



WINDYKNOWE PRIMARY SCHOOL PARENT COUNCIL ASSOCIATION

PARENT COUNCIL MEETING

DATE: TUESDAY 24th SEPTEMBER 2019 **TIME:** 6.30PM **VENUE:** WINDYKNOWE PS, STAFF ROOM

PRESENT – SCHOOL	APOLOGIES
Rita Angus – Head Teacher	Claire Anderson
Gillian Norquoy – Deputy Head Teacher	Harry Cartmill
	Kirsty Gibson
PRESENT – PARENT / CARERS	
Michelle Blackley	
Gayle Bowes	
Emma Douglas	
Maria Ferguson	
Lynn Garvie	
Jillian Jamieson (Secretary)	
Erin McGeddie	
Lisa Meikle	
Claire Mitchell	
Lorena Mombelli	
Mohammad Mushtaq	
Donna McLeary	
Juliet Redmond	
Jesmond Sathiyakumar	
Irene Stevenson	
Rhona Tait (Chair)	
Laura Weir	

INTRODUCTIONS AND APOLOGIES

Rhona Tait welcomed everyone, especially new members and thanked Lisa Meikle and Lorena Mombelli for their previous work as Chairperson and Secretary.

MATTERS ARISING FROM LAST MINUTES

Rita Angus

- Trips – After discussing with staff, the school are looking for agreement from PCA to subsidise the cost of buses for school trips (such as the Risk Factory and new P5 camp, as examples) in order to make school trips fair and equitable for all. Agreed.
- Class trips – Mrs Angus confirmed if children are asked to bring money on trips, it will be limited to a few pounds only.
- Harry Cartmill has raised the issue about the speed signs on Glasgow Road not working / flashing and awaiting information from the council. Lisa Meikle will follow up with Harry again.



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ITEMS FROM AGENDA

- Allocation of places at afterschool clubs.
Mrs Angus advised that from now on there will be a closing date to apply for a place at an afterschool club and names will go into a hat. There will be reviewed programmes to allow as many children to attend as possible.
Lorena Mombelli asked re possibility of a family slip to make the logistics easier for those with more than one child. Mrs Angus will consider the slips and applications for clubs, to ensure that it is as fair as possible for all.
Please also note that the fees for afterschool clubs are either reinvested into resources for the club or to cover the cost of outside coaches.
- Turning Circle
Congestion at peak times noted. Discussed reminding all that the turning circle should be used as a drop and go. Mrs Angus to issue communication to all parents.
- Parent Consultation Evening
The responses to the email survey gave good feedback regarding the new format. Many felt it was less formal and was a positive and informative way for the children to show and discuss their learning with parents and carers, whilst along with having the opportunity to have a chat with the class teacher. No waiting was also a major positive for many. In response, the school would like to plan more regular sessions like this however, please note that the spring parent's night will follow the normal pre-booking system.
- Photographs
Due to staffing changes within the school office, information regarding the date of school photographs was delayed. The date is confirmed as Monday 25 November.
Also discussed issues around photographs in school which only had permission to be viewed in school. Mrs Angus and Miss Norquoy reminded everyone that when in school, no photos should be taken of children or of their photographs within the school building (E.g. the class photos in the foyer), as per consent forms.

HEAD TEACHER REPORT

- Office staff
Congratulations to Mrs Campbell and Mrs Strachan who were offered promoted posts at the start of the summer holidays. Welcome to Mrs Meek and Mrs Murray who are on secondment to cover these posts.
- P5 Residential
We have booked Foredeil Firs for 27th- 29th April for our P5's . The full stage (all of P5) will go over these three days. A letter will be sent to all P5 parents to advise of further details.
- Budget Sharing
Mrs Angus shared and explained the budget for this year.
- Macmillan Coffee Morning
Thank you to everyone who has volunteered to help behind the scenes. We look forward to this event being another roaring success.
- Empowerment
Mrs Angus shared and discussed a diagram of how all of the "partners" work together to get it right for the children. Requests for parents to share their opinions in short life working groups was discussed.



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HEAD TEACHER REPORT (con't)

- Open afternoons
Parents requested that open afternoons continue until the end of the day, especially for P1 and P2 so that children do not become upset when parents leave them early. Action agreed.
- Topics
Parents requested that topics for the year are shared with them. Action agreed.
- Photos
Parents requested that photos at front entrance could be offered for sale. Parent permission will be required for this to happen.
- Spelling
Mr Kerr will check that words are always on the blog during home learning tasks.
- Coffee Mornings
Information will be shared regarding the format of future coffee mornings, especially for new parents.
- School Newsletter
A request was made for the school newsletter to be sent to nursery parents. Action agreed.
- PVG Forms
These are available from the school office for anyone who would like to be a helper in school. These are not required for helping out at social events such as the coffee morning.

AOB

- Rhona Tait discussed some confusion re the school communication channels – website, blog, parent's portal, Expressions. Mrs Angus reminded that blog and website mirror each other. Teachers have direct access to the blog but not the website, hence the need for two sources of information. Miss Norquoy confirmed the pages would be checked to ensure the correct dates were showing for forthcoming events.
A reminder regarding access to Parent Portal and Expressions will be issued after the October break.
- Query regarding recent "school visitors" as seen on calendar. Mrs Angus advised that the visitors were cluster quality assurance visitors.
- Dress down day donations – £1 per child please, which goes to PSA/charity.
- Hot chocolate Friday – this still happens.
- Sports day – Mrs Angus advised that both potted sports and races were planned for the next Sports Day in June 2020.

ACTIONS FOR NEXT MEETING:

- Lisa Meikle to contact Harry Cartmill re speed safety lights on Glasgow Road.
- Juliet Redmond to feedback to Mrs Angus re signs and banners to highlight safe use of the turning circle.
- House keeping of PCA and PSA sections of website to ensure that information is up to date and easy to navigate. Miss Norquoy will ensure the current information is at the top of the page.
- Mrs Angus to issue refreshed communication regarding online communication tools (including Expressions and Parents Portal).
- Mrs Angus include a Curriculum Design presentation at next PCA meeting, with a focus on class topics.



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FUTURE MEETINGS

The next PCA meeting dates were confirmed as:

Tuesday 26th November 2019

Wednesday 26th February 2020

Thursday 21st May 2020 (AGM)