

Calderwood Parent Council (PC) Meeting (AGM)



Meeting Details

Date: Tuesday 21 November 2023

Time: 18:00 – 20:00

Venue: Calderwood Primary School

Online: Join with Zoom 567 757 2610

Chair: Jo Ferguson

| Present: | Apologies: |
|--------------------------------|----------------------------|
| Miss Burton, Head Teacher | Lucy Wright (Secretary) |
| Miss Connor, Principal Teacher | |
| Mrs Warden, Principal Teacher | |
| Mrs Bates, Principal Teacher | |
| Mrs Armstrong, Acting Deputy | |
| Jo Ferguson (Chair) | |
| Katie Guinan (Treasurer) | |
| Kate Robertson | |
| Fiona Hogg | |
| Jen Macgregor | |
| Frazer Paterson | Present Cont... |
| Lindsay Haines | Theo Cairns-Bowdler (zoom) |
| Euan Alexander | Toni Glen (zoom) |
| Lynne Spinks | Ruth Hensman (zoom) |
| Laura Hynd | Avril Mackay (zoom) |
| Avani Patel (zoom) | Claire Raeburn (zoom) |
| Ben Dent (zoom) | Lindsay Shrive |
| Caroline Inglis (zoom) | Jen Fitzpatrick |
| Rowena Japp | Calderwood Chief |
| Heather Neil (zoom) | Naomi Gregg |
| Suzi Dear (zoom) | Jalal Rushdy (zoom) |
| Iain Whiteford (zoom) | Holly Malin (zoom) |
| Ioannis Sykamiotis (zoom) | Jorji Wyllie (zoom) |
| Joan Mann (zoom) | Ravinder Panesar (zoom) |

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

Meeting Minutes

| Item | Topic |
|------|---|
| 1.0 | <p><u>Welcome, Present and Apologies</u></p> <p>Jo welcomed all and confirmed the agenda for the meeting was shared by email by the school and on the PC Facebook page. Jo confirmed meeting minutes will be issued after the meeting.</p> |
| 2.0 | <p><u>School and Nursery Update</u></p> <p>A Calderwood Chief gave a presentation on the role of a Calderwood Chief, which includes being a lead learner, helping with meetings and showing visitors around the school. The presentation also highlighted the school's current focus on improving lunchtimes and outdoor areas, including a bench area and the hawthorn hut quiet zone. The school continues to be Ready, Respectful and Safe, using the Calderwood clip challenge, blue bands and certificates for children who go above and beyond. She confirmed the house champs and pupil council is in place for the year, with mini champ roles available for children. The Chief detailed the visit from Council McGuire, where both Chief's gave a tour of the school & nursery, seeing learning spaces, and asked the councillor questions too.</p> <p>Miss Burton advised the champions have been looking at learning spaces on a recent inservice, using the CIRCLE doc to develop learning spaces. The school have also had halloween discos, with thanks to PC for organising and helping and Book Week Scotland, which included a book cafe with families, a local parent, Mrs Wilcox reading her books to the children, and book bug bags for P1-3.</p> <p>Miss Burton advised looking forward, the school has representatives from Morrisons outreach coming Friday to share building site safety information.</p> <p>Mrs Warden gave an update for the Nursery. There are currently 146 pupils in the nursery and a number of new appointments starting January. Mrs Warden thanked the nursery reps for assisting with communication and the PC for supporting various outdoor purchases. A full year calendar has been shared with families, which includes visits days throughout the week, and with a numeracy learning event in term 1, and literacy learning event for term 2. The nursery has also held a book fair, to generate funds, an author visit from Sally Anne Peak, Children in Need donations, supported the harvest collections, Book week & maths week. Mrs Warden asked if the PC can donate prizes & items for Christmas parties, and snacks for carols by campfire.</p> <p>Parent Questions asked:</p> <p>Planned improvements to the cabin environment</p> <p>Miss Burton advised the school has looked at how to replicate classrooms and received money from council for soft furnishings, sofas, cosy areas in cabins etc. In terms of the set up of cabins the school is working with the council inclusion department, so there are more changes to come.</p> <p>Longer term plans for allowing the community to access MUGA?</p> |

| | |
|-----|--|
| | <p>Miss Burton advised work has started on the trim trail past the grassy area, and will share plans for next meeting. There will be a football field, running tracks, and when cabins are removed the area will be landscaped as well. Access to the area in the long term will be a council decision.</p> <p>Action - Nursery to submit funding request for Christmas party requirements Action - Miss Burton to share playground plans for next meeting</p> |
| 3.0 | <p><u>Previous Minutes and Update on Actions</u></p> <p>Jo asked for any comments on previous meeting minutes. No comments received. Jo advised previous meeting actions related to Halloween, PVGs, and sharing the audit report by Steph Whyman on the PC account are all complete.</p> |
| 4.0 | <p><u>ASN</u></p> <p>Miss Burton advised the school is focusing on what parents need to know, using a toolkit. She explained 'Getting it right for me' - every champion is involved in getting it right, and there is an updated overview for staff, teachers, pupil support workers and line managers. 'Calderwood Can' meetings take place once a term between teacher & line manager, looking at every child, any concerns the teacher wants to raise, and to track attainment, look at extra support etc. There is also a 'Getting it right for me' concern form to raise any literacy, health & wellbeing concerns, which are looked at every 2wks. These will feed into how to support parents within that, however the parent side is not up & running yet.</p> <p>Mrs Scott, in her role, supports children and champions, does assessments, meets parents, team teaching with clans, intensive 1-1 support for children, and can also advise clan teacher on where to go next with support plans.</p> <p>The management team are supporting with literacy & numeracy groups and alternative based learning e.g. construction opportunities, emotional regulation groups, friendship groups e.g. support with what is a good friend. The school is taking a universal approach, meaning all classes should be ASN, dyslexia, ADHD friendly. Engagement also in place from other agencies e.g. speech & language therapy.</p> <p>Miss Burton advised the Hawthorn hut is a nurture base and the extension will have purpose built nurture room as well.</p> <p>A parent asked what the school is doing to ensure that needs of the child are continuously met due to the influx of children. In addition the calendar is busy with lots of activities and a change in teaching staff - how is the school making sure children who need additional support are not affected by this? Miss Burton stated the school look at the pupil passport, child planning meetings, champion handovers, and that feedback is useful to hear.</p> <p>Mrs Bates added discussions with Jenni Bell around doing social stories, for events such as book week.</p> <p>A parent asked what whole school training is being given on additional support needs. Miss Burton advised that specific training has primarily been within clans with Mrs Scott supporting. She added the school is looking at whole school training this school year, and agreed training was not consistent across clans at the moment.</p> <p>A parent asked for children who don't have additional needs, how do teachers help children understand the additional asks the child and teacher might need to get involved in. Miss Burton advised often children know how to support a child, and the champions are skilled at supporting, looking at different triggers, how children display their emotions. She added some</p> |

| | |
|-----|---|
| | <p>children are keen to share their experiences with others, for example promoting information on being dyslexic.</p> <p>Jo added it is important for parents to have these discussions with children around different needs. A parent raised mental health training for staff is needed as well, and asked if Mrs Scott role is sufficient given the number of children with diagnoses or pending diagnoses.</p> <p>Miss Burton advised the learning support team has expanded. This is reviewed by the council review annually, and 2 new pupil support workers have been recruited, and lunchtime supervisor. The school has 6 pupil support workers currently across 22 clans.</p> |
| 5.0 | <p><u>Treasurer Update</u></p> <p>Treasurer Report dated 2023-11-21 discussed. See attached files for details.</p> <ul style="list-style-type: none"> ● 2023-11-21_Parent Council Meeting_Treasurers Report as of 21 Nov 2023 ● 2023-11-21_PC Meeting_Treasurers Report_Annex A <p>Key points and decisions:</p> <ul style="list-style-type: none"> ● Current PC balance £3985.13, with £698 due to be transferred from school ipay, so overall total £4683.13. ● Funding allocations detailed in Annex A ● Halloween fundraising events raised £1179.64, with £270 received from sponsors covering the majority of costs. ● 1 funding request currently outstanding for Sumdog. Katie advised there is no digital tools money left to cover the request, so the PC would need to vote to take from elsewhere. Miss Burton confirmed the school has made Sumdog a second level resource for p5-7, the funding request would extend to p4s. ● Pending fundraising expected from cauliflower cards, christmas fayre and prize draw ● Volunteers needed to run Magic miles 2024. ● Miss Burton proposed the school extend their Burns celebrations and look to join with PC in organising, rather than hold proposed valentines fundraiser. ● Katie proposed agreeing a date for the 2024 Christmas Fayre in order to give notice to stallholders. Proposed dates 29th Nov or 6th Dec - to be agreed with school. Volunteers also required to organise and support the Christmas fayre for 2024. ● Miss Burton proposed that Halloween fundraising is used to purchase school reading books. PC voted - 9 PC members to approve this (7 in room, 2 on zoom). Vote passed to allocate funds to reading book purchases. <p>Action - volunteers needed to support organising school Burns celebrations, Magic Miles and 2024 Christmas Fayre</p> <p>Action - 2024 Christmas Fayre date to be agreed - proposed 29th Nov or 6th Dec.</p> |
| 6.0 | <p><u>PC Communications</u></p> <p>Katie & Lucy have set up a PC facebook page, which allows for the PC to schedule posts, look at data, summaries etc.</p> <p>Feedback received regarding the Clan reps - the set up is a great structure, and a lot of information is communicated through the clan reps, but it has been a lot recently. Lucy monitors engagement through whatsapp and facebook, and can see engagement is coming mostly from whatsapp, so it is an important PC tool. The PC is looking at alternatives such as another whatsapp group for the whole school with no commenting to allow the PC to post updates. This would allow clan reps to supporting clans and be a liaison between school and parents.</p> |

| | |
|-----|--|
| | <p>Lindsay Haines suggested whatsapp community, which would allow the PC to push posts to all clan chats in the community. PC could look at set up for the next academic year.</p> <p>Action - Lindsay to share info with PC on whatsapp community</p> |
| 7.0 | <p><u>PC Christmas Fundraising</u></p> <p>Katie confirmed the Christmas Fayre will be held on 1st Dec and the online prize draw will start 24th Nov and run for 2 wks. Miss Burton advised the school may need funding for Christmas party snacks & drinks (these have been donated in previous years), prizes, nativity costumes, and panto tickets for those not in a position to purchase. Katie confirmed money is available in the equity pot, and asked Miss Burton to send a request to Katie for what is needed.</p> <p>Flona thanked all staff involved in organising cauliflower cards.</p> <p>Action - School to send funding request for Christmas parties to Katie.</p> |
| 8.0 | <p><u>PC Working Groups</u></p> <p>Jo proposed a number of working groups covering additional support needs, comms, traffic & parking, positive relationships toolkit review and parental engagement.</p> <p>ASN - see point 4.0</p> <p>Comms - flowchart for communication to streamline the process, reviewing possible opportunities to speak to teachers.</p> <p>Traffic & Parking issues - Rowena Japp already leading this and a meeting has already been held with the PC, school, council and Sterling Developments. Minutes from meeting to be shared.</p> <p>Positive relationship toolkit review -</p> <p>Parental engagement - reviewing calendar, looking at events throughout the year to determine if the volume is appropriate.</p> <p>Working Group Volunteers:</p> <p>ASN - Naomi Gregg, Jen Fitzpatrick, Jenni Bell, Jen MacGregor, Toni Glen</p> <p>Comms - Lynne Spinks, Fiona Hogg, Theo Cairns-Bowdler</p> <p>Traffic - Rowena Japp, Kate Rbertson, Jen Mcgregor, Iain Whiteford</p> <p>Positive relationships - Kate Robertson, Fraser Paterson, Avril Mackay, Caroline Inglis, Suzie Dear, Ravinder Panesar</p> <p>Parental Engagement - Lindsay Haines , Laura Hynd</p> <p>Action - Minutes from traffic & Parking meeting to be circulated</p> <p>Action - Jo to link in with volunteers not on PC</p> <p>Action - School management team to confirm the senior leadership contacts for each working group</p> |
| 9.0 | <p><u>AOB</u></p> <p>Jo raised the incident at school last week and asked if anything can be shared.</p> <p>Miss Burton confirmed there was an incident at school last week and a post on social media. She advised that the council won't comment on social media posts due to policy. Miss Burton reassured parents that there have been no knives in school and if that was the case Police Scotland would be involved. She outlined the first point of call for any incidents of bullying is contacting school, and any alleged bullying incident would be logged on Semus. The school would ensure champions are</p> |

observing and supporting the affected child and the child accused of bullying. Additional steps include meeting with families, strategy reviews and periodic check-ins to determine what works and what needs reviewed again. Miss Burton stated the school takes bullying and prejudice very seriously, and it's important to the school to celebrate diversity and different cultures. Miss Burton will share the anti bullying policy in the chronicle this week and asked parents to come to contact the school if there are any issues or concerns.

Jo highlighted parent involvement is also important and asked if external resources can be shared in order to support parents, Miss Burton confirmed the school can share some resources.

Jo stressed that individual concerns need to be raised with the school, the PC cannot get involved in individual issues.

Next meeting is currently 27th Feb, however Jo proposed moving to Wed 21st Feb to alternate the calendar day meetings fall on. School agreed date.

Action - School to share external resources for parents to support conversations around bullying

Action - PC to agree if meeting should be online/in person