

Calderwood Parent Council Meeting: Action Log

Last Updated: 13 March 2023



Calderwood
Primary

Current Actions

Action	Action and Description	Action Owner	Due Date Agreed	Notes/Updates
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	07/03/23 – Mini champion group established to look at road safety with P4-7. Had first meeting and taking forward actions with Ms Quinn. 13/09/22 - Between the school and parent council we will create a car park etiquette document to share with the community. 11/05/22 – carry forward 15/03/22 - carry forward 18/01/22 - carry forward
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 and Toni Glen to run engagement with Simply Play.	Toni Glen Miss Burton	Next Meeting	07/03/23 – Jets Activity Clubs now in place 2x per week. PC to poll parents on demand for increasing days. Outcome to be discussed at next meeting. 13/09/22 – carried forward. Needs to be taken forward still with Simply Play although less activity about it recently 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
30.	Capacity Planning: Engage with West Lothian Planning to understand what projected child numbers are in the area in the context of the availability of school placed.	Miss Burton	Oct 2022	07/03/23 – carry forward (ongoing)
32.	Religious Observance opportunities	Katie Guinan	Ongoing	Equity Working Group to consider opportunities to support Religious Observance activities
37.	PC to outline principles of positive conversation for all in social media interactions	Tim Ozdemir	Next Meeting	In consultation with Comms Working Group
40	Subgroup to be established in the new year to take forward pursuing charity status .	Tim Ozdemir	Next Meeting	07/03/23 – carry forward

43	Katie to investigate developing Google form .	Katie Guinan	Next Meeting	07/03/23 – carry forward
46	Activities for children outside school. PC to distribute request for information on local activities for children and consider contacting WLC about community space in Calderwood and provision.		06/06/23	
47	PC to invite local councillors to next meeting to discuss activities for children .	Katie	06/06/23	
48	Lucy to ask for volunteers on the parent page to support the recruitment of DHT.	Lucy	06/06/23	
49	PC to post on Calderwood Facebook page to inquire if anyone local could support the process of auditing the annual accounts .		06/06/23	
50	Request for lead volunteers for fundraising activities to be circulated to parents.	Katie	06/06/23	
51	Katie to discuss C in the Park with Miss Burton.	Katie	06/06/23	
52	To agree date for AGM date and circulate to parents.	Tim	06/06/23	

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	
3.	Parent Council Framework: Create the Calderwood Parent Council Constitution – to be agreed with members	Tim Ozdemir	01/10/2022	13/09/22 – was finalised during AGM and to be shared with all parent council members 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	Lynne Spinks	Next Meeting	13/09/22 – Closed – to be progressed in the Home Learning Working Group 11/05/22 – to be added to Calderwood Chronicle 15/03/22 - carry forward 18/01/22 - carry forward
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	
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	11/05/2022	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	11/05/2022	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	29/03/2022	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	29/03/2022	Included in Calderwood Chronicle 29/03/22 [closed]
16.	Charity Status: End of term for feedback and final approvals.	All	Proposal passed 15/11/2022	13/09/2022 – carry forward
17.	Fischy: To look into the application and confirm back to Miss Burton	All	04/2022	Approved – April 2022 [closed]
19.	Morning Drop-off Procedures: Process to be reiterated in the newsletter	Miss Burton	29/03/2022	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	29/03/2022	Included in Calderwood Chronicle 29/03/22 [closed]
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	13/09/22 - Katie Guinan confirmed as PC Equity Lead
22.	Sports Day: Parent Council to set up a refreshments stall	Parent Council	06/2022	[closed]
23.	C in the Park: Parent Council to set up a bucket collection	Parent Council	06/2022	[closed]

26.	What is the Parent Council?: To provide an information pack which will be available to parents online.	Tim Ozdemir	02/09/2022	02/09/22 – Tim sent out an email to all parents and carers at Calderwood Primary [closed]
27.	Communication Threads: To look at reducing or condensing communications on Twitter	TBC	15/11/2022	As per Action 35 13/09/22 – A Communication Working Group is being created with solutions to be agreed and progressed. This is to include an update on Profiling.
28.	School uniform for next year: Will be communicated to parents via the Calderwood Chronicle	Miss Burton	26/08/2022	26/08/22 – was noted within the Calderwood Chronicle [closed]
31.	Home Learning Working Group: Set up PC channel for engagement with Parent Forum on the tools and expectations of learning activities outside of school hours	Lynne Spinks	Oct 2022	Lynne leading
33.	School to evaluate the continued approach to Bring Your Own Device for P4/P5	Miss Burton	15/11/2022	School will proceed with approach detailed in the meeting minutes
35.	PC Communications Working Group: Set up the group to map existing communication channels, understand Parent Forum priorities and make recommendations to School for optimisation	Joanne Ferguson	Ongoing	Group created
41	Joanne to be set up as additional signatory for bank account.	Tim Ozdemir	Next Meeting	
44	Add PC sub committee structure to next agenda	Avril Mackay	Next Meeting	Completed
42	Tim to share treasurer role information and tasks with Katie.	Tim Ozdemir	Next Meeting	Completed
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	07/03/23 – Mini champions group taking forward by submitting bids (dragon den style) for suggested ways to spend fund on things they would like to improve in the school. Close action.
25.	Annual Fundraising Plan: Will create an annual plan for fundraising which will commence next	Miss Burton	Next Meeting	07/03/23 – suggested annual calendar of fundraising events discussed at meeting. Dates to be confirmed with Miss Burton. In

	year and Miss Burton would like a group of parents to help create the plan			process of identifying leads to take forward the coordination of each event. Close action.
29.	School Uniform Shop: Will be communicated to parents via the Calderwood Chronicle	Miss Burton	End May 2022	07/03/23 – school uniform shop open and well used. Details regularly shared with parents. Close action.
34.	PC Equity Working Group to work with the School to understand any technology deficit experienced by families, impact and opportunities to support	Katie Guinan/ Melanie Clarkson	Nov 2022	07/03/23 – Discussed with school. Fundraising from Christmas 22 event will be used for digital resources as identified by school. Partial funds raised in 23 will be allocated to more digital resources. Close action.
38.	Formalisation of PC fundraising process to reduce dependency on PC purchasing	Tim Ozdemir	Next Meeting	07/03/23 – proposal detailed in treasurers report (March 23) and agreed. Close action. 15/11/2022 - Initial proposal too prescriptive. To review, create a proportionate process and revisit formal approval at next meeting Process to be drafted, consulted with School and proposed to PC for approval
39	Tim to share action log with group members and review outstanding actions at the next meeting.	Tim Ozdemir	Next Meeting	07/03/23 – actions discussed during meeting and updated log to be included with minutes. Close action.
45	Group suggested to school to distribute guidance to parents/carers on using MS Teams again and consider including as a future learning session.	Sarah Burton	As per Comms sub-committee	07/03/23 – a session on how to use MS Teams has been included in term 3 parents evening. Close action.