



# Calderwood Parent Council Meeting: Minutes

**Date:** 15<sup>th</sup> March 2022

**Time:** 18:30

**Present:** Miss Burton (Head Teacher)  
Miss Miller (Principal Teacher)  
Tim Ozdemir (Chair)  
Jenni Bell (Vice Chair)  
Kate Grieve (Vice Treasurer)  
Lisa Gibson (Secretary)  
Trav Panesar (Ben Lomond rep)  
Toni Glen (Bluebell rep)  
Lesley Gripton (Bramble rep)  
Jo Ferguson (Ness rep)  
Claire Raeburn (Nursery rep)  
Amie Cruickshank (Orkney rep)  
Euan Alexander (Mull rep)  
Faye Keogh  
Jonathan Mann  
Kiera Cawkwell  
Lynne Spinks  
Lindsay  
Jonathan Broderick  
Laura Hynd (Tay rep)  
Jennifer Fitzpatrick (Chair)  
Laura Hynd (Tay rep)  
Keriann Petrie (Tay rep)  
Fionagh Taylor  
Heather Neil  
Alison Smith  
Angela Burt (Shetland rep)  
Sonia Robertson-Sivewright (Bramble rep)

**Apologies:** David Inglis (Vice Chair)  
Stacey Webster (Treasurer)  
Emma Gray  
Katy Gillies (Nursery rep)  
Lucy Wright (Nursery rep)

## 1. Welcome and Apologies

The Chair welcomed members to the parent council and noted apologies.

## 2. Minutes and Actions from previous meeting

Refer to separate action tracker for updates.

### **3. Head Teacher Update**

Had the official opening which was successful. Next step is to allow parents and carers into school and the hope will be to have another opening before the end of the summer term – COVID restrictions pending. Progress of Calderwood Primary, 207 children on the school roll and the next session there will be 13 clans which is increase of 3 in August. Pupil placement will tell the school how many classes are required (class structure) and more staff will be required. In June the children will find out their new Clan and new Champion and the children will have the opportunity to meet their new Champion. Miss Swift (Bluebell Clan) will be leaving for maternity leave at the end of term. There are a number of events happening and the newsletter will be circulated.

### **4. Principal Teacher Update**

Working on the grouping structure under current guidance for the nursery and looking at the planning and staffing so there are no big changes for the children. There will be a communication to the clan reps to keep them up to date and to share with parents. Communications Strategy has been shared including drop-off and pick-ups. Thank you to all the parents for providing feedback. There is a notice board in the nursery “you said, we did” which shows how the feedback has been implemented in the day-to-day running of the nurse. Parents to share achievements including learning at home which can be discussed with the children. The nurse is growing and two new champions are starting in 4 weeks and a temporary member of staff, Mrs Aston, has been made permanent – names will be confirmed in due course. Nursery to P1 transition is currently in progress. It was noted the nurse staff work set hours which is the reason why the timings for the champion conversations which is understood did not work for all parents so that will be reviewed for future conversations. Noted by parents that there has been positive feedback on communications.

### **5. Profiling**

Information sent out during the last meeting – asked parents, children and staff of what this would look like for Calderwood. Record learning in jotters, Seesaw or Teams. Would like parents to log-in to Seesaw and Teams and like or comment on updates so teachers know the updates are coming through and have been seen by the parents.

### **6. Champion Conversations**

It is online again due to the guidance not changing. P5-P6 are going to trial a pupil report for a 3-way chat with the teacher, parents and child. Will evaluate the outcome for sharing wider across the school.

### **7. Car Park and Routes to School**

Signage up now including signage for area to cross to help with health and safety. Calderwood are trying to instil independence in children and the need for a lollipop lady although the council have confirmed that the school does not qualify. May need to be re-visited at a later date as the pupil numbers increase and link in with the Residents Committee. An update has been put in the newsletter as a reminder for

parents/carers not to park at the side of the building or use the delivery drop-off zone which can create a backlog of car being able to exit the car park.

### **8. Religious Observance**

Within the school the children have the opportunity to learn about different religions. Most of the assemblies have been virtual and will move to in-person (parents will be able to attend in the future). Requires further discussion on best approach i.e. include local churches, celebrating different religions etc so Miss Burton will send the policy to the parent council and parent forum to collate views.

### **9. Sports Day**

Next term is traditionally when sports day is done and looking for ideas – highland games, potted sports and races. Miss Burton to send out engagement forum to all parents on what we want it to look like. Also, good to include other activities so all children feel included for those who may not want to compete in sports. For Nursery children, sports day will be run every day while the children are in nursery. If parents are allowed in the school grounds, we could have stalls to do some fundraising. Further discussions required depending upon restrictions.

### **10. Parent PVG's**

The school require 2/3 parents/carers per stage who are flexible to work with clans, help out with school trips, events and school discos as examples and would require a PVG per person. Miss Burton is adding this to the newsletter. Lead to discussions on school trips and residential trips for older children and noted this needs to be discussed at a future date as need to incorporate what activities, costs etc to ensure all children can participate (may require fundraising). Would be helpful to understand what other schools do and who it covers.

### **11. Parent Council Constitution**

Tim ran through the constitution. Parent Council members must review and provide their views or approval to proceed to finalise the constitution. To be completed asap.

### **12. Charity Status**

Tim presented the charity status providing the benefits and the two options available to the parent council. End of term for feedback and final approvals.

### **13. Spend Approval Process**

Since the last meeting the update is:

Funds out for Trophy shields = £225

Funds received for Christmas Cards = £306

Current balance = £1,130.16

Fishy - to look at this and respond back to Miss Burton with an update.

### **14. School Session Dates Proposed for 2023/24 (refer to attachment)**

Tim shared the dates and the feedback was it would be good for Christmas to finish up earlier and holidays to align with Edinburgh council schools.

### **15. After school club long-term arrangements other than Simply Play**

A parent had contacted Miss Burton about having afterschool care in Calderwood. A private company would provide the care and would need to go through inspection

and a community area would be required which the school cannot currently accommodate but something which could be explored as part of the future expansion of the school. Miss Burton has spoken to Simply Play about looking into a bus and is happy to facilitate a call/meeting between parents and Simply Play. There is talk of facilities from the community square. Poll to be added to the Calderwood PS Facebook page which can then open up discussion, especially as more parents/carers are returning to office working. Can use as evidence to show the increased take up for Simply Play. Miss Burton, Toni and Lisa to run engagement with Simply Play.

#### **16. Morning drop-off procedures**

Is there an opportunity to walk the kids into the playground and wait until the kids are called in? It was noted the two gates for use to drop-off from 8:25pm and the children are then the responsibility of the pupil support staff in the playground. The process for the nursery children moving to P1 to be noted and to remind parents/carers of the use of each of the gates. To be re-iterated in the next newsletter.

Is there potential to have a staggered start time for P1's to provide parents/carers with the opportunity to see their children into school from the playground? Miss Burton will look at it as part of the transition process and also for children with individual needs. Will be communicating the enhanced transition process which parents can speak to the school for.

#### **17. Nursey pick-up**

Can the nursery pick-up be sped up? Issue is with the flexible drop-off and pick-up times as children can be playing and they need to get their belongings together and wash their hands with the COVID protocols. There will be a reminder on how to use the buzzer and trial using the intercom system which means they can go and get the child before answering the door.

Is there an opportunity for pre-agreed pick-up times? There is potential but will look at improving pick-up times.

#### **18. Single-use water bottles on a Friday**

Can the single-use water be optional? Sandwich bags will be made up without the bottles and then children can decide whether they take a bottle or not. Parents to speak to their children in advance.

#### **19. Defibrillators for Adults and Children**

School first aiders are interested in this. School is ideal location for access for the community. If something the parent council or community council can fund / fundraise for. Cost is estimated around £2,000. Can look to go through British Heart Foundation. Indoors and accessible through the café during opening hours. Would require 24 hours access and would need to look at lock boxes etc. Jonathan Mann is the go-to person. Tim will pick up with Jonathan offline and will speak to the parent who raised the agenda item to take forward.

#### **20. Fundraising for Ukraine – using Magic Mile or are there other plans?**

Funds we raise as part of the parent council are for the benefits of the school so Magic Miles funds raised will be used for the purpose set out by parent council.

Nothing planned at the moment in school. Consensus is this should be community fundraising (as is happening at the moment) and Miss Burton is happy to add details to the blog (Jenni to share information).

## 21. School Uniform

Point raised about a child Calderwood Couture and a parent who was notified that the child was not allowed to wear white trainers. Miss Burton asked for the parent who raised the issue to contact her directly. Miss Burton will put a reminder in the next newsletter.

## 22. AOB and Date of Next Meeting

### Action Table

Agenda Item	Action	Action Owner
<b>Religious Observance</b>	Send the policy to the parent council and parent forum to collate views.	Miss Burton
<b>Sports Day</b>	Send out engagement forum to all parents on what we want it to look like.	Miss Burton
<b>Parent Council Constitution</b>	Parent Council members must review and provide their views or approval to proceed to finalise the constitution	All
<b>Charity Status</b>	End of term for feedback and final approvals.	All
<b>Fishy</b>	To look into the application and confirm back to Miss Burton	All
<b>After School Club / Simply Play</b>	Calderwood PS Facebook page which can then open up discussion, especially as more parents/carers are returning to office working. Can use as evidence to show the increased take up for Simply Play. Miss Burton, Toni and Lisa to run engagement with Simply Play.	Miss Burton, Toni Glen, Lisa Gibson
<b>Morning Drop-off Procedures</b>	Process to be re-iterated in the newsletter	Miss Burton
<b>Fundraising for Ukraine</b>	Jenni Bell will send details of community fundraising to Miss Burton to include in the Blog	Jenni Bell, Miss Burton
<b>School Uniform</b>	Reminder to be included in the newsletter	Miss Burton

Minutes: Lisa Gibson