



# Torphichen Parent Council

Torphichen Primary School  
 The Loan  
 Torphichen  
 EH48 4NF

[wltorphichen-ps@westlothian.org.uk](mailto:wltorphichen-ps@westlothian.org.uk)  
[torphichenparentcouncil@outlook.com](mailto:torphichenparentcouncil@outlook.com)

## Minutes & Actions of Torphichen Primary School Parent Council Meeting 26 April 2017 - 6.00pm

### Attendees

Anna Thomson (Chair)	AT	Suzie McMorrow (Vice Chair)	SMcM
Lynn Turner (Treasurer)	LT	Stephen Fisher (Secretary)	SF
Rita Angus (Acting Head Teacher)	RA	Paul Barrowman (Deputy Head Teacher)	PB
Neil McIntyre (WLC)	NMcI	Jim Cameron (WLC – Head of Education)	JC
Derek Roberts (WLC)	DR	Dan Rosenfeld	DR
Suzanne Wood	SW	Julia Miller	JM
Susan Campbell	SC	Alan Greig (Torphichen First Minister)	AG
Susan McCartney	SmC	Greg Neave	GN
Lorraine Love (Addiewell PS teacher)	LL	Julie Farquhar (Addiewell PS parent)	JF

### Apologies

Julie Fisher	Sheila Samper
Liz Rosenfeld	

#### 1. Introductions & Apologies

- AT welcomed all attendees and apologies were stated as detailed above

#### 2. Minutes & actions from last meeting

- Please see the actions section of these minutes for an update by action.
- The minutes from the previous meeting were duly approved in the meeting.

#### 7. Class Dojo

- LL and JF provided a demonstration of the Class Dojo app that operates at Addiewell PS, providing feedback, reward and communication. The app facilitates the awarding of child specific dojo points and parents are only able to see their own child's "story". There is group functionality for topic work as well though.
- Parents are sent links to the relevant sections of the Dojo app via email link. It is also possible to provide homework to children via the app.
- Only the teachers can post across the whole school. The Dojo app presentation was positively received by those present.

### 3. TPS Extension status - NMCI

- WLC still expect the TPS extension and playground to be completed by 11 August, even with the additional “nursery” workload. NMCI disclosed that Haddon is currently 1.5 weeks behind schedule, due to the discovery of “unchartered services”, which was described as common with developments on buildings of this age.

### 4. Playground development - NMCI

- NMCI confirmed the addition of a playground orchard to the extension plans. It was also confirmed that each school gets an annual budget and that TPS has used its annual “Head Teacher” budget in recent years, meaning that there was no residual funding which could be applied to the playground development.

### 5. Nursery proposal - NMCI

- Jim Cameron (WLC) presented proposed plans for the refurbishment of the existing school canteen as a nursery as part of the wider Scottish Government aims for a more complete, all day, nursery provision by 2020.
- JC outlined the plans to slightly extend the existing canteen building, including a segregated play area. The plans were drawn up in short order to take advantage of the government funding and to take advantage of TPS already having a contractor (Haddon) onsite, which would reduce cost, set up time and disruption. The planning application for the nursery went in last Friday, 21 April.
- The expectation is that the building will be ready for the January 2018 nursery intake.
- The meeting discussed getting a further update from WLC re the nursery at the next meeting, with invites to the meeting being extended to preschool Torphichen parents ahead of this meeting. **Action 26/04-01**

### 6. Head teacher report – RA: Looking inwards, Looking outwards, Looking forwards

- RA presented a PowerPoint presentation, setting out themes which sought to assess the school’s performance over the period since RA has been present as the head teacher.
- Mrs Johnston is expected to return to the school in early May.
- RA hopes to run another outdoor classroom at the Craigs before the end of the school year.
- RA noted the need to get parent volunteers who wished to support the children’s use of the MUGA signed up to the appropriate Disclosure forms before they could assist.
- RA noted the work being carried out to agree on a new set of values or “Vision” for the school.
- PB presented to the meeting on the results of the homework survey:
  - 37 questionnaires back.
  - Parents like - range of topics. Plenty of time to complete.
  - Parents dislike - Monday issue preferable. More guidance for parents wanted and not enough explanation from teachers.
  - Would like - worksheets for maths. Family challenge. Teacher marking and share & discuss in class.
  - Exemptions - illness etc. consider case by case.
  - if work not finished in school it should go home as homework.
  - PB will speak to teachers and provide guidance for parents.

### 8. Fundraising Report & forthcoming events

- The Wine Tasting event was another good success, raising just over £1k. A separate fundraising evening to discuss future events will be organised through the TPS parents’ Facebook page.

### 9. Financial Report - LT

- Query raised regarding money from 'Bags 2 School' whether this has paid directly to school as TPC have not yet received the payment - **Action 26/04-02** LT to liaise with Mrs Davies

### 10. AOB

- PAT testing needing for school disco equipment - **Action 26/04-03**: LT to liaise with Elaine Fresson, Fiona Neave and Colin McMillan to see if any of them would be able to carry out the PAT test

- New 2017/18 P1 parents visit to school - confirmed as 9-10am on Wed 14th June 2017. **Action 26/04-04:** AT to find volunteers from TPC to speak to new parents

#### **11. Date of next meeting**

Next meeting, including AGM to be held on Wednesday 6 September at 6.30pm.

## New Actions

Action Ref	Action Details	Action update	Status	Owner
26/04-01	Obtain a further update on the nursery development and invite preschool parents to Sep Parent council		Open	AT
26/04-02	Query raised regarding money from 'Bags 2 School' as TPC have not yet received the payment – LT to speak to Mrs Davies		Open	LT
26/04-03	PAT testing needing for school disco equipment		Open	LT
26/04-04	Find volunteers to speak to new P1 parents at 14 June meeting		Open	AT

## Existing Actions

Action Ref	Action Details	Action update	Status	Owner
01/09-06	Request for “match-funding” from working parents employer schemes, in the next newsletter	Covered in term 2 newsletter	Closed	AT
02/11-02	DMcF to investigate possibility of creating a safe passageway from the school to the MUGA, as part of new extension construction. AT to confirm	A new gate is being created out to the MUGA	Closed	DMcF/ AT
02/02-01	PB to canvass views of parents regarding an open or closed Facebook group, or not at all	The parent views tended to be in favour of a Facebook page but one that was closed. In view of this the School has pursued the Class Dojo app – see April 17 meeting	Closed	PB
02/02-02	Discuss what P6/P7 might like to spend some of the Parent Council funds on	PB has provided a list to AT	Closed	PB