

Calderwood Parent Council (PC) Meeting



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Meeting Details

Date: Tuesday 15 November 2022

Time: 18:00 – 20:00

Venue: Calderwood Primary School

Online: Join with Zoom

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
Jennifer Macgregor	Sonia Sivewright
Niamh Maynard	Aby Bhalero
Joanna Ferguson	Lauren Grose
Euan Alexander (Zoom)	Suzanne Greenhill
Fraser McCurdy (Zoom)	Gabor Majoros
Toni Glen (Zoom)	Lauren Grose
Karmal Brouwer (Zoom)	Lisa Gibson
Avril Mackay	Faye Keogh
Fiona Hogg	Laura Hynd
Katie Guinan	Lucy Wright
Claire Raeburn	
Lynne Spinks	
Angela Burt (Zoom)	

Item	Topic
1.	<p><u>Welcome, Present and Apologies</u></p> <p>Tim welcomed all and confirmed the documents for tonight's meeting were shared on the PC Facebook page.</p>
2.	<p><u>Previous Minutes and Update on Actions</u></p> <p>No amendments to the previous minutes.</p> <p>Action – Tim to share action log with group members and review outstanding actions at the next meeting.</p>
3.	<p><u>School and Nursery Updates (written update)</u></p> <p>Nursery Update:</p> <p>The nursery has had a prosperous time, welcoming many new children, champions and continuing to grow as a family. As we have bid farewell to Miss Huddleston and Mrs McGinlay, over the coming weeks we welcome two new key champions – Miss Day and Mrs Bunce, and Miss Wood a new pupil support champion.</p> <p>Throughout this year the nursery team are committed to driving forward improvements within our nursery. Our nursery improvement plan includes 5 areas that we will use to implement changes and measure impact. These are: improving children's health and wellbeing, raising attainment for all in literacy and numeracy, Tackling the attainment gap between the most and least advantaged children (targeted), Improvement in employability skills and sustained, positive school leaver destinations for all young people.</p> <p>Key focuses:</p> <ul style="list-style-type: none"> • Health and Wellbeing – focus on developing our vision, values and aims and all children and champions recognising and understanding the rights of a child. • Literacy and Numeracy – creating our curriculum rationale and embedding our planning, assessment, tracking and monitoring with high quality training for champions, and ensuring an inclusive approach to learning. • Equity – following our equity plan, providing nurturing approaches to our nursery

- Employability skills – focus on improving outdoor learning, community links and skills for life and work.

You can see our full [Improvement Plan here](#)

School Update:

Progress:

- We have now finalised our school improvement action plan and you can find a family friendly version [here](#).
- Teaching and PSW champs have and are continuing to take part in a range of career long professional learning within numeracy and maths.
- We have recently reviewed our approaches to Calderwood Cares, positive relationship policy and will share this with families soon.
- We are currently in the process of looking at pupil leadership roles. We now have lead learners, house and vice captains and are currently in the process of establishing a pupil council.
- Our learning currently has a literacy focus, linking in with Book week Scotland.

Celebrating Calderwood:

- We were delighted to have our first clan connects on Friday with Ben Lawers, it was great to have families back in the school.
- We are currently venturing out into our local area for community walks and some clans have booked their clan excursion. We have also organised a residential trip

School noted issue with purchasing nativity tickets via ipay. Currently trying to fix.

4. Recent Parent Council Activity Updates

Halloween

Sold approx. 700+ bags of sweets and raised £481.50

The PC thanked Linwater Caravan Park who donated the sweets for this fundraiser.

Christmas

Planning underway for the School Christmas Fayre which will take place on Friday 2 December 1pm–3pm.

Good response from parents, carers and teachers to support organising and running the fayre (23 parents and 12 teachers). More volunteers welcome.

School would be keen for some of the funds raised to go towards digital resources.

Aiming to raise funds via:

- Raffle – online tickets and tickets available on the day
- Kids tombola and adult bottle raffle
- Food stall – hotdog and drinks
- Optional donations on door and via ipay

Communications Group

School is currently trialling a Friday newsletter with links to blogs, with the aim to reduce the number of communications to parents/carers. Newsletter includes actions for parents and dates for the diary.

Communication group also looking at the school transition pack to provide feedback or ideas for improvement.

The communication group meet this week to discuss homework, including timelines, expectations and feedback between pupils and champions. The school will include information on the purpose and value of each homework task to provide more context about the learning opportunity to parents/carers.

Action: Group suggested to school to distribute guidance to parents/carers on using MS Teams again and consider including as a future learning session.

Equity Group

Christmas jumper swap shop in place and promoted. The sustainability unit (for school uniform) is up and running and well used. It is located at the school main entrance. Next collection will be for wellies and jackets. Group considering starting a stock of wellies and jackets by using some of the funds raised.

Ben Lawers – recent food bank collection was very successful. The clan connect session was focused on food banks and the children shared their learning with family members and the other clans. The group is considering a Calderwood cupboard, like a food bank, and ongoing discussions are taking place about how to support families at Christmas.

5. **PC Vote: Should the Parent Council pursue registration as a charity?**

Tim shared information on charity status – see below.



5. CPSCPC - Charity
Checklist - Oct 2022

Discussion took place on positives and negatives relating to charity status. Key positive was the ability to claim gift aid. Key negative was the capacity of the parent council to take forward just now, consider parent council key roles are still vacant.

Parent council voted as below:

- To pursue charity status
 - Yes – 6
 - No (including not now) – 5

A sub-committee will be established to take forward the charity status.

Action – subgroup to be established in the new year.

6. **PC Purchasing and Requests Process**

Tim shared information on proposed funding request process – see below.



6. Purchasing &
Payment Processes c

Key point is the single entry point for purchasing request via email.

Discussion took place around parent council members' reimbursement for purchases (e.g. for Christmas fayre). Agreed that for subgroups, one parent council member would collate expected costs for pre-approval.

	<p>Joanna agreed to be another signatory for parent council bank account</p> <p>Action – Joanne to be set up as signatory for bank account</p> <p>Parent council discussed and agreed to fund the Santa presents requested from the school & nursery.</p> <p>Katie offered to take on role of treasurer – agreed by parent council (10 votes).</p> <p>Action – Tim to share treasurer role information and tasks with Katie.</p> <p>Parent council agreed to develop a Google form which could be submitted for future funding requests to make the process easier for the school.</p> <p>Action – Katie to investigate developing Google form.</p> <p>Agreed that the proposed process was too prescriptive which could lead to unnecessary bureaucracy and time spent waiting for approvals. A more pragmatic approach is needed for transferring fundraising benefits to the school, and to support the financing of fundraising activities undertaken by the PC</p> <p>Action – Tim to review, create a proportionate process and revisit formal approval at next meeting</p>
7.	<p><u>PC “sub-committee” structure</u></p> <p>Not discussed due to time constraints. Add to next meeting agenda.</p> <p>Action – add to next agenda</p>
8.	<p><u>Responses to other matters raised (I've asked for these to be covered in school update)</u></p> <p>The below questions were submitted to the school in advance of the meeting and the following responses were provided.</p> <p>8.1 Bring your own device</p>

P4/5 parents were sent a very biased and simple survey to complete which didn't feel like a fair consultation to some. Would like feedback on where they are with it though. Comments received that it continues to be difficult for P5s to complete classroom work if they haven't brought in their own device.

Following a request from the Parent Council we issued information about what Bring Your Own Device is and consulted with current P4 and P5 families. The questions asked were:

- Can
- Should Primary 4 have the opportunity to take part in Bring Your Own Device after Easter?
- Should Primary 5 have the opportunity to take part in Bring Your Own Device?

I have attached the feedback from this.



2022-11-15 Item 8.1
Bring Your Own Dev

Currently in Primary 5 children have access to an allocation of clan devices, when it is appropriate to support their learning.

8.2 Insistence on PVG clearance for school volunteers

Very restrictive and apparently unnecessary as other schools don't follow the same rule. Can we relax that in some circumstances to help encourage volunteer support?

The 'insistence' on having a PVG comes from West Lothian guidance as below:

Parent Helpers and Parent Council/PSA event volunteers

- *Where someone is volunteering as a one-off, a PVG or is not required. All possible measures should be taken to ensure the individual does not have unsupervised access to children*
- *Where someone volunteers on more than one occasion or is on a list of helpers likely to volunteer on more than one occasion, then a PVG must be sought*

- *Where that individual already holds a PVG through another organisation, a West Lothian PVG must be sought*
- *Head Teachers are also strongly encouraged to have a core of PSA/Parent Council members with a PVG in order to support events. The number of PVG checks undertaken for helpers should be considered and a risk assessment completed, which considers the duties and requirements of the event*
- *School should ensure that a list is maintained and PVGs are renewed when approaching expiry date.*

If someone is only helping for a one off event and are not left alone with children, then they can help without a PVG. When parents/ carers are helping on a trip they may have unsupervised contact with children, for example helping a group. Applying for a PVG is a quick process, you fill out a form and bring your ID to the office to be photocopied, it is free and this then lasts for 3. This quick process then ensures the adults are safe to work with children and all are safe guarding processes are in place.

8.3 Including PC events in the school's term diaries

Can we agree some future dates early/now? We need to give parents and carers the chance to be off work.

The parent council events are in the family calendar that is issued in the chronicle. I add Parent Council events, when I am told the dates. The school does request these dates in advance from the Parent Council, as building lets are also required to be booked.

8.4 The request for PC helpers to dish out tea/ coffee

PC want to help where possible but feedback that people can make their own tea if the table is set up. It's a lot to ask a parent who already gives up their free time for PSC work to go serve other parents.

We requested if any members of the Parent Council/ parent body could support with serving tea and coffee, as we would have to take pupil support champions away from supporting children to do this. If the parents don't have the time to support at these events, we will look at how the champs can support. The idea behind is to have an opportunity for parents/ carers in a clan to meet each other,

	<p>etc. Having someone there just helps with the health and safety, as there is hot water, children around, etc.</p> <p>8.5 House parties</p> <p>Apparently last year 3 of the 4 houses got celebration events but Roe didn't....they won sports day but had no party. This year Red have just had their 2nd party, parents were pointing out this seems a little unfair.</p> <p>The house with the most house points each term receives a celebration, usually in the form of a party. The sports day winners received an extended break time and house name on a plaque.</p>
8.	<p><u>AOB</u></p> <p>No items raised – due to time constraints.</p>
9.	<p><u>Date of next meeting</u></p> <p>28 February 2023 6 June 2023</p>