

Calderwood Parent Council (PC) Meeting



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Meeting Details

Date: Tuesday 13 September 2022

Time: 18:00 – 19:30

Venue: Calderwood Primary School

Online: Join with Zoom 4321 333 22 1

Chair: Tim Özdemir

Present:	Apologies:
Miss Burton, Head Teacher	Jenni Bell
Miss Miller, Principal Head Teacher	Stacey Webster
Mrs Grieve, Acting Principal Teacher	David Inglis
Tim Ozdemir	Kate Grieve
Lisa Gibson, Secretary (Zoom)	Jennifer Macgregor
Faye Keogh	Sonia Sivewright
Laura Hynd	Fraser McCurdy
Euan Alexander	Toni Glen
Niamh Maynard	Aby Bhalero
Lucy Wright	Karmal Brouwer
Joanna Ferguson	
Avril Mackay	
Fiona Hogg	
Katie Guinan	
Claire Raeburn	
Lauren Grose (Zoom)	
Angela Burt (Zoom)	
Lynne Spinks (Zoom)	
Gabor Majoros (Zoom)	
Suzanne Greenhill (Zoom)	
Lauren Grose (Zoom)	

Meeting Minutes

Item	Topic
1.	<p><u>Welcome, Present and Apologies</u></p> <p>The Chair started with moment of reflection in respect of the passing of Her Majesty, The Queen. Introductions were made for all attendees (refer to list).</p>
2.	<p><u>Previous Minutes and Update on Actions</u></p> <p>Minutes from the AGM to be produced.</p>
3.	<p><u>Appointment of New Parent Council Members</u></p> <p>At the start of the new term there are 19 PC Members. New Members receiving the required number of votes and confirmed in appointment:</p> <p>Aby Bhalero Euan Alexander Fraser McCurdy Sonia Sivewright</p> <p>PC positions noted as open are Vice Chair, Secretary and Treasurer. Euan Alexander offered to fill Vice Chair position and received the required number of votes and confirmed as appointed. Other roles remain open.</p> <p>Avril Mackay will take notes at the next meeting in lieu of a permanent Secretary. Jo Ferguson is the new Clan Representatives lead for the PC. Katie Guinan is the new Pupil Equity Funding lead for the PC. Jennifer Macgregor is the new Parent Support lead for the PC.</p>
4.	<p><u>Welcome to Calderwood Chapter Two:</u></p> <p>School - Refer to Annex A for Head Teacher's Report Thanks to Stacey, David and Lisa for the work to support creating and building the new Parent Council.</p> <p>Nursery – Refer to Annex B for the Nursery Report Capacity planning support was discussed and support can be provided in the future from the PC to update parents. [Sarah Burton took the action to engage with West Lothian Planning for details of current School and Nursery numbers planning]</p>
5.	<p><u>Learning & Teaching:</u></p> <p>Profiling This is the process of children's learning.</p>

	<p>Feedback from family questionnaires Some families said they want to know more on Seesaw and Teams and the majority of parents were satisfied. We do a lot of profiling already in Calderwood and this incorporates parents evening (2 x 10 minutes per year with your child’s teacher). The school will communicate with parents if intervention is required i.e. additional support via parents evening and a plan would be put into place. An update on what to expect is to be included in the Communications Working Group.</p> <p>Feedback from pupil leadership questionnaire Pupils keen to progress the establish of peer leadership roles – school is progressing</p> <p>Home Learning Working Group Agreement between PC and the school to trial a working group between the school and the parents to come up with the best solutions to meet the needs of the school and the community with regards to learning activities outside of school hours. Lynne Spinks will support this from PC.</p> <p>Religious Observance working group Miss Burton is keen to discuss what this looks like for the School and it is important we get right. Incorporates time for reflection, Christmas celebrations and adding other religious celebrations to the curriculum. Katie Guinan will incorporate the PC’s contribution to this area into the PC Equity strategy</p> <p>Composite Classes (also raised by PC) For P2/P3, the School is making an effort to ensure that the children are mixing well across their class years 2 or 3 times a week as part of the interdependency learning and outdoor learning. For P1 children there are also opportunities, and they have specific time with their own clans. Composite classes are based on the school year numbers and are determined by West Lothian Council. The school emphasised that all children are on their own learning journey and are considered individually – there is not a blanket approach to learning for children in composite classes.</p> <p>‘Bring your own device’ to school - Are they insured if they’re damaged in class? Where is the evidence to support use of personal devices to assist learning? How does this close the poverty gap? Why are Scottish Government not providing devices? For P4 to P7 to access their learning online and teacher may post the activities for the day. It is inspired by digital learning, and it is a West Lothian wide approach on an opt-in basis. A form is sent home to be agreed with the parent and the children. They are not insured by the school and recommendations are provided on the safety of the devices. There are devices available within the school to use. There are enough devices to cover the class requirements and will look at fundraising this year to buy more devices. Concerns raised about the challenges parents could face at home with younger (P4/ P5) children building an expectation around use of devices. School will consider the use of “Bring Your Own Device To School” and its impact at P4/P5 age groups. PC Equity to work with school to understand any technology deficit experienced by families.</p>
6.	<p><u>Communication:</u> Lines of communication In the next newsletter Miss Burton will share the process for contacting the school.</p>

	<p>Feedback from family questionnaire (May/June) Main methods are the blog and the newsletter and it is known that further work is required.</p> <p>Communications Working Group Miss Burton requested a working group needs to be created for parents to work with the school to agree the best solution(s) for communicating information. Joanna Ferguson, Niamh Maynard and Lucy Wright will start the working group, take offline and provide an update at the next meeting.</p> <p>Challenges keeping up with all the information from the school (raised by PC is it possible for the school to adopt the “School App for Parents” or something similar and parents have found the website hard to navigate and terminology used i.e. Clans, Calderwood couture etc) This will be taken forward by the Communications Working Group.</p> <p>Communication on use of the Car Park at the School (refers to the email dated 6 September and issues raised by parents) It was noted the intention of the email was around the safety of the children and those using the car park. Miss Burton has witnessed near accidents and it is imperative people use it safely and considerately. There is a requirement to pressure the council to ensure the safety of those using the car park and for agreement on who owns the car park. Between the school and PC we will create a car park etiquette document to share with the community. The PC voiced concern and [Miss Burton to progress within the School] Additional points: <ul style="list-style-type: none"> • PC to clearly state engagement values for all Parent Forum in social media interactions • Clarification of PC’s association/ ownership in communication channels (e.g. Facebook) </p>
7.	<p><u>Fundraising:</u> Request for purchases process PC will consider taking the approach to ensure that the School is transferred the sum of any fundraising targets to reduce bureaucracy and the administrative efforts of PC purchases on behalf of the School. Formal decision to be made following a clear proposal and PC vote.</p> <p>Fundraising opportunities across the year The PC will work closely with the School to ensure that events are evenly spread across the year to reduce pressure of expectation on all.</p> <p>Halloween (PC) PC Fundraising Working Group have plans in progress. Noted that Katie Guinan has supplied the School with a clothing rail to be used as a “Costume Exchange” for parents and children to donate outgrown items and find new ones.</p> <p>Christmas (PC) Not discussed in detail</p>
8.	<p><u>Cost of living impact on children:</u> What can the Parent Council do to support parents and children i.e. snack fund pot? Katie Guinan updated on recent activities: meeting with Mrs Melanie Clarkson (School Equity Champion) to understand the Pupil Equity Funding (PEF) received by the School, how it can be used, and how the PC can provide support in this area and for families who need support but do not meet formal requirements for PEF support.</p>

	PC immediate actions: Providing funds up to £250 to set up a “Sustainability Shop” for uniform exchange to help reduce parent costs and promote a sustainable approach to clothing.
9.	<p><u>Excursions and trips: Feedback from questionnaires</u></p> <p>Miss Burton reported that parents are keen for the children to experience a number of trips in various forms. Without any trips during Covid restrictions, we don't have a benchmark for types and cost, but the PC is keen to understand any opportunities to support funding opportunities to ensure that trips are available to all children.</p>
10.	<p><u>School Uniform Sustainability Shop (Reuse and Recycle)</u></p> <p>As per Item 8</p>
11.	<p><u>AOB</u></p> <p>Update from the Chair: Recruitment Training (run by Education Customer Services, West Lothian Council) for PC Members in the recruitment process for new Head/ Senior teaching roles. Two trained PC Members are required – the PC currently has two (Tim Ozdemir and Laura Hynds). Toni Glen and Katie Guinan plan to attend next training session on Thursday 10th November</p>
12.	Date of next meeting: TBC

Items Raised with the PC in advance of the meeting

Responses from Miss Burton:

1. School Lunches:

- Solutions required for ordering school lunch for children with intolerances/allergies:
 - We have created a blog post to share with families the procedures we use for ordering a lunch for a child with an intolerance or allergy.
<https://blogs.glowscotland.org.uk/wl/calderwood/2022/09/09/ordering-lunch-for-a-child-with-allergies-in-school/>

2. Health and Safety:

What is the fire evacuation policy when the school gates are locked and what if one of the key holders is caught up and unable to unlock the gates?

- Health and safety have said the school can lock the gates as long as we have procedures in place. There are a number of key holders in school, in their absence there is also a plan in place for who takes over this role. The middle gate (by the kick pitch) is usually kept open as this is the exit used for clans for outdoor learning/ to access the kick pitch and field during the day. We had a fire drill last week and the children were fantastic – they exited the building quickly and calmly.

3. Bike Racks:

Is it possible to have a bike rack at the other entrance?

- When I enquired about installation of extra bike racks, I asked for them to be at the kick pitch gate. Over the summer West Lothian Council advised they had decided to install where they are currently placed. At times over the year, a funding application opens to apply for a grant for bike racks, etc. and we would hope to apply for this.

4. Quiet area in the playground:

It was raised that the playground can be very noisy and parents have asked if there could be a quiet area in the playground (to note, it was raised for P1/P2 children but it perhaps needs to be open to all children who would prefer a quiet area to play)

- Following feedback from parents, Ms Cook started a group in the garden area of the playground, however the Primary 1-2s did not wish to make use of it. We can try this again to see if it helps. Letters will go out next week for Hawthorn Hut, this is an alternative option that supports some children at lunch time with the playground. Mrs Grieve is also currently training children up for their Calderwood Careers, within this there is a quiet area at the benches offering reading, drawing, yoga, etc. Primary 4-5 have some fantastic ideas for what they want to take forward.

5. School sports teams:

Parents are wondering if there will be school sports teams created i.e. a football team, netball etc (this is out with the after-school clubs)

- Yes, our hope is to start a basketball team that will take part in the West Lothian League. We are also looking into a football team. Parents/ carers are running these teams with the champions, if anyone else could support us with a different sport we would be very grateful.

ANNEX A: Head Teacher's Report – 13/09/22

It has been a busy start to the new school year, with some substantial growth in our school and nursery family over the summer.

In school we have increased by 4 clans, which includes 80 P1s and 54 new children in P2-7. We have also had 11 new champions join our school team. We still enrol new children, each Monday into Calderwood, this recently has been in the range of 4-6 children each week. You will understand that this is record amount of new children beginning in a new term. Thanks to our office champ team who have went above and beyond their hours, to ensure all the relevant paperwork is in place for our new children and staff, and to our champ team for ensuring a smooth transition for all. We appreciate your patience as we have had to revise some systems and routines.

Over the summer we celebrated Miss Swift having her baby Jack, Miss Redmond's marrying and becoming Mrs Grieve and Mr Scott in our kitchen also getting married.

Our leadership team has also grown. Miss Miller line manages, Mull, Orkney, Shetland and Skye. Mrs Grieve line manages Leven, Linlithgow, Rannoch, Tay, Tummel and Bluebell, and I line manage Bramble, Thistle, Ben Lawers and Ben Lomond. Mrs Clarkson, is our PEF lead, supported by myself, and Miss Christie is the school lead for the cluster project of Internet of Things.

The learning in the first two weeks focussed on the story of Our class is a family, to support new clans to form relationships in their clan and across stages, children also took part in some assessments to track their progress in learning. All clans have now started their context for learning based on Maths Week Scotland and this was shared with you in the Term 1 learning letter.

You will see from our calendar that we are excited to have more events where parents and families can be in school this year, parents night, viewing jotters, assemblies and taking part in learning in clans with their children. We also have had an increase in applications for parent helpers, this will help us with outdoor learning, excursions and events. Thank you to the parent body for supporting us with this.

Following feedback from our end of evaluation and in line with council priorities we have been working on our school improvement plan for this session. The champs have started to form action plans and we will share these once we have done a bit more work on them. The pupil leadership groups will also feed into these areas of development. We would hope that our Parent Council will support with the improvement plan for the year. Our main themes are;

- Health and Wellbeing: Creating our vision, values and aims and UNRCRC
- Literacy: Continue to improve attainment in writing
- Numeracy: Consistency and progression of high quality learning experience, supported by our cluster numeracy depute, Mr Valentine
- Outdoor learning

ANNEX B: Nursery Report – 13/09/22

Our nursery has grown substantially over the last year. We have loved welcoming all of our ante-preschool children to nursery over the last few weeks and welcoming back our now pre-school children.

We now have 122 children in the nursery. With this we have had our champion team grow too. We now have a structure of 2 EYO's, 12 practitioners, and 4 PSW's. We have Mrs Lyon who has become permanent EYO. Our 3 new EYPs – Miss Shepherd, Miss Heinemeir, and we welcome Miss Smith on the 23rd September. We also welcome Mrs Macgillivray as a replacement for Mrs Carson who leaves us today to take on an EYP role in another nursery.

We would like to thank all of our champion team for doing their best to ensure a smooth transition for all of our nursery pupils. We have loved welcoming our parents into the nursery cloakroom we are continuing to streamline our drop off and pick up procedures. All new children should now have had a settling in call and online learning journals are being updated. You can still see what the children have been learning through our learning Sways too, this provides some of the child led learning contexts the champions have planned as well as responsive learning. The children have been interested in families, and the jobs our families do.

Thank you to the parent council for ordering us some great outdoor equipment from the Magic Miles, we can't wait to put this to good use. The children have been venturing outdoors a lot more and particularly enjoying mark making. We are awaiting guidance about the literacy shed being constructed in our garden.

We are excited to host our first Stay and Play session on 26th September and look forward to sharing the initial stages of our journey.