

# Calderwood Parent Council (PC) Meeting



## Meeting Details

**Date:** Tuesday 7 March 2023  
**Time:** 18:00 – 20:00  
**Venue:** Calderwood Primary School  
**Online:** Join with Zoom  
**Chair:** Tim Özdemir

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

*Note – In minutes below, Parent Council abbreviated as PC.*

## Meeting Minutes

Item	Topic
1.	<p><b><u>Welcome, Present and Apologies</u></b></p> <p>Tim welcomed all and confirmed the documents for tonight's meeting were shared on the PC Facebook page.</p>
2.	<p><b><u>Previous Minutes and Update on Actions</u></b></p> <p>No amendments to the previous minutes.</p> <p>Tim ran through the action log, including actions from the last meeting. Updates provided and included in the action log. See Calderwood PCM Action Log for details (attached).</p> <p>Katie wished to thank Toni for helping with the school uniform shop.</p>
3.	<p><b><u>Update from Jets Activity Clubs Director</u></b></p> <p>Sharon Fairley and Nicole Fairley - attended the parent council to give the following update:</p> <p>Jets Activity Clubs – is a community interest company running activity clubs, after schools clubs and early years nursery. The number of activities at each school varies and depends on environment, size, coaches availability and what the children like (such as sports, crafts, movement, arts, STEM, music).</p> <p>At Calderwood Primary School:</p> <ul style="list-style-type: none"><li>• Now running two activity clubs - Tuesday crafts and Thursday outdoor sports and drama.</li><li>• Children attend straight from school until 5.30pm.</li><li>• Currently have around 20 children attending.</li><li>• The clubs work on a 1:10 ratio and can increase the number of coaches around demand.</li><li>• The clubs are booked in blocks, but children attending can be automatically re-enrolled each block. Jets use 'class for kids' website / system for the booking process.</li><li>• Price – £13.95 per session (will be reviewed in April)</li><li>• Tax free childcare – not registered with Care Inspectorate as 'childcare' so can't accept tax free childcare claims at moment. Government aware and looking at resolving for afterschool clubs nationally.</li></ul> <p>If interested in signing up – details are on Calderwood parents Facebook page.</p> <p><a href="#">The Jets Activity Clubs   Edinburgh   Facebook</a></p> <p><a href="#">Our schedule   Jets Activity Club   Powered by ClassForKids (class4kids.co.uk)</a></p> <p>PC asked the school about the possibility of further after school provision on Mondays, Wednesdays and Fridays. Further discussions to take place with school. PC agreed to initially run a survey / Facebook poll to check with parents about need for more after school coverage and will feedback to</p>

the school. PC inquired if Jets Activity Clubs offer equity places if there was a demand. Confirmed that this can be arranged in discussion with the school.

**ACTION** – PC to conduct survey/Facebook poll on demand for addition afterschool club provision. (action log no. 18)

4. **School and Nursery Updates (written update)**

**Nursery Update:**

Our nursery has been thriving over the last term. We now have a consistent team of champions and our numbers are currently full. We have 2 EYO's, 13 EYP's and 4 PSW's who are committed to giving the children the best experiences at nursery. We have a new ELC Area Support Manager Miss Skinner who supports the overall management of the nursery.

We have been continuing on our journey for improvement and have narrowed down our values to 7 after consulting with our champions, children and families. We are currently having a vote this week with all our stakeholders to narrow these down to three. Once confirmed with the most votes we will share this with you. These values will support us informing our vision and aims which will contribute to our curriculum rationale.

We have a big focus on the rights of the child at the moment, which underpin everything we do at Calderwood nursery. The children have been learning all about recognising their rights and ensuring these rights are reflected throughout the nursery experiences.

The children have had lots of great learning experiences over the past term. Our champions have worked hard to develop our planning approaches to ensure the child's voice is at the centre. Alongside developing our spaces to ensure these offer quality learning experiences. Our champions have visited other settings, from this they have shared ideas, moderated and taken forward any best practice.

We have had lots of opportunities for families to visit over the last term and aim to provide a family experience once per month. We appreciate everyone who has supported us in attending sessions and giving feedback so we can continue to improve our family approaches.

This term we are learning all about employability skills and different jobs. We appreciate all the parents who have offered to come in to discuss their job or work with the children to explore your job this will be a great experience for them.

Will be consulting with parents and children on what they want included as part of the transition programme from nursey to P1. Transition programme will look similar to last years.

<p>5.</p>	<p><b><u>Calderwood Community Projects</u></b></p> <p>School looking for support from PC.</p> <p>Older children reported to school issue of not much happening in Calderwood outside the school. School has been in contact with local police and partnership centre to inquire about local opportunities for children to participate in.</p> <p>PC discussed the option for local activities to use lets in school. Discussed lack of volunteering in area and acknowledged more support would be required to run activities. PC will look at distributing information on this request and ask for any suggestions or contacts about local activities.</p> <p>PC to consider contacting West Lothian Council and local MSP to ask about community space and or local provision (such as community learning &amp; development). PC suggested inviting the local councillors to next meeting.</p> <p><b>ACTION –</b> distribute request for information on local activities for children and consider contacting WLC about community space in Calderwood and provision. (action log no. 46)</p> <p><b>ACTION –</b> invite local councillors to a future meeting. (action log no. 47)</p>
<p>6.</p>	<p><b><u>DHT Recruitment Process</u></b></p> <p>Application is active. Looking for PC support in interview processing. Parent Councils are requested to support the appointment process for any head or depute headteacher positions. This is outlined in the Scottish Schools (Parental Involvement) Act 2006 and the Parent Involvement in Head Teacher and Depute Head Teacher Appointments (Scotland) Regulation 2007.</p> <ul style="list-style-type: none"> <li>• 4-5 parent council members/wider body requested for first stage interviews on Thursday 16 March (during/most of the day).</li> <li>• 1-2 parent council members for the second stage interviews on Tuesday 28 March 1pm onwards. Parents must have completed the interview training for the second stage.</li> </ul> <p>PC to seek volunteers and develop approx. 5 interview questions by Friday. Questions and the volunteer names and email addresses to be sent to the school.</p> <p><b>ACTION -</b> Lucy to ask for volunteers on the parent page. (action log no. 48)</p>
<p>7.</p>	<p><b><u>Treasurer's Update</u></b></p> <p>Treasure report dated 28 February 2023 discussed. See attached 3 files for details:</p> <ul style="list-style-type: none"> <li>• Parent Council Meeting Treasurer's Report</li> <li>• Parent Council Meeting Treasurer's Report-Annex A</li> <li>• Parent Council Meeting Treasurer's Report-Annex B</li> </ul> <p>Key points and decisions:</p> <ul style="list-style-type: none"> <li>• Annex B Form – to be used by teachers or PC members to request money from the PC account. Form to be returned to treasurer.</li> </ul>

- Funding requests under £50 won't need sign off by PC to reduce admin burden.
- Funding requests over £50 will be shared with PC and approved if more than 50% of responses received within 48 hrs agree.
- Funds raised at Christmas 2022 will be used by school to purchase digital resources.
- Auditor for the accounts is required to produce annual accounts. Further clarity indicates that the person auditing cannot be related to anyone on the PC.

**ACTION** – PC to post on Calderwood Facebook page to inquire if anyone local could support this process. (action log no. 49)

8. **PC Members Vote**

The PC will allocate up to 15% of all funds raised towards equity initiatives and support. Plus 5% for reserve/running costs/ ad hoc.

PC agreed to support and review at the end of next academic year.

9. **Fundraising in 2023**

The below events were suggested for the following year of fundraising. PC requested that members volunteer to lead and coordinate an event. If you wish to volunteer, please contact Katie to confirm interest. Leads must be identified 6 months prior to event to ensure enough time to plan.

The below dates are provisional and to be confirmed with the school.

Event / Activity	Proposed Dates	Coordinator
Magic Miles	March-April 2023	Jenni Bell
Halloween	October 2023	Aby Bhalero
Cauliflower Cards	November 2023	tbc
Christmas Fayre	Friday 1 December 2023	tbc
Prize draw	December 2023	tbc
Valentines	Thursday 8 February 2024	tbc
Magic Miles	March – April 2024	tbc

Katie to speak to Miss Burton about C in the Park plans and if any involvement from PC is required.

Magic miles – last year was very successful. PR going to start around 20 March. Sponsor forms will be distributed before Easter holidays and running event on the 2<sup>nd</sup> week after school returns. Considering hosting a big mile walk around the school on 28 April (provisional date, tbc). Sponsor money raised by children can be accepted as cash or BACS payment to PC account.

**ACTION** – request for lead volunteers for fundraising activities to be circulated to parents. (action log no. 50)

**ACTION** – Katie to discuss C in the Park with Miss Burton. (action log no. 51)

8. **Responses to other matters raised prior to meeting**

The following questions from parents were submitted to the school prior to the meeting and the following written response provided.

- Why have the after-school music classes been cancelled? According to Heather it was because of an increased rent but it seems awfully convenient that this has happened at the same time a new after school club has been put in place and would have had a timing crossover. Could an explanation please be given for taking this opportunity away from the children that were involved?
  - The Heather McCann music lessons are a privately run let.
  
- After school club / availability across all age groups.
  - Calderwood Primary run afterschool clubs to support our children’s achievements and interests out with the school day. Every stage has had the opportunity to sign up for 4 clubs this session, so far, you will recognise that is above and beyond what other schools in West Lothian and our cluster offer.
    - Active schools run clubs, the age and stage of these clubs are out with our control, as it depends on the available and age choices of the coach.
    - Our champions run a number of free clubs, which is unique to the ethos and values of Calderwood. These clubs try to plug the gaps of age and stage and interests of the children.
    - Two of our clubs are for events – Basketball and Glee.
    - Parents expressed an interest in Jets Activity Clubs being available at the school, we have worked in collaboration with Jets and West Lothian Lets, and spent a significant amount of time liaising, to make this happen.
    - In term 4 we will try to plug any gaps for stages who have had less clubs.
  
    - Term 2:  
Football Buzz: Primary 1-3  
Choir: Primary 4-7  
Taekwondo: Primary 1-3  
Calderwood Communicates: Primary 3-5  
Basketball: Primary 5-7 (This is for the West Lothian Wolves League)
  
    - Term 3:  
Football Buzz: Primary 1-3  
Glee: Primary 5-7 (For a national competition)  
Dance: Primary 4  
Calderwood Cooks: Primary 5-7  
Creative Calderwood: Primary 1-3  
Golf: Primary 3-5

Basketball: Primary 5-7 (This is for the West Lothian Wolves League)

	P1	P2	P3	P4	P5	P6	P7
Term 2	2	2	3	2	3	2	2
Term 3	2	2	3	2	4	3	3
<b>Total (so far)</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>5</b>
Term 4	TBC						

If parents/ carers, would like to support with the ability for us to offer extra afterschool clubs, please let outside organisations know they can put in for a let to run a club.

- Glee club
  - The process of this has been discussed with the individual families who had concerns and with the clan rep. In order to help resolve the issue of equity of clubs for stages, an extra afterschool club was put on for Primary 4

9. **AOB**

No items raised – due to time constraints.

10. **Date of next meeting**

6 June 2023

AGM meeting date to be confirmed (potentially 1<sup>st</sup> week new term)

**ACTION** – to agree date for AGM and circulate to parents. (Action log. 52)