



Calderwood Parent Council Meeting: Action Log

Last Updated: 19th May 2022

Current Actions

Action	Action and Description	Action Owner	Due Date Agreed	Notes/Updates
3.	Parent Council Framework: Create the Calderwood Parent Council Constitution – to be agreed with members	Tim Ozdemir	June 2022	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	Next Meeting	11/05/22 – to be added to Calderwood Chronicle 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	11/05/22 – carry forward 15/03/22 - carry forward 18/01/22 - carry forward
16.	Charity Status: End of term for feedback and final approvals.	All	June 2022	
18.	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	11/05/22 – poll was created 21 April and results discussed during meeting; meeting to be scheduled with Simply Play 15/03/22 - on agenda
21.	PEF: Pupil Equity Funding: Is there an opportunity within the parent council i.e. a dedicated person(s) as a liaison or contact for parents? Yes, there will be a requirement for community contacts. An invitation will be put out via the parent council.	Parent Council	Next Meeting	
22.	Sports Day: Parent Council to set up a refreshments stall	Parent Council	ASAP	
23.	C in the Park: Parent Council to set up a bucket collection	Parent Council	ASAP	

24.	Funding Gap: To provide the gaps of funding and parent council can take that forward through Clan Reps to agree where funds go.	Miss Burton	Next Meeting	
25.	Annual Fundraising Plan: Will create an annual plan for fundraising which will commence next year and Miss Burton would like a group of parents to help create the plan	Miss Burton	Next Meeting	
26.	What is the Parent Council?: To provide an information pack which will be available to parents online.	Tim Ozdemir	Next Meeting	
27.	Communication Threads: To look at reducing or condensing communications on Twitter	Miss Burton	Next Meeting	
28.	School uniform for next year: Will be communicated to parents via the Calderwood Chronicle	Miss Burton	End May 2022	
29.	School Uniform Shop: Will be communicated to parents via the Calderwood Chronicle	Miss Burton	End May 2022	

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	12/2021	

		Miss Miller		
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	
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	11/05/22 – meetings will be held as and when required [closed] 15/03/22 - carry forward 8/01/22 - carry forward
13.	Homework and more use of Seesaw – requires further discussion	All	Next Meeting	11/05/22 – Seesaw in use 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	Included in Calderwood Chronicle 29/03/22 [closed]
15.	Sports Day: Send out engagement forum to all parents on what we want it to look like.	Miss Burton	Next Meeting	Included in Calderwood Chronicle 29/03/22 [closed]
17.	Fischy: To look into the application and confirm back to Miss Burton	All	Next Meeting	Approved – April 2022 [closed]
19.	Morning Drop-off Procedures: Process to be re-iterated in the newsletter	Miss Burton	Next Meeting	Included in Calderwood Chronicle 29/03/22 [closed]
20.	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	Included in Calderwood Chronicle 29/03/22 [closed]