



Torphichen Parent Council

Torphichen Primary School
 The Loan
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Minutes & Actions of Torphichen Primary School Parent Council Meeting, including the 2017 AGM 6 September 2017 - 6.30pm

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
Louise Johnston (Principal Teacher)	LJ	Greg Neave	GN
Fiona Neave	FN	Dan Rosenfeld	DR
Fiona Kao	FK	Julia Miller	JM
Susan Campbell	SC	Fiona Stark	FS
Susan McCartney	SMc	Alix McFarlane	AMcF
Karen Hendry	KH	Heather Fraser	HF
Elaine Fresson	EF	Claire Conchie	CC

Apologies

Julie Fisher	Suzanne Wood
Liz Rosenfeld	Lesley & Gordon Muir

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.

3. Update from Chair re playground development

- SMcM confirmed that quotes have been received from two contractors regarding the provision of playground equipment and that a "trim trail" was being considered as the preferred option.

4. Extension status

- RA confirmed that the nursery refurbishment and extension is still on track to be ready for operation and admission by the new pre-school children in January 2018. It is expected that the contractor (Hadden) will be offsite at some point in November or early December.
- It is expected that Torphichen pre-school children will move from Westfield to join the new nursery at TPS.
- Hadden are still expected to install the playground equipment and LJ has provided Hadden with the School's requirements under the community benefits scheme. AT agreed to follow up with Hadden/ Neil McIntyre as to where the tree order was. **Action 06/09-01**
- RA informed the meeting that she has received a donation from Mrs Stanners, which was being used to purchase two planters for the front entrance to the school. RA has agreed to buy the planters.
- The meeting briefly discussed the restricted access in the playground and the temporary solution to rotate the childrens' access to the MUGA. RA confirmed that this had been one of the first tasks for the newly convened Pupil Leadership Team (PLT – see below) to oversee.

5. Headteacher Report

- RA confirmed that this meeting's update would be brief in lieu of an extended, comprehensive School newsletter issued to parents at the start of term.
- Staffing – Laura Gallagher (P3/4 teacher), Sam Hickman, Linda Callan and Lesley Welsh who have joined school team. The children appear to have returned happy and settled.
- A letter about the contractor being so supportive has been sent out to all parents as they were extremely helpful during our move into the building in the summer.
- The PLT is now good to go. The team will meet with RA each Tuesday initially to explore learning and teaching in school, improvements in the learning community and surrounding learning environment. RA is looking forward to discussing improvements the PLT would like to see and how they can make them happen.
- Pupil Council will continue with representatives from stages as before. This will comprise of children from P2- P7.
- Quality Assurance plans were shared. Members from the leadership team across the three schools have been involved in dialogue with teachers about plans and will be visiting classes over the next week to observe teaching and learning.
- Pupil Equity Funding (PEF) update. There was a display at the Journey of Learning evening to share how the School plans to use the PEF money and to gather other ideas from parents.
- Mrs Johnston shared plans for the use of Blog, dojo and the School's aim to become a paperless school by sending all communication out electronically. Parents were asked to ensure that comments made publicly within Class Dojo are non-controversial and not personal/private in nature. This type of message/ discussion should continue to be relayed personally in meetings or telephone conversations.
- Mrs Johnston confirmed that the school is still considering the value of operating a school level Dojo.
- The meeting discussed parents signing up for notifications. Homework is expected to be uploaded to the Class Dojo by 5pm on the due days.
- RA noted that a Mr Turnbull (not the teacher) is due in to the school shortly to explain the function of the brain to the children
- PB shared our attainment figures for Attainment Overview (Years 1, 4 & 7), SNSA and Home Learning in the last session which are all positive.

- The meeting also heard the new National Assessment and how Home Learning will look this term, with a parent consultation to come. **Action 06/09-02** PB to upload Attainment Overview & CEM results to the Blog.
- The meeting noted that P2, 3, 5 & 6 will be assessed by an alternative method introduced by the Scottish government as per email to parents.

6. Fundraising Report

- SC confirmed that there is nothing planned currently and that we will be looking for another long term project once the playground equipment is installed.
- For the benefit of some of the new attendees to the meeting SC noted that the Fundraising group use a Facebook group to convene and arrange activity. Willing volunteers/ participants should let EF/SC know.

7. Financial Report

- LT presented her audited Financial Report for the year ended 31 August 2017, audited by Alix McFarlane.
- The financials for 2017 were largely consistent with 2016.
- LT confirmed that the Bags2School collection had raised £205, which had been netted off the cost of the bus hired for the end of year School trip, which the TPC had offered to fund. It is expected that the 2017 Bags2school exercise will be run in October.
- The meeting noted that it is expected the TPC will spend c£8k on the playground equipment, with a further £2k to be provided by the School.
- JM offered to obtain the TPC Clerk Payment, available from WLC and forward it to the TPC funds.

8. Parent helpers and the use of the MUGA

- RA noted that the school currently has three parents enlisted and PVG checked to help with MUGA supervision, with another parent currently going through the process. JM offered to help with this too but needs to go through the PVG process.

9. Forthcoming events

- AT informed the meeting that due to the school dining hall being out of action that the TPC will not be able to provide refreshments at the Torphichen Gala Day Summer Fayre later this month.
- The Fundraising team are expected to discuss participation in the Christmas Fayre at their next meeting.
- RA confirmed that the school will be hosting MacMillan coffee mornings as a way of bringing the school and the community together for a good cause and it will be good for the children to meet and talk to local residents.
- Mrs Johnston confirmed that the school will be running a Christmas fare in term time this year and will not be attending the Fare held at the Community Centre as in previous years.

10. Nominations and elections of committee for the new school year

- AT took the meeting through the nomination process for this year. After volunteering for the roles of office bearers the following were (re)elected for 2017/8:
 - Chair – Anna Thomson
 - Vice Chair – Suzie McMorrow
 - Treasurer – Fiona and Greg Neave
 - Secretary – Stephen Fisher
- The Committee and meeting noted its gratitude to Lynn Turner for performing the Treasurer role and much more over the past six years.

11. AOB

- LJ noted that in a change from previous years the Schools Christmas shows will be presented during daytime only this year, in the morning and afternoon sessions. This due to the School staff wishing to manage their hours.

- AT noted that she is currently dealing with the renewal of the Parent Council's SPTC Insurance policy.
- RA noted that there had been a complaint from one of the parents, which had followed comments posted to the Parent Council's Facebook page, in respect of sharp edges on some of the new playground furniture. RA had spoken to the parent involved that afternoon to understand the concerns and pass the complaint on to the builders. RA informed the Parent Council that she has been told by Council Education management that the playground was likely to pass Health & Safety standards in its current condition.
- The Parent Council asked RA to pass on their thanks to the builders for such a great improvement to the School and its facilities.
- AT volunteered to collect donations for leaving gifts for Mrs Stanners and Miss Ramos.
- Some of the parents present noted that the third lunch bell seemed to be ringing too soon.
- The Council was informed that Spanish is now to be taught by the current teaching staff. It was suggested that perhaps Mrs Ferguson could help with this. The Friday rotations had also changed because of the need to provide two hours of PE per week. The Community Centre is still being used for PE.
- The Reward System is still being finalised and will be communicated soon.
- A number of parents aired concerns over their children being unhappy with the new communal toilet block. The lack of cleanliness is causing a problem for some children who are refusing to use the toilet at school. The Council meeting heard that this can lead to issues in children as they grow up. **Action 06/09-03 RA/PB to consider what improvements can be made to the utilisation of the toilets.**

12. Date of next meeting

Next meeting, to be held on 2 November at 6.30pm.

New Actions

Action Ref	Action Details	Action update	Status	Owner
6/09-01	Follow up with Hadden/ Neil McIntyre as to where they were in respect of the community benefits scheme		Open	AT
6/09-02	PB to upload Attainment Overview & CEM results to the Blog		Open	PB
6/09-03	RA/PB to consider what improvements can be made to the utilisation of the toilets		Open	RA/PB
6/09-04			Open	AT

Existing 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	A separate meeting was held prior to the end of term	Closed	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	LT confirmed that the monies outstanding re the Bags 2 school collection were netted off the amount the PC owed to the school for the end of term school trip bus costs	Closed	LT
26/04-03	PAT testing needing for school disco equipment	Provided by Clan Electrical – free of charge	Closed	LT
26/04-04	Find volunteers to speak to new P1 parents at 14 June meeting	[AT to confirm who did this]	Closed	AT