

Calderwood Parent Council Meeting: Minutes



Date: 23 November 2021

Time: 18:00

Present: Miss Burton (Head Teacher)
Miss Miller (Principal Teacher)
Tim Ozdemir (Chair)
Jenni Bell (Vice Chair)
David Inglis (Vice Chair)
Stacey Webster (Treasurer)
Kate Grieve (Vice Treasurer)
Emma Gray (Secretary)
Lisa Gibson (Vice Secretary)
Trav Panesar (Ben Lomond rep)
Toni Glen (Bluebell rep)
Lesley Gripton (Bramble rep)
Jo Ferguson (Ness rep)
Claire Raeburn (Nursery rep)
Katy Gillies (Nursery rep)
Amie Cruickshank (Orkney rep)
Angela Burt (Shetland rep)
Sonia Robertson-Sivewright (Bramble rep)
Euan Alexander (Mull rep)
Faye Keogh

Apologies: Jennifer Fitzpatrick (Chair)
Lucy Wright (Nursery rep)
Laura Hynd (Tay rep)
Keriann Petrie (Tay rep)
Fionagh Taylor
Lynne Spinks
Heather Neil
Alison Smith

1. **Welcome, Register and Apologies**

The Chair welcomed members to the parent council and directed members to Connect. scot for a source of information for parent councils which you can sign up to as a parent.

2. **Minutes and Actions from previous meeting**

Minutes from the last meeting were agreed, no actions required.

3. **Head Teacher Report**

This will be a standing agenda item at each meeting. Miss Burton discussed the VSE Report (Validated Self Evaluation) which is a process to look at Calderwood Primary transition programme, what has gone well, and lessons learned. Meetings took place with parents, groups of children, champions and nursery staff. Positive report and recognised the journey the school has been on in a

short space of time. Refer to the report for details outlined by Miss Burton during the call which is available on the Blog.

4. **Chair Update**

The Chair appraised members for the support to prepare for the meeting and thanked those who have provided input for the agenda. The Chair ran through the formal positions of the parent council and confirmed communication is an important issue and the parent council will do what they can to ensure that is relevant and provides views of all parents and carers. Miss Burton asked for members to be patient as we learn and find our structure and model that works for us.

5. **Treasurer Report/Update**

Fundraising has commenced prior to having the bank account which is in the process of being opened and will be finalised over the next couple of weeks. Four committee members will have access and any payments need to be authorised by two members. Using Connect to ensure processes are being followed. Look at options for cashless payments and will share more information in due course/at the next meeting.

6. **Agree upon Council Framework (Communication, Meetings Frequency)**

It was agreed members would meet at least once per term and additional meetings would be scheduled as required. Miss Burton recommended having breakout groups to work on specific projects/subjects i.e., fundraising which would be agreed by members.

As a Parent Council we need to arrange and agree the Constitution. Charitable status will to be considered and group will make a formal decision and will look at any preparations prior to year-end.

Members discussed various options and approaches for the Parent Council to communication. Minutes will be circulated via the Blog. Clan Rep role is to be defined and to improve communications between council and parents. A Messenger chat will be created for members to raise items such as the agenda and general queries. Miss Burton offered to have a monthly or bi-monthly call with clan reps to discuss key points which can be raised back to parents.

7. **Clarification of Homework**

It was confirmed the homework grid shared with each of the clans should be optional and families can choose to do as much and as little to kick start homework. Miss Burton is happy to work with parents on homework and preferences. Will add a note in the next newsletter to provide parents with advice.

8. **Road Safety at School**

Stirling Developments have been contacted to move signposts which were blocking visibility to cross the road safely to school at the Mobility Hub.

Miss Burton has raised with Health and Safety the requirement of a zebra crossing, bollards and signage for a one-way system and speed limits for the school car park. Stirling Developments are also aware. It was also raised on safety precautions for the farm road which Miss Burton agreed to take forward as part of the car park enquiry.

9. **Music Tuition**

Miss Burton looked into music tuition and usually P5 children targeted initially and will provide woodwind to start with. Looking at clarification on providing instruments and the timetable from the Council. Tuition is free and there will be auditions for the P5s with the music teacher who is appointed via the council. The children would be taught in school and able to take their instrument at home to practice. Miss Burton is awaiting council to confirm if instruments are covered by council budget.

10. **Family Champion**

The Education Officer has invited the parent council to attend sessions which include the introduction to the Health & Wellbeing development team and to explore the role of family champion. All schools have health and wellbeing champions to represent the parent council. Volunteers noted as Kate Grieve, Sonia Robertson-Sivewright, Toni Glen and Jenni Bell (as attendee only).

11. **Christmas (including fundraising)**

A newsletter will be issued Friday with an update on events for each of the clans. Events will be online, and parents will be unable to attend in person, however, option to film the event and looking for a professional videographer (if possible). Profit from Christmas Cards (£311) will be available over the next couple of months. Christmas tree sand lights were donated by local residents plus a Christmas tree was donated by Stirling Developments.

Fundraising: Local Calderwood businesses have donated their services/products for the raffle and a poster has been created. The plan is to draw the raffle on Friday 3rd December and will look to record and post the video. Volunteers to sell raffle tickets door to door per street are to message Jenni Bell ASAP. A letter with details for the raffle will be issued by Miss Burton.

Christmas Party: Santa will visit the school socially distanced. Gifts for the children are to be discussed via the Messenger Group chat. Drinks and food are required for clan parties (now covered by a business donation) and Kate Grieve volunteered to look at options and costs. Prizes would be required for winning party games and decorations for Christmas Lunch. Miss Burton is to share the school wish list with the parent council members to review, discuss and revert back with options.

Nativity: Costumes have been donated by parents and will be reused by the school. A note will be sent out to parents to provide an update (Jenni Bell to send wording to Miss Burton). The school also require props - Miss Miller will send the list to Jenni Bell.

12. **AOB**

An announcement will be made by the end of the week on creative play outside, first to children then to parents/carers.

A Christmas update will be issued in the newsletter and will include the updates and expectations for parents and children across each of the clans.

Easy Fundraising is something we can look at registering for to get money back on purchases.

Miss Burton will look at options to make it easier for children and parents/carers during pick up and drop off.

13. Date of Next Meeting

To be agreed.

Action Table

Agenda Item	Action	Action Owner
Council Framework	Create a Parent Council chat on Messenger (full list of members to be shared with Kate)	Kate Grieve
Council Framework	Arrange monthly or bi-monthly meetings with Clan reps to discuss specific points to be raised back to parents/carers	Miss Burton
Council Framework	Create the Calderwood Parent Council Constitution – to be agreed with members	Tim Ozdemir
Clarification on Homework	Add a note in the next Newsletter to confirm the position with homework and the homework grids	Miss Burton
Road Safety	Raise need for safe crossing on the farm road with Health and Safety. May need council members and parents to also email if nothing moves forward.	Miss Burton
Family Champions	Put names of Champions forward to Education Officer - Kate Grieve, Sonia, Toni Glen and Jenni Bell (as attendee only).	Miss Burton
Christmas – Videographer	Look at option to video events in the absence of parents/carers in school	Prav Panesar
Christmas – Fundraising	Volunteers for door-to-door sales of raffle tickets to send a note to Jenni Bell	All
Christmas – Fundraising	Letter with details of the raffle to be issued to all parents/carers this week	Miss Burton
Christmas – Party and Lunch	School wish list to be sent to parent council members	Miss Burton
Christmas - Nativity	Note to be sent out to parents (Jenni to provide wording) School props list to be sent to Jenni	Jenni Bell Miss Burton Miss Miller
Pick Up / Drop Off	Look at options to make it easier for parents/carers	Miss Burton

Minutes: Lisa Gibson