

Calderwood Parent Council (PC) Meeting



Meeting Details

Date: Tuesday 6 June 2023
Time: 18:00 – 20:00
Venue: Calderwood Primary School
Online: Join with Zoom
Chair: Euan Alexander

Present:	Apologies:
Miss Burton, Head Teacher	Cllr Damian Doran-Timson
Miss Connor, Principal Teacher	Tim Ozdemir
Mrs Grieve, Acting Principal Teacher	Fraser McCurdy
Cllr Veronica Smith	David Inglis
Euan Alexander	Kate Grieve
Joanna Ferguson	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
Lindsay Haines	Faye Keogh
Sarah Stark (zoom)	Laura Hynd
Jenni Bell (zoom)	Toni Glen
Carolyn Inglis (zoom)	Karmal Brouwer
Victoria Cole (zoom)	Claire Raeburn
	Angela Burt
	David Haines
	Stacey Webster
	Jenni Fitzpatrick
	Lynne Spinks
	Jennifer Macgregor

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

Item	Topic
1.0	<p><u>Welcome, Present and Apologies</u></p> <p>Euan welcomed all and confirmed the documents for tonight's meeting were shared on the PC Facebook page.</p>
2.0	<p><u>Q&A Session with Councillors: Calderwood and Activities for Children</u></p> <p>The following councillors were in attendance to answer questions from the PC and questions submitted via parents prior to the meeting:</p> <ul style="list-style-type: none"> - Cllr Veronica Smith (SNP Councillor for Livingston East and East Calder) <p>Cllr Smith discussed the below questions that were submitted to the PC. Cllr Smith suggested that the PC formally write to her and the council, to seek clarity on the below questions.</p> <ol style="list-style-type: none"> 1. Road safety around the school. Parents are calling for road markings and supervised crossings to reduce the risk of accidents. How can the Councillors support? <ul style="list-style-type: none"> Cllr Smith suggested PC raise concerns via council. Timescale for responding is usually 20 days. Action for PC to contact the council with road safety concerns and Stirling Development about the areas for crossing to the school which is affected by the building work (flats) causing a safety issue. 2. Community safety concerns – what options could the Councillors support to improve safety? (e.g. CCTV) <ul style="list-style-type: none"> Cllr Smith highlighted key points for the community to be aware of including looking out for each other and to report any safety issues to police. The development contains lots of CCTV / cameras on private houses. Any specific concerns should be highlighted to the local council. 3. Could the Councillors address concerns about the planned location of a pub opposite the school? <ul style="list-style-type: none"> The proposal for a pub has been in the development plan for Calderwood since conception. Any specific concerns should be highlighted to the local council. 4. What options can the Councillors support for leisure spaces, a community hall, and activities for older (unsupervised) children in the Calderwood community? <ul style="list-style-type: none"> Cllr Smith explained the huge financial pressures on the council around community spaces and funding at the moment. The council and West Lothian Leisure are currently exploring options for its current facilities rather than new facilities. There will be opportunities to consider future facilities as part of any new builds, such as schools. The PC could contact Stirling Developments in relation to facilities/play areas for older children.

	<p>5. Could the Councillors advise on the process to request a local swimming pool?</p> <p>Similarly to the above question, the council and leisure services are considering financial savings, including closure of pools. Therefore it would not be possible to consider a pool in the current climate. Decision on pool closures expected in August. The formal process to request community facilities (i.e. a pool) is to contact the local council or councillors.</p> <p>6. Is the Council still planning for a high school to be built in this area?</p> <p>The council is still intending for a high school, around 2030, but no firm plans at the moment. Cllr Smith will ask council if there is an anticipated date?</p> <p>7. What is the status of the planned car park extension at Kirknewton Railway Station?</p> <p>The application was previously refused permission and Cllr Smith believes the issues are still trying to be resolve.</p> <p>Additional questions were submitted prior to the meeting which were more appropriate for the school to answer rather than the councillor. The school provided the below update:</p> <ol style="list-style-type: none"> 1. School meals – concerns that less healthy options are offered too frequently. <ul style="list-style-type: none"> ➤ Feedback on school meals can be sent to: fmservices@westlothian.gov.uk 2. Request for school “lets” to be promoted more to encourage the provision and take up of local classes (e.g. art clubs, exercise classes, adult education) <ul style="list-style-type: none"> ➤ Information on how to apply for a let is here: https://westlothian.gov.uk/schoollet ➤ PC discussed if feedback could be provided to the council on the addition of a community wing in the school. To be added to the letter addressed to the council. 3. Collection times for nursery: 11:20am on a Friday makes it difficult if also collecting from the school at 12:00pm. Could the nursery collection times be amended? <ul style="list-style-type: none"> ➤ I (school) will seek advice from West Lothian Council on issuing a survey about the adjusting of nursery timings. <p>ACTION – Joanna and Avril to draft letter on behalf of PC formally raising the above issues.</p> <p>ACTION – Joanna and Avril to draft letter on behalf of PC to Stirling Development regarding road safety around the school and play facilities for older children.</p>
3.0	<p><u>Previous Minutes and Update on Actions (action log)</u></p> <p>No amendments to the previous minutes.</p> <p>Action log will be updated on points raised on the agenda. Full review of action log will take place at next meeting.</p>
4.0	<p><u>School and Nursery Updates (written updates)</u></p> <p>School and Nursery VSE Findings:</p>

	<p>During May 2023, the nursery and primary school took part in a whole school validated self-evaluation process. The school graded themselves against ‘how good is our school’ and provide evidence. The external validation process included speaking to teachers, the equity team, pupils, parent council members, observation of teachers and presentations of practices and work.</p> <p>The school and nursery self-graded themselves as ‘good’ and the council verified their grade as ‘good’ for both the school and nursery.</p> <p>Next steps for the school and nursery include continuing to build on knowledge of progression and online learning journals.</p> <p>The reports will be sent to the parents once both received.</p> <p>PC acknowledged how much work was involved and congratulated the school and nursery team.</p>
5.0	<p><u>Vote - Constitution Amendment</u></p> <p>To change the wording in Section 5. General Meetings from: The Annual General Meeting (AGM) shall be held in Term 3 each year to: The Annual General Meeting (AGM) shall be held in Term 1 each year.</p> <p>Vote only open to all attending parents and carers. Two-thirds approval of recorded votes required to pass.</p> <p>All attending the meeting agreed.</p> <p>Proposed date for AGM - Tues 12th Sept – 6pm</p> <p>Discussion took place regarding the structure of the PC meetings. Suggested that more time in PC meeting be used for fundraising or sub-committees rather than updates. Suggested 1 hr meeting followed by 1 hr for sub committees. PC to confirm the sub committees and narrow the remit of the PC at next meeting, to make meetings (and progress) more manageable.</p>
6.0	<p><u>Update from PC sub-committee(s) (including Funds)</u></p> <p>Treasurer update:</p> <p>Accounts Summary</p> <ul style="list-style-type: none"> • Cash at bank as of 6 June 23 is £6171.57 • Cash in safe to be paid in is £1642 • Total Funds in account is £7813.57 • A summary enclosed in Annex A provides details of what is remaining from each fund-raising activity and how the funds are to be spent, as agreed by the school (Annex A table included below).

Funds Allocation

- From all fundraising 15% goes to equity support within the school and 5% is used to cover expenses/running costs of the parent council, including where possible costs associated with running events.
- Slight adjustments to the pot allocation formula in Annex A so that expenses come off after the equity and running costs totals are calculated. The aim is to use the running costs pot for any costs associated with fund raising which keeps the running costs pot down as more money is allocated to the school.

Fundraising Updates

- Totals raised January to June is £4517 through Magic Miles:
 - Magic Miles BACS £2875
 - Magic Miles Cash £1642
- Total Spends January to June is £6577.46 for the following:
 - Equity £1167.75 (Trips, Book Bags)
 - Digital Tools £3585.09 (Tablets)
 - Outdoor Equipment £1738.77
 - Running Costs £85.85

Payments and requests outstanding:

- £206.91 for tablet covers. Voted over on 2 June. Purchase will be made by treasurer and reimbursed. This will come out of Magic Miles 2022 pot.
- Requests for digital tools from Magic Miles 2022 funds. Request on 1 June 23 not yet sent to vote is for total of £2676.82. Balance in pot will be £1989.09 leaving a deficit of £687.73. Discussion required prior to PC vote to agree what pots the funds should come from.
- PC voted on above request and approved.

Account Allocation Summary (Annex A):

Raised Via	Fund	Total income	15% Equity Allocation	5% reserve/running cost	Allocation	Spent to date (See Tabs)	Remaining
Equity	15% Equity/Event Support	£0.00	£0.00	£0.00	£2,783.80	£1,986.37	£797.43
Running Costs	5% running cost/PC events expenditure	£0.00	£0.00	£0.00	£927.93	£427.70	£500.23
Christmas 2021	Pupil Council	£2,563.00	£384.45	£128.15	£2,050.40	£1,782.79	£267.61
Magic Miles 2022 (School)	Outdoor Equipment	£4,973.55	£746.03	£248.68	£3,978.84	£2,304.15	£1,674.69
Magic Miles 2022 (Nursery)	Outdoor Equipment	£1,402.80	£210.42	£70.14	£1,122.24	£508.99	£613.25
Halloween 2022	Pupil Council	£445.10	£66.77	£22.26	£356.08	£150.00	£206.08
Christmas 2022	Digital Tools	£4,657.21	£698.58	£232.86	£3,725.77	£3,585.09	£140.68**
Magic Miles 2023 (School)	Digital Tools	£2,745.00	£411.75	£137.25	£2,196.00	£0.00	£2,196.00**
Magic Miles 2023 (Nursery)	Woodys Den	£1,772.00	£265.80	£88.60	£1,417.60	£0.00	£1,417.60

*Total Remaining = £7813.57 including Cash in school safe from Magic Miles

** Excludes requests for £206.91 for tablet covers already approved and pending.

Results from after school survey:
 A survey was circulated to parents/carers via Facebook requesting information on after school needs. 165 responses were received, which accounted for 219 children. Survey results attached.

Results highlighted a demand for more after school activities. Discussion took place about options for lets, such as a combination of private lets (e.g. Jets) plus school provided sports (run by teachers).

ACTION – Lindsay to share survey results with the council and after care providers to start discussions.

7.0 **Update from fundraising/ events**

Current events/fundraisers and coordinator details are below. We are looking for people to support and run the Christmas fayre, prize draw and cauliflower cards next year. If parents want to run other events in addition to or instead of any of the below please contact the treasurer.

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

Halloween Fundraiser

- Halloween fundraisers will take place in September/October 2023 and will be coordinated by Aby. If you wish to support, please get in touch via the parent council forum. Discussion took place about plans. Suggested P5-P7 disco in the evening on Thursday 26 October 2023. P1-P4 disco during school hours on Friday 27 October.
- There is a need for more parent volunteers to support the fundraising events that have a PVG. Any volunteers should contact the school office to request a PVG via the school (West Lothian Council). A separate PVG via the school is required, even if volunteers have a PVG through their own work.

8.0 **AOB**

Miss Burton updated the PC on the school budgets (school funds proportion – not staffing costs etc) School funds sitting approx. £1220.64

Miss Burton explained the need for parents who are eligible for free school meals to still apply (even though school meals are provided free) so that extra support (including PEF funding) is allocated at

	the correct rate to the school. Miss Burton to include more details on this in the next Calderwood Connects Newsletter.
9.0	<u>Date of next meeting</u> PC Meeting TBC - Term 1, Academic Year 2023-24 PC AGM meeting date - Tues 12 th Sept 2023 6pm – 8pm