

# Calderwood Parent Council (PC) Meeting



## Meeting Details

**Date:** Wednesday 21 February 2024

**Time:** 18:00 – 20:00

**Venue:** Calderwood Primary

**School Online:** Join with Zoom

**Chair:** Jo Ferguson

<b>Present:</b>	<b>Apologies:</b>
Miss Burton, Headteacher	Fiona Hogg
Mrs Bates, Acting Deputy Headteacher	Lindsay Haines
Mrs Warden, Principal Teacher (ELC)	Laura Hynd
Jo Ferguson (Chair)	Aby Bhalerao
Mica Burns (Treasurer)	Lynne Spinks
Lucy Wright (Secretary)	Naomi Gregg
Euan Alexander	
Suzi Dear	
Michelle McCool	
Leeanne Bradley	
Toni Glen (Zoom)	
Theo Cairns Bowdler (Zoom)	
Jen McGregor (Zoom)	
Avril Mackay (Zoom)	
Ruth Hensman (Zoom)	

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

Item	Topic
1.	<p data-bbox="185 257 683 291"><b><u>Welcome and Review of Actions</u></b></p> <p data-bbox="185 342 938 376">Jo welcomed all to the meeting and noted apologies.</p> <p data-bbox="185 427 991 461">No amendments were required for the previous minutes.</p> <p data-bbox="185 512 1385 658">Lucy advised that there were issues accessing the Action Log however following the meeting this was reviewed and all actions were closed with the exception of 2 which were deferred.</p> <p data-bbox="185 710 1040 743">The updated Action Log can be accessed at: <a href="#">PC Action Log</a></p>
2.	<p data-bbox="185 801 692 835"><b><u>Member Updates/Ratifying Votes</u></b></p> <p data-bbox="185 887 1342 1032">Jo thanked outgoing treasurer Katie Guinan on behalf of the PC for her incredible contribution over the last 2 years. Katie has been instrumental in a number of PC initiatives including the Christmas Fayre and will be a huge loss to the PC.</p> <p data-bbox="185 1084 1394 1173">Miss Burton also thanked Katie on behalf of the school for all of her help and support during her time on the PC.</p> <p data-bbox="185 1225 1497 1258">Jo welcomed new treasurer Mica Burns and thanked her for volunteering to take on the role.</p> <p data-bbox="185 1310 1469 1344">Leeanne Bradley was unanimously voted in to the PC and will be added to the group chat.</p> <p data-bbox="185 1395 1281 1429">Jo confirmed that a vote was held offline to allow Suzi to be added to the PC.</p> <p data-bbox="185 1480 1085 1514"><b>ACTION – Leeanne to be added to the PC WhatsApp group</b></p>

3.

### **School & Nursery Update**

#### **School Update**

The School Update was delivered by the Calderwood Chiefs ([School Update - February 2024](#))

As per the presentation there has been some changes to teachers and the school are also currently recruiting 2 new pupil support workers (PSWs).

The Chiefs provided an update on the work the mini champs have been doing and also discussed the visit from Angela Constance to the school.

Representatives from P6 also gave an overview of the work they've been doing in relation to the cost of the school day.

As part of this they're also leading on providing recommendations for what the £1400 participatory budget from Pupil Equity Funding (PEF) could be spent on. Pupils are being encouraged to share ideas and are actively involved in the decision making process around the funding.

There is currently a survey that they would appreciate if parents and carers could complete.

A parent asked whether new pupils were still joining the school and Miss Burton advised that around 1-2 new pupils are currently joining per week and the school roll was now up to 485 pupils.

Planning has already started for the next school year but the school aren't in a position to provide an update yet until they know new intake numbers for P1.

New furniture has been ordered for the extension and the school has tried to consider future needs in terms of class sizes (upper school classes will grow over the next few years).

Extension is still on track for completion by the start of next academic year and Lucy noted that the weekly construction updates in the Chronicle were really helpful.

The new extension will mean the school has 26 classrooms altogether (plus cabins). The planning permission for the cabins was for 5 years so there's no imminent plans

to remove the cabins at this stage.

The hope for the future is that 24 rooms will be used for classrooms and the 2 additional rooms will be used as a creativity corner and an additional nurture room but this is dependent on pupil numbers.

**ACTION: Link to the cost of the school day survey to be shared via clan chats and on the PC Facebook page.**

### **Nursery Update**

Mrs Warden gave an update on what's been happening at the nursery since the last PC meeting.

Mrs Warden thanked the PC for their support over the Christmas period.

A new PSW has started at the nursery and another PSW and Early Years Practitioner are currently being recruited.

A parent asked whether the recruitment was to replace some staff who had left or was due to expansion and Mrs Warden advised that it was both.

Nursery numbers are c. 150 pupils across all sessions. The nursery has capacity to hold up to 120 children per session but currently the highest attended session is c. 80 children.

The nursery has purchased some creativity resources, including some for dancing and expressive arts. The children have responded really well to the new resources and seem to be enjoying them.

The nursery has hosted some literacy and wellbeing sessions which have been well attended by parents and also hosted Carols by the Campfire during the Christmas period.

The nursery also had a visit from Angela Constance and had an engineer visit too.

The nursery had their fire drills during the period which were completed successfully.

The inclusion service commented during their walkaround that the environment in the nursery was very positive, with lots of opportunities for children.

4. **Treasurer Update & Governance**

**Please refer to:**

[Treasurer Report - February 2024](#)

[Treasurer Report - February 2024 - Annex A](#)

Mica provided an overview of the fundraising activities since the last PC meeting and also funding requests from the school.

A significant amount of money was raised over the Christmas period.

Funding has been provided to the school to purchase books and also microphones.

School confirmed that there is not a book shortage and all P1-3 pupils should receive a book weekly and P4-7 children can opt to take books home from the lending library.

Agreed that the next Christmas Fayre would be held on 29 November 2024.

Jo noted the intention to dedicate the majority of the next meeting to be planning for activities over the Autumn term (including Halloween and Christmas).

Suggested that Halloween discos should take place earlier this year due to when Halloween falls. Currently considering P1-2 parties being held during school hours on Friday 25th October (with dress down day for the whole school) and discos for the older classes will take place the following week (possibly Tuesday 29th or Wednesday 30th). Dates TBC at next meeting.

Lucy noted that there had been some fundraising activities submitted by parents to the PC mailbox (garage trail and second hand market). The PC is happy to support any fundraising activities but doesn't currently have capacity to lead on any new initiatives.

The school advised that C in the Park is likely to take place again in June this year. Planning will be led by the school.

Magic Miles fundraiser was also mentioned but discussed in more detail at item 7.

Mica suggested that it may be easier for PC to open new bank account as the approvers on the current bank account have all left the PC and it's been proving challenging to get new people added and old approvers removed. This would require

the funds to all be transferred from existing bank account to new. All attendees were in agreement for Jo, Mica and Lucy to explore this offline.

The group discussed the current set up of “pots” and noted that it sometimes proved difficult to manage.

It was agreed that the “pots” should be simplified and changed to “Equity”, “School”, “Nursery” and “Running Costs”. It was also agreed that the “Running Costs” pot should be maintained at £200 rather than it being topped up after every fundraiser and the current surplus should be reallocated to the other pots.

For future fundraising activities 15% of the fund raised will be allocated to Equity, 15% to Nursery and 70% to School pots. This was agreed on the basis of the nursery/school pupil split and also in recognition that nursery pupils will also benefit from funds spent as they transition to school. This exception to this will be where fundraising activities can be clearly differentiated between the school and nursery (for example Magic Miles and Cauliflower Cards). In this instance actual funds raised will be allocated to each pot.

Lucy flagged that we need to be careful with future marketing materials (i.e. for the Christmas Prize Draw we were raising funds for Digital Tools or previous Magic Miles fundraisers were for outdoor equipment). Unless there is a specific fundraising objective then future marketing materials should be more generic.

The current process for funding requests was discussed. It was noted that the PC sometimes felt time pressure to approve funding requests quickly. Miss Burton advised that funding requests aren't usually urgent. It was agreed that it would be helpful to have an indicative timescale on the request form.

It was noted that sometimes requests may be missed and Jo advised she would email the school with a list of who to contact with requests. Lucy requested that any requests be cc'd to the PC mailbox (Jo, Mica and Lucy all have access).

It was discussed that it would be useful for the PC to have a forward plan/wish list for the school. The PC recognise that there will be funding requests that come up throughout the year but if there are any known requests (i.e. equity funding for school trips/snacks, funding for Halloween/Christmas parties etc) then this would be helpful for the PC to have early sight of.

Miss Burton confirmed that every class will have some form or trip throughout the year and the P7 residential will also take place each year. Some funding will be required to support all of these. Jo noted the need to plan for the potential increase in funding required to support the P7 residential trip year on year as the number of P7s grow.

A vote was taken to confirm the transfer of £863 to the nursery for wellbeing resources. The funds request form will be filed in the shared drive.

**ACTION: Lucy to respond to parents to offer PC support and see whether they're able to lead on the fundraising activities they've suggested**

**ACTION: Jo, Mica and Lucy to explore new bank account options offline**

**ACTION: Mica to review pots and reallocate funds**

**ACTION: Mica to add timescale box to funds request form**

**ACTION: Jo to email school to outline who requests should be emailed to**

**ACTION: School to pull together list of expected yearly funding requirements (e.g. school trips, snacks, Christmas parties etc) and wish list ahead of next meeting**

5. **Working Group Updates**

There has been some great progress on the working groups so far. Some have been slower to start.

**ASN Group**

Naomi has been working with Mrs Bates and Miss Burton. Mrs Bates has reached out to Naomi to arrange next meeting.

Toni advised they're trying to set up Calderwood ASN group on Facebook to share links and useful information. Miss Burton requested that it's made clear that this is not affiliated with the school.

It was raised that some parents had asked whether children still had access to sensory rooms/quiet spaces.

Miss Burton confirmed that there are currently two rooms; Hawthorne Hut and Birch Barn.

HH is the nurture space that the children are most familiar with. It's a homely space with soft furnishings. There are groups of children who have regular access to it but it can also be used if children need a quiet space.

BB is a separate room and can be used as a quiet space and is also used by external agencies, e.g. counsellors.

The next extension will provide an additional nurture space (as discussed in School/Nursery update item).

Miss Burton also advised that they have two changing rooms which are large spaces and they're currently working with the inclusion services to change them into sensory rooms in the interim.

Miss Burton advised that the inclusion service had a Sway with ASN resources that can be accessed and this will be shared in the Chronicle.

Miss Burton asked that if there were any useful ASN resources that could be shared in the blog that they're forwarded onto her.



### **Traffic Group**

Jo provided an update on behalf of the group. Kate is aiming to arrange follow up meeting with Ray Kirk. On the whole the traffic issues seem to have improved thanks to the temporary bollards.

Traffic is likely going to be an ongoing issue until all building work (including the Village Square) has been completed.

### **Comms Group**

Good progress has been made to date.

Miss Burton had initial meeting with Theo and Fiona.

Theo has pulled together an initial draft of a comms flow chart which attendees were encouraged to review and provide feedback on.

### **Positive Behaviour Policy Group**

Kate has been linking in with Mrs Armstrong. Miss Stark will be taking forward now that Mrs Armstrong has returned to her substantive post.

### **Parental Engagement Group**

The group has had some initial discussions but haven't been able to arrange a meeting with the school as yet.

Miss Burton requested that the group links in with her in Miss Connor's absence.

**ACTION: Inclusion Service ASN resources to be shared via PC Facebook page once blogged by the school**

**ACTION: any other ASN resources to be shared with the school to be issued via the blog**

**ACTION: Lucy to email Miss Burton to arrange initial meeting with Parental Engagement Group**

6. **Parental Response to MUGA Challenge**

Jo summarised history to date. Pre construction the MUGA and football pitch were accessible but now aren't.

Some parents have concerns about access to these outside school hours and wanted to confirm whether there were plans to allow access once construction has been completed.

Miss Burton advised that the current plans were that the gates will be closed and access to the facilities will be run in a similar way to anyone who wants to use the school out of hours (i.e. on a let basis, for example for football or other community clubs). People had been previously be using it for commercial purposes.

The plans do show two gates and it was raised whether the outer one could be left open. However, it was also discussed that it is council property and it's not clear who would be responsible for managing access – i.e. would the janitor be responsible for closing the gates at the end of the night. Miss Burton also advised that school had issues with dog mess and litter before and school staff were having to clean it every day before pupils were allowed to access it.

Miss Burton advised that this was not within school's authority to make that decision and it would need to be raised with West Lothian Council customer care team.

Miss Burton reiterated that when contacting WLC parents should always contact the customer care team in the first instance and not email any council representatives directly.

Other schools in the area who have community playing fields were discussed but it might be that their designs are different that make it easier to manage access.

The group were all in agreement that it's important that children in the community have access to areas to play outside school hours and it's difficult that children have previously had access and it's now been taken away. However, it may be that the community needs to raise these issues with Stirling Developments to arrange for alternative areas within Calderwood.

Jo advised that she would reach out to parents who have expressed concerns and

provide the details for them to contact WLC.

**ACTION: Jo to provide WLC contact details to parents.**

7. **Magic Miles Fundraiser**

Kate and Fiona are going to lead on the Magic Miles fundraiser. This has always been a great fundraiser for the school.

Last year as well as being able to send in cash in an envelope, parents could also pay by bank transfer and the group agreed that it would be best if this was the set up again this year.

The school confirmed that they could print and distribute sponsor forms provided the PC could cover the costs of the paper.

Lucy queried whether online sponsor forms could be an option and agreed to look into feasibility.

Magic Miles week will be 20-26<sup>th</sup> March and the community walk will take place on 22<sup>nd</sup> of March.

Jo advised that Kate and Fiona had asked for adult volunteers to help man the route for the community walk and also provide freezer space to freeze the ice poles that will be handed out on the day.

Miss Burton asked whether it would be possible for the PC to pull together another fundraising video to be shared ahead of Magic Miles and Lucy advised she'll work on pulling something together along with the marketing materials.

**ACTION: Lucy to create video about fundraising activities to be shared by school and on PC page**

**ACTION: Lucy to create marketing materials and sponsor form templates.**

**ACTION: Lucy to put post on Facebook asking for adult volunteers to help man the community walk route once timings have been agreed.**

8. **Forward Planning**

It was agreed to change the next PC meeting to 28<sup>th</sup> of May at 6pm.

The agenda will mainly be focused on planning for the Autumn term.

9. **AOB**

### **YouTube usage in the classroom**

Miss Burton advised that pupils cannot access YouTube through devices but teachers may use it, where they consider appropriate as a stimulus for learning, in the class.

Teachers are to use their own judgment about when to use it and Miss Burton has reminded all teachers that whenever deciding to use YouTube they should consider what the purpose is and also ensure that videos aren't too long.

Miss Burton also advised that YouTube may be used during indoor breaks but there should also be other options, e.g. drawing corner, other activities.

If a child brings their own device into school, as part of their agreement they should not be able to access YouTube.

If any parents have any particular concerns about YouTube usage they can contact the school directly (by email [wcalderwood-ps@westlothian.org.uk](mailto:wcalderwood-ps@westlothian.org.uk))

### **Clan Photos**

Miss Burton advised that Tempest photography were coming into the school in March to take class photos.

In previous years there's been very low uptake (outwith P1 and P7). Miss Burton advised that the effort that goes into facilitating clan photos across all years was quite significant and it was discussed whether it would be worth just moving to doing P1 and P7 only (as is done in a number of other schools). The group agreed that it was sensible to move to P1 and P7 clan photos only.

For composite clans (e.g. Linlithgow) the P1s from the clan will have their photo taken as a group, without the P2s.

Individual and sibling photos will still be available for all children later in the year.

It was also discussed that the school were going to put out a request to PVG checked

parents to volunteer to help on photo days.

### **Cabins Update**

Miss Burton advised that sound insulation was going to be installed in all cabins.

A parent had contacted the PC in regards to CO2 levels in the cabin. This query was passed onto WLC and a response is attached: [CO2 Response - February 2024](#)

### **Bikeability (discussed offline)**

A parent had asked whether the school had any plans to run bikeability sessions.

Miss Burton advised that there are some members of staff who have undergone/are undergoing training but the school doesn't currently have capacity to run sessions. This could potentially be reviewed for next academic year.

Miss Burton advised that within some other schools parents or carers run bikeability sessions as an after school club. If any parents or carers are interested in learning more about bikeability, including how to sign up for their free instructor course, information is available on their website: [Bikeability Scotland - Parents - Cycling Scotland](#)

10. **Date of next meeting**

Tuesday 28<sup>th</sup> of May at 6pm.