

East Plean School

Parent Council Annual

General Meeting Minute

Attendees: Mr Mrs Crookston, Mrs Ewing, Mrs Hardie, Mrs Rutherford, Mr Mrs Lewis, Mrs Norris, Ms McInnes, Mrs Orffer, Mrs Donnelly

Apologies: Lynne Hardwick, Morag Rendall, Emma Duff

Minutes

- Mrs Donnelly (Headteacher) welcomed everyone to the Parent Council AGM.
- Mrs Donnelly shared the role of Parent Council, and explained what parents can expect from Parent Council.
Role of Parent Council:
 - Parent Councils help parents and carers to become more actively and effectively involved in their children's learning. It is recognised that parents play an important role both in their own child's learning and in the life of their school.
 - Parent Councils are flexible and designed to make sure that they represent their school and its interests effectively. Parent members should decide what is most important for the Parent Council to work on.
 - Our Parent Council creates an opportunity for all parents to feel confident and comfortable putting forward their views and opinions about school improvements, policies and practices.
 - The Parent Council and the school have a joint commitment to seek parents' views and ideas and we endeavour to ensure that these make a real difference to the work and life of the school.What can parents expect from Parent Council?:
 - To get news and information about the PC and its activities
 - To be invited to be involved in PC activities, such as sub-committees
 - To be asked for their opinion by the PC on issues about the school community
 - To have all views listened to and represented in an equal and fair way
 - To be involved in how the PC is organised and how it operates, for example, making changes to the constitution
 - For the PC to be inclusive and recognise the diversity in Scottish schools by involving parents from the whole school community.
- Ms McInnes (Vice Chair 2022 2023) shared the successes and achievements of Parent Council 2022 2023:
 - Participating in School Improvement Plan**
 - Supported school activities**
 - Effective communication with parents/ carers via Facebook**
 - Halloween and Shorts and Shades parties P1-7**
 - Fundraising**
 - Christingle Event**
 - Summer Fayre**
 - Disney: Aladdin performance funding- sound**
 - School app**
 - Primary 7 leavers gifts**
 - P1-7 Classroom Christmas gifts**
 - Playground improvements**
 - School Sports tops**
- Mrs Hardie (Treasurer 2022 2023) provided the financial report:

Incoming 2022 2023: £8139.29
Outgoing 2022 2023: £2985.36
Money Raised 2022 2023: £5153.93
Balance August 2023: £7786.44
£2500.00 Donated by West Fraser for school outdoor classroom.

5. Ms McInnes shared 2023 2024 Parent Council plans:

- Playground
- Outdoor Learning Shelter
- Disney
- Parties
- Pumpkin Patch
- Christmas
- Bus passes
- Extra-curricular clubs

6. Mrs Donnelly shared school's progress and achievements from 2022 2023:

August Return:

This year we have 7 classes in school, with 157 children in school and currently 25 in nursery. We have three new members of staff in school: Miss Forsyth, Miss Aitken and Miss Fraser. Mrs Kaczmarek and Mrs Buchan have joined our Nursery team this session.

Last session: Improvement Plan progress:

- Six Primary 6 learners and Headteacher completed the Education Scotland Young Leaders of Learning training programme in September. Young Leaders of Learning have engaged in reciprocal visits to discuss and share school strengths and action plans. Learners' confidence and pride in their school and community increased as a result of the partnership visits. Young Leaders of Learning have produced a "Learner School Handbook" for Primary 1 learners' transition.
- Our senior learners continue to participate effectively in leadership roles across the school with many using their initiative to lead and organise activities for younger learners. Our Leadership Programme was recognised by Education Scotland Awards as a finalist and winner in the "Making a Difference" category in June 2023.
- Staff reviewed yearly planning and Social Studies overview to ensure breadth, balance and relevance of learning for P1-7. Personalised learning has been incorporated fully into all classes through play pedagogy, research and practical challenge activities.
- Parents were invited to complete a Volunteering questionnaire in March which included opportunities to share their World of Work experience with learners. 40% of parents/ carers volunteered to support with school excursions, gardening, reading activities, classroom learning and World of Work learning.
- Primary 1-3 have fully embedded creative and active literacy opportunities in the literacy curriculum.
- Most Primary 1, 2 and 3 parents/ carers attended Reading Family Learning sessions during the course of the year.
- As a result of staff literacy CLPL a whole school review of the reading and writing curriculum has been undertaken.
- 69% of parents/ carers attended our "Welcome to East Plein" event in August 2022. Our home learning approach was shared through the family learning activity.
- A home learning questionnaire was completed by parents/ carers in October 2022.
- Pupil Progress meetings were very well attended last session with 88% of parents attending.
- All classes invited parents/ carers to attend assembly sharing learning events during 2022 2023.
- 70% of nursery families attended Stay and Play sessions over the course of the session.
- Families Connect programme delivered to 5 Primary 1 parents/ carers during term 1 and with 5 Nursery parents in Term 4.
- Parent Volunteering programme successfully re- introduced during term 3 and 4.

- Celebration of Learning Event held in June 2023. 72% of parents/ carers attended and provided valuable feedback to their child's learning.
- Primary 5 and 6 parents/ carers and invited guests attended the sell-out Disney performances of Aladdin in May 2023.

This year we will continue to....

- Further develop leadership opportunities across the school to involve younger learners and all staff members and further widen impact of leadership skills.
- School is working towards the Silver Communication Award and Nursery are working on the Diamond Communication Award.
- East Plean Primary School will be represented at the finals of the UK Pearson National Teaching Awards following success in the Scottish Education Awards.
- Whole school focus on writing pedagogy.
- Whole school approach to reading progression, skills and approaches embedded in practice.
- Re-introduce skills focus with learners to further develop their awareness and understanding of skills development in their own learning.
- Continue to provide opportunities for parents/ carers to be connected with their child's learning journey and school experience through family learning events, sharing learning and progress meetings.
- Ensure equity of opportunity in relation to home learning.
- Continue Families Connect programme in term 1 2023 2024 with 12 Primary 1 parents/ carers.

1. Nursery progress and achievements:

- One block of Make and Taste session successfully completed in term 3 with 10 families attending regularly.
- All nursery learners and staff continue to work with Inspiring communities' team to prepare raised beds within the Orchard area in school grounds.
- The Health and Wellbeing Officer established positive relationships with nursery parents during term 1.
- Targeted intervention groups ran throughout the session which include music, nurture, listening and Nursery Narrative.
- Nursery staff continue to work effectively in partnership with Speech and Language Therapist, involving families effectively in the partnership to support learners' literacy development.
- Nursery continues to work towards Speech and Language Communication Diamond Award.

Next steps

- Make and Taste session to run termly to provide opportunities for all nursery families to participate during 2023 2024 session.
- Ongoing planting into session 2023-2024.
- Invite parents to join a gardening group.
- Involve school learners in planting opportunities.
- Health and Wellbeing Officer will continue to work with nursery families to support positive attendance, sleep routines and transition.

2. (Parent Council)

To further enhance learners' wider learning experiences and extra- curricular opportunities, engage parents and carers in their child's learning journey and support progress in learning by June 2023.

- Halloween and Spring Fling Parties for Primary 1-7 learners held in school (October and April).
- Christmas Café and Raffle held in December 2023.
- Parent Council members supported volunteering and World of Work opportunities in school.
- Parent Council launched **Pre Loved Essential And Necessities** to support our plan to encourage re-using and recycling of school uniforms and equipment.

- CPR Event held in March learners, parents/ carers and community members invited to train to use Defibrillator.
 - Summer Fayre was very well supported by parents/ carers and community. A total of £2200 was raised.
- Primary 7 successfully completed an enterprise challenge, creating games for the School Fayre.

IMPACT

- Increased social opportunities provided for learners within the village, with almost all learners attending the parties in October and April.
 - Fundraising enabled Parent Council to provide funding for sound and lighting for the Disney performances in May.
- All learners from Primary 1-7 and 9 parents attended the CPR event in school.

Wider Achievement 2022 2023:

- Primary 7 House Captains elections were held in August 2022 and January 2023. They wrote effective persuasive election speeches and all classes had the opportunity to vote and select their chosen House and Vice Captains.
- **House Captains used "How Good is OUR School" to draw up House Action Plans to continue to drive forward school improvement during session 2022- 2023. From the House Action Plans the following actions were achieved:**
- **East Plean Learning Community raised £116.77 for Poppy Scotland in November 2022.**
- **East Plean supported Children in Need raising a total of £264.01 in November 2022.**
- **Our P1-P3 classed performed their first in person Nativity in December 2022. Parental donations realised £398.20 for school funds.**
- **Following Primary 6 and 7 participation in the Forth Valley Cross Country Championships, one Primary 6 learner qualified and took part in the Forth Valley Cross Country Championships final in March 2023.**
- In January NSPCC visited and delivered online and personal safety session to Primary 6 and 7 classes. Primary 1-5 participated in virtual assemblies from NSPCC.
- **We achieved our Reading Schools Silver Level Accreditation in February 2023.**
- **School achieved a Bronze Communication Award from Speech and Language Therapy in February 2023.**
- **Primary 5 and 6 learners performed the Aladdin Musical for families, invited guest, learners and staff in May. The cast were invited to perform at The Scottish Opera in March.**
- **Our P6 and 7 Baristas hosted our Community Café fortnightly throughout the session, welcoming parents/ carers, members of our community and residents from our local Care Home. Connecting with the local community has inspired our learners and strengthened connectedness within the village.**
- **CPR Training Day was organised for learners and staff by a parent in partnership with school following the installation of a Defibrillator in the village. Training linked effectively to chosen charity for the session, British Heart Foundation.**
- **East Plean's Parent Neurodiverse Support Group organised and secured funding to host Autism Scotland training during term 4.**

Key priorities for school and nursery improvement planning 2023 2024

- To further enhance practitioners' pedagogical skills to ensure high quality learning and teaching in reading.
- To further enhance practitioners' pedagogical skills to ensure high quality learning and teaching in writing.
- To ensure motivating and meaningful learning across the curriculum to develop learners' skills and achievement.
- Through Learning for Sustainability develop learners' ability to lead learning through wider school experiences. (Expressive Arts Fridays)

Nursery:

- To ensure the nursery environment is a communication rich setting in which literacy skills and progress can be nurtured, enriched and developed.

Parent Council:

- To support wider opportunity for all learners to enhance learning, attainment and experience.

This session:

Home Learning:

Home learning will begin this week for Primary 1 and next week for Primary 2-7. The focus this session is on developing literacy and numeracy skills with particular focus on reading/ reading skills particularly in early years.

Parental engagement this session-

- 2 Family Learning visits scheduled to focus on literacy and numeracy
- Pupil Progress Meetings in February
- Assembly visit during the year
- Nativity
- Disney

2022 2023 Standards and Quality Report will be shared on the school app and website shortly.

7. Election of Office Bearers:

Vice Chairperson: Leigh Orffer appointed (nominated by L. Hardie and seconded by C. Norris)

Treasurer: Lorna Hardie appointed (nominated by A. McInnes and seconded by L. Orffer)

Secretary: Carly Norris appointed (nominated by A. McInnes and seconded by L. Hardie)

Chairperson: A. McInnes appointed (nominated by L. Orffer and seconded by C. Norris)

Committee members confirmed: A. Ewing, S. Rutherford, E. Duff

8. Next Parent Council Meeting: Monday 11th September 7pm in the school.

9. Parent Council Meeting dates 2023 2024

11th September at 7pm

2nd October at 7pm

6th November at 7pm

4th December at 7pm

8th January at 7pm

5th February at 7pm

4th March at 7pm

13th May at 7pm

3rd June at 7pm