



Torphichen Parent Council

Torphichen Primary School
 The Loan
 Torphichen
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Minutes & Actions of Torphichen Primary School Parent Council Meeting, including the 2017 AGM 2 November 2017 - 6.30pm

Attendees

Anna Thomson (Chair)	AT	Suzie McMorrow (Vice Chair)	SMcM
Greg Neave (Treasurer)	GN	Stephen Fisher (Secretary)	SF
Rita Angus (Acting Head Teacher)	RA	Paul Barrowman (Deputy Head Teacher)	PB
Lynn Turner	LT	Alix McFarlane	AMcF
Karen Hendry	KH	Julia Miller	JM
Susan McCartney	SMcC		

Apologies

Julie Fisher	Susan Campbell
Liz Rosenfeld	Dan Rosenfeld
Louise Johnston (Principal Teacher)	

1. Introductions & Apologies

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

2. Pupil Leadership Team Presentation

- Euan McCartney (Head Boy), Rebecca Melville (Knock House Captain) gave a presentation on the purpose and structure of Pupil Leadership Team (PLT).
- Focus is learning in classrooms, whereas Pupil Council is broader e.g. Eco Committee etc.
- Have looked at top ten tips for learning and identifying issues in different classes e.g. not recording learning intentions.
- PLT consists of Head Boy, Head Girl, 3 House Captains, 3 Prefects.
- Meets every Tue with RA to look ahead at the coming week.
- Enjoying extra responsibility, highlights – organising Macmillan coffee morning, Teas & Talks session.
- Will be selling poppies, organising Children in Need coffee morning.

3. Headteacher Report

- RA offered a Head Teacher drop in tonight before parent council meeting. Since only one appeared, RA assumed that parents are happy.

- RA thanked the team of practitioners in TPS for their hard work again this term. Teachers, pupil support team and office staff work beautifully as one unit to do their absolute best to provide a high quality provision for the children of TPS.
- Nursery Plans – in the interests of the children being able to see their pre-school year through, and to provide continuity and progression for them. The expectation is that the nursery provision will now be in place for August 2018. Jim Cameron consulted with parents who shared this view openly at their meeting.
- Staffing
 - P1,2,3 – Mrs Telfer and Mrs Hickman as dedicated support for one child
 - P3/4 – Mrs Gallagher
 - P5/6 – Mr Turnbull
 - P6/7 – Miss McGeachie with student teacher Rachel Grimley
 - Mr Cox teaches PE on a Monday and Thursday afternoon
 - Mrs Younger teaches music on a Friday morning
 - Mrs Welsh teaches art, creativity and enterprise on a Tuesday morning
 - PSW – Mrs Smith – mornings – Mon- Fri and Mrs Dunsmore as Playground supervisor, Dining hall supervisor and Pupil Support
 - Office – Mrs Callan
 - Mrs Johnston is working with P3 and P6 which means smaller numbers of children are working with a teacher for literacy, resulting in a more focused approach to teaching and learning, less children so that stages can learn in a more nurturing and individualised way, meeting their needs more effectively. Pupils in P7, P5 and P4 then get a chance to work as a stage with their class teachers. Mrs Johnston oversees the practicalities of providing support and challenge for individual children.
 - The Pupil Support team work with individuals or small groups with guidance from Mrs Johnston.
 - Leadership Days – Mr Barrowman is in school on a Monday and Friday, Mrs Angus is in school on a Tuesday and Mrs Johnston is in school every day. Mrs Johnston has every afternoon out of class for leadership duties. When a parent contacts any one of us, we try our best to get back to them as soon as is humanly possible whether we are on site or not.
 - Miss Norquoy and Ms Ferguson also join the team on occasion to work on improvements and initiatives.
- School development - The snagging work has now been completed in school. The central corridor was painted, toilet doors fixed and RA believes the school is looking great. The children have a fabulous working space to learn. New storage furniture has been bought so everything is of a high standard for the children.
- Staff training – Collegiate Agreed Time.
- So far this year training has focused on:
 - Child Protection, Health and Safety, IT Security, Professional Standard Annual Updates
 - Developing Emotional Resilience and Restorative Conversations
 - Active Literacy in Phonics and Spelling
 - Approaches to teaching Numeracy and Maths
 - Using Benchmarks as mile stones for achievements
 - Professional Enquiry projects in practice
 - Assessment for Learning

What does this mean for the children?

- Active learning opportunities in Literacy and Numeracy
- Outdoor learning continued
- Self-awareness and responsibility for making good choices therefore further development of positive relationships
- A more varied curriculum which meets the needs of children

- Children are clear on what they are learning, why and what their next steps should be
- Confident, capable teachers
- Transforming Your Council Consultation
 - Estimated Budget gap of £73 million over the next five years.
 - Prioritise how money will be spent and how savings can be delivered.
 - We are eager that you take time to read through the document where measures are outlined which could allow the council to make savings while delivering the priorities.

The document can be found at:

www.westlothian.gov.uk/transforming

The consultation closes at 5pm on Sunday 12 November. We strongly urge you take part and offer your views.

- After school clubs

These will run in term 3. Teachers will work out what will be on offer as the term progresses. Please note that this is voluntary. Teachers give up their own time to run after school clubs. RA is very grateful for all of the extra time and commitment they put into planning and organising for these. The school is also exploring active schools to see if they can run any sports clubs for us. Further updates to follow. If any parents, would like to run an after-school club given a particular skill or interest, the support would be greatly appreciated. In addition to this, if parents are happy to come into school to share any talents, let the school know and it can be considered.

- Work experience and students

TPS has a few work experience students and teaching students joining over the next couple of terms and they will be dedicated to different classes. RA believes it is always lovely to welcome new faces into TPS as our children get so much from learning with and from others.

4. 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.

5. Update from Chair re playground development

- SMcM provided the meeting with an update. Sutcliffe (equipment suppliers) have now added a tepee in to the purchase.
- There is concern that Hadden will no longer be installing the equipment whilst on site, as previously agreed with WLC and TPC.
- The meeting noted that the current spend on the equipment is forecast to be £12.5k with the parent council contributing approximately £8.5k and RA providing £2k from the school budget.
- It was agreed that to prevent further delays to the installation of the equipment that the school would order the equipment asap.

6. Fundraising Report

- The meeting noted that the collection for Bags2School was taking place on 3 November.
- There is not enough time left in the term now to organise school calendars
- The meeting noted the TPC will be providing refreshments at the Village Fare.

- The TPC decided to not hold the traditional end of term dress down pre-Christmas.
- The TPC confirmed that it intends to raise money for beanbags and the school library as its next funding target.

7. Financial Report

- No significant changes
- The monies raised by TPC for dress down and collected by the school will be retained by the school and netted off the future donation to the playground equipment.
- JM handed over the proceeds gathered from the TPC Clerk Payment, available from WLC.

8. Forthcoming events

- Wine tasting being planned for end of January.

9. AOB

- JM noted that Active Schools are merging Linlithgow Schools clusters to facilitate the continuance of the provision of skiing lessons for beginners at Polmont.
- Advanced skiing lessons will now take place on Thursday evenings.

10. Date of next meeting

Next meeting, to be held on 16 January at 6.30pm.

Existing 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	There is a new contact at WLC who AT will obtain details of from LJ	Open	AT
6/09-02	PB to upload Attainment Overview to the Blog	Now uploaded	Closed	PB
6/09-03	RA/PB to consider what improvements can be made to the utilisation of the toilets	The school has designated the toilets to be two for boy, two for girls and one for anyone. SMcC planning to talk to classes about the importance of going to the toilet.	Closed	RA/PB