to enable fibre broadband for the whole Council area but the procurement for this is still ongoing. Lorraine has been advised that when this is complete the school will have 100 gigabytes of data capacity (at the moment we have 1.3). That will be a massive improvement but will obviously take time to be completed. So far we do not have any timescale for when this work will be done at DPS.

## **7. Litter / Bins**

See HT Report / comments above.

## **8. P1 & 2 E-books**

The move to e-books for P1 & 2 has been raised with the PC by concerned parents who have asked for an explanation of why this has been done.

Shirley explained that the main reason was the school budget. The Read, Write, Inc (RWI) books are now being used by P1,2 & 3 and so more books are needed. To buy the books in colour would be £852; black & white (poorer quality) copies would be £442; online e-books for the year are £250 per year - this online subscription means that all classes can access the RWI books and families can revisit the books at home, online.

The school still has a bank of books which children use, in pairs, in the classroom so they are getting the feel of a book, turning pages etc in class. Families can also request to have a real reading book sent home instead of the e-book although so far only 2 families have asked for this. Teachers have said that families are accessing the e-books and those who are not are getting a paper copy home. If the reading group is small enough then the group will get a paper copy home and have access to the e-books too. Unfortunately there are simply not enough hard copies of the books to give each child a real book home, so the children were only getting to take them home for a couple of days at a time which was really not enough.

Shirley noted that the P1 & 2 teachers had reported that no one had raised e-books as an issue at the recent parents' nights.

Andrew explained that his children are in P2 and there is a benefit with the e-books that they don't need to be returned so can be revisited any time the kids want. The e-books are full online copies of the books with pictures, not just text on a page like a kindle. They can be accessed on any device.

Lorraine advised that the e-books also have a read aloud option so the children can have the book read to them through their device and read along with it themselves.

Lorraine pointed out that the children also have lots of other opportunities to access real books in school, in class and in the school library. Parents can also support their children's reading at home with books, visits to the library, etc.

Lorraine also noted that there is a sustainability issue with real books as they get lost, damaged, etc and fresh investment is needed each year to buy more paper copy books. This side of things needs to be carefully considered these days and the move to e-books helps the school to meet their sustainability targets too.

Lorraine accepted that the decision to move to e-books had been made very quickly due to resourcing issues and, in hindsight, the reasons for this change could have been communicated to parents in a better way.

## **9. Drainage update**

Denise noted that there appeared to be recent issues with flooding of the pathway between the nursery building and the school kitchen and queried if this could be fixed? Lorraine noted that the current building works at the nursery were uncovering problems and could be making existing drainage issues worse. This issue is being looked at in the nursery at the moment. There are problems with drainage when there is heavy rain, the drains on the school site sometimes can't cope. There is also an issue generally with drainage in the town in the areas surrounding the school and this impacts on the school grounds in very wet weather.

Lorraine advised the school budget unfortunately does not cover ongoing maintenance - there is only funding available for responsive repairs. A lot of money is being spent at the moment on internal improvements at the school, painting, carpeting, etc.

## **10. Defibrillator Maintenance**

A letter has been received by the school from the Dunblane Community Council asking for the school to take on the ongoing maintenance costs of the onsite defibrillator - see Appendix II.

Lorraine confirmed that the school has just paid for a set of replacement pads as a result of the letter at a cost of £90.

Anneli noted that everyone would agree that it is important to keep the defib on site as it is an excellent and necessary resource, but pointed out that this is a community resource rather than a school resource and so questioned if it should really be paid for by the community rather than by the school parents/carers? Lorraine agreed that the Community Council should perhaps have taken on the mantle of fundraising for all of the defibs in the town, however they were not willing to do that and so as a school we are left with the option of paying for it or it being put out of use.

Sarah pointed out that the school often asks for community support and so perhaps we should pay for this as a way to give something back to our community. All agreed this was a very valid point as

we often look to local people and businesses to support our school fundraising etc. Our school is at the heart of our community and paying for the defib maintenance is a way to reflect that.

Lorraine noted that, even where budgets are tight, we need to consider what is the right thing to do in the circumstances. It was on that basis that she had already paid for the replacement pads.

Andrew suggested that we should include this on the forthcoming fundraising survey going out to parents/carers in the new year as a fundraising option. It was agreed that it was important to be transparent with parents that this is where some of the money raised through our fundraising will go. **Action: Anneli to include in parent fundraising survey.**

#### **11. Dates of Future Meetings:**

The meetings this session will be held remotely and will be on:

Tuesday 18 January 2022

Thursday 17 March 2022

Tuesday 17 May 2022

## Appendix I

Parent Council Meeting  
Head Teachers Report  
November 2021

### **STAFFING UPDATE –**

#### **New Staff :**

Mrs Paterson has resumed her class teacher role in P2 following her maternity leave.

New SLA has been appointed Ms Sabah Battie. She is with us on a fixed term basis until next June and is funded by Covid monies.

Additional SLA Grant Craig in the process of being recruited on a fixed term contract also till next June but he has started on a supply basis at present with us.

Karen Moore our music specialist has finally been allowed to come back into school and we have the timetable up in place allowing all stages across school to access music with her.

Music tutors are back in school too.

Sports leaders and John McCallum Active Stirling are back supporting the children too.

#### **Staff Absence**

With rules around isolating and positive cases it continues to be likely that staff will be absent more than would be the norm going forward. We won't always be communicating that to families unless the absence becomes substantial.

#### **New Covid Procedures**

Letters are now being sent to individual classes when cases arise within that class. Parents should receive an email asking them if they wish work home but if not this is the process so can be requested. Parental enquiry about high numbers of absences in classes not leading to a move to online learning. In answer to that, positive cases are carefully monitored at centre and by the health board. Absences in classes are not always necessarily directly correlated to the same number of positive cases.

#### **LfS Award**

Proud and delighted to have been awarded two winners awards in the Education Scotland LfS awards. One for leadership was awarded to Jennifer Hutton and the Learning Community Award to the school for our embedded practice. Our school was celebrated heavily in the Daily Record following a visit from Shirley Ann Somerville cabinet minister for education and skills. Her visit came on the recommendation of Education Scotland for the forward thinking and unique way in which we had approached LfS within the school.

Stirling Council are now working in partnership with us to develop an online support base where our journey and the "how to" is shared with other schools. We have begun developing this only last week and will take a few months to get established.

#### **Living Streets**

The charitable organisation joined us at the last parent council meeting and have already begun to engage with the local community. They are holding some consultation events at the Dunblane Centre and the Braeport Centre. They have largely used these organisations media outlets to gain the audiences and they also plan to engage with other elements of the community in the new year. Things they are looking at is having chats with parents at the school gates as well as being visible for people to approach them. They also intend to discuss issues such as disabled access in the community as a whole in the months to come. Their report and any recommendations will be ready by end of March beginning April to share with the council and the community.

### **Parent Engagement**

We ran the workshop online for Respect Me which is Scotland approach to anti bullying which was integral in our Positive Relationships Policy which we launched at the beginning of the school year. We had 5 parents attend that evening session which initially we felt was disappointing even with regular reminders in newsletters however perhaps this is more indicative of the fact that parents do not feel there is an issue within the school. We do however now have several signposts for parents who may get in touch asking what they can do to support their children before things happen or in case things do.

Our sharing of learning event which was scheduled to be at the end of the month we have taken the decision to postpone till the summer term hoping that there may well be the chance of in person.

### **Parent Conferencing**

We finished parent conferencing last week and there were certainly more issues this year. Lots of parents missed booking appointments so we will look to changing process next year. System appeared to have some glitches so we will be looking to get teacher feedback from the evenings to allow us to try and smooth out next time. There were also some upgrades to the system which we will put into good use next time around. Staff will be able to arrange the appointment after closing time themselves in the next round of parent evenings.

### **Health and Safety Check**

We had an unannounced check on our covid procedures last week and all went well.

### **Nursery**

Gym hall continues to be out of action for the foreseeable future due to works in nursery.

### **Bins at School**

Much contact and discussion regarding the bins in school has been a pattern over the last little while and whilst we think we have managed to use due process to support the bins within the school grounds the one at the multi-use area continues to create attention.

Much time has been spent emailing various departments of the council as well as line managers and service managers regarding this bin. In short we do not have a solution that has been agreed.

Going forward there are some options open to us:

- Relocating the bin within the school grounds for use as litter only by the children. At present there is an increase in our own playground bins being used by dog walkers so this would not solve the issue.
- Erecting signage advising responsible dog walkers who cut through the school grounds and may have been using the bin, to take their dog mess/litter home or to use one of the bins located on adjacent streets.
- Removal of the bin completely.



At present I am veering toward getting rid of the bin and putting signage up as the emptying of the bin in question remains the issue at the end of the day. Happy to talk over during meeting.

### **School Fund Accounts**

Our school fund account has been audited for this year and if anyone from the committee would wish to see them please make an appointment to come in and do so.

### **Up Coming Dates:**

#### **Christmas Party Lunch Thursday 16<sup>th</sup> December:**

Mini cheese roll

Pizza finger

Mini sausage roll

Cucumber and carrot sticks

Baked crisps

Christmas biscuit

**Christmas Jumper Day Thursday 16<sup>th</sup> December.** Discussion around sustainable swaps of Christmas jumpers to be supported through the Dunblane page in order to cut down waste and lower cost of the event also.

#### **School Holidays:**

Tuesday 21<sup>st</sup> December at 1.30pm

## Appendix II



# Dunblane Community Council

Alan Booth  
Secretary  
Woodlea, Perth Road  
Dunblane FK15 0BU  
Tel: 01786 824791

David Prescott  
Chair  
Broomfield, Smithy Loan  
Dunblane FK15 0HQ  
Tel: 01786 822848

Lorraine Slabbert  
Head Teacher  
Dunblane Primary School  
Doune Road  
Dunblane FK15 9AU

26 October 2021

Dear Lorraine,

### Maintaining Dunblane's Defibrillators

I am writing to you on behalf of Dunblane Community Council (DCC) in relation to the defibrillator that is attached to Dunblane Primary School.

***Some background :** Many of the defibrillators in the town were installed and have been maintained by Dunblane First Responders (DFR). DFR has now been wound up and the responsibility for undertaking the maintenance of defibrillators has been taken on by Trossachs Search & Rescue (TS&R).*

*TS&R is a local charity that is already providing First Responders services in Dunblane. They maintain defibrillators across much of the Stirling Council area. They do not have the funds to cover the costs of replacement pads and batteries.*

We are hoping that, if TS&R were to agree to maintain the defibrillator, Dunblane Primary School and /or its Parents Council might consider taking on the cost of replacing the pads and the battery - we estimate an average annual cost of around £150. I have written in similar terms to the Chair of the Parents Council.

A number of local organisations have already agreed to do this (including the Braeport Centre, Ashfield Village Hall & the Church of Holy Family) acknowledging the need to look after the people who come to their building.

While we appreciate that this was not what you had expected when the School agreed to the installation of the defibrillator, the level of funding required to sustain the excellent network of defibrillators that we now have in Dunblane is simply not available.

Lorraine Slabbert/ 26 October 2021

Our survey of defibrillators undertaken earlier this month identified that the pads on the defibrillator at your School have been out of date since May 2021. Urgent action is required.

Just to be clear, TS&R is offering:-

- To visit the defibrillator on a monthly cycle to check whether it has been used and to make sure that it is working properly
- If the defibrillator has been used, to provide a short term replacement while replacement pads are purchased & installed
- To advise you when the sets of pads (roughly every 2 years) and the battery (about every 4 years) need to be replaced
- To advise on the make & model of your defibrillator and how to purchase replacements online. In certain circumstances, TS&R may order and install what is required and send an invoice.

I hope you will give this request some consideration so that we can ensure that Dunblane's network of defibrillators is put on a sound financial footing. If you have any questions, please refer them to one of the contacts below

I look forward to hearing from you.



David Prescott  
Chair, Dunblane Community Council

#### Contacts & links

On behalf of Dunblane Community Council, Steve Mason & Christine McLean are liaising with Jan Chesham & Brian Devlin of TS&R.

- Steve & Christine can be contacted on [cc@dunblane.info](mailto:cc@dunblane.info)
- TS&R can be contacted direct on [jan.chesham@trossachs-sar.com](mailto:jan.chesham@trossachs-sar.com).
- The TS&R link re defibrillators is <https://www.trossachs-sar.com/Public-Access-Defibs> .
- The TS&R defibrillator location app is at <https://www.trossachsdefibrillator.co.uk/>