



## Calderwood Parent Council Meeting: Action Log

Last Updated: 24<sup>th</sup> March 2022

### Current Actions

Action	Action and Description	Action Owner	Due Date Agreed	Notes/Updates
2.	Parent Council Framework: Arrange monthly or bi-monthly meetings with Clan Reps to discuss specific points to be raised back to parents/carers	Miss Burton	Next Meeting	15/03/22 - carry forward 18/01/22 - carry forward
3.	Parent Council Framework: Create the Calderwood Parent Council Constitution – to be agreed with members	Tim Ozdemir	Next Meeting	15/03/22 - carry forward 18/01/22 - carry forward
4.	Clarification on Homework: Add a note in the next Newsletter to confirm the position with homework grids	Miss Burton	December	15/03/22 - carry forward 18/01/22 - carry forward
5.	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	Next Meeting	15/03/22 - carry forward 18/01/22 - carry forward
13.	Homework and more use of Seesaw – requires further discussion	All	Next Meeting	15/03/22 - carry forward
14.	Religious Observance: Send the policy to the parent council and parent forum to collate views.	Miss Burton	Next Meeting	
15.	Sports Day: Send out engagement forum to all parents on what we want it to look like.	Miss Burton	Next Meeting	
16.	Parent Council Constitution: Parent Council members must review and provide their views or approval to proceed to finalise the constitution	All	Next Meeting	

17.	Charity Status: End of term for feedback and final approvals.	All	Next Meeting	
18.	Fishy: To look into the application and confirm back to Miss Burton	All	Next Meeting	
19.	Afterschool Club/Simply Play: Create a poll on 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.	Toni Glen Lisa Gibson Miss Burton	Next Meeting	
20.	Morning Drop-off Procedures: Process to be re-iterated in the newsletter	Miss Burton	Next Meeting	
21.	Fundraising for Ukraine: Jenni Bell will send details of community fundraising to Miss Burton to include in the Blog	Jenni Bell Miss Burton	Next Meeting	
22.	School Uniform: Reminder to be included in the newsletter	Miss Burton	Next Meeting	

## Closed Actions

Action	Action and Description	Action Owner	Closed Date	Notes
1.	Parent Council Framework: Create a Parent Council chat on Messenger (full list of members to be shared with Kate)	Kate Grieve	18/01/2022	
7.	Christmas Videographer: Look at option to video events in the absence of parents/carers this week	Prav Panesar	12/2021	
8.	Christmas Fundraising: Volunteers for door-to-door sales of raffle tickets to send a note to Jenni Bell	All	12/2021	
9.	Christmas Fundraising: Letter with details of the raffle to be issued to all parents/carers this week.	Miss Burton	12/2021	
10.	Christmas Party and Lunch: School wish to list to be sent to parent council members	Miss Burton	12/2021	
11.	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	12/2021	
6.	Family Champions: Put names of Champions forward to Education Officer – Kate Grieve, Sonia, Toni Glen and Jenni Bell (as attendee only).	Miss Burton	18/01/2022	
12.	Pick Up / Drop Off: Look at options to make it easier for parents/carers	Miss Burton	18/01/2022	