

# West Linton Primary School Parent Council Meeting

## Minutes

Monday 22<sup>nd</sup> September 2014

### Present:

**Parent Council:** Tristan Compton (Chair), Emma Downie (Depute Chair), Louise Fraser (Secretary), Morag Everest, Gail Jackson, Emma Wood, Debbie Moroney, Sheena Robson, Sandie Lloyd, Marie Botelho, Maggie Shearer, Rachel Hall, Neil Clunie, Estelle Weipers, Frances Little, Tamsyn Weston, Connor Rose, Victoria Harburn, Carol Clapperton

**Staff:** Alison Saxon, Martin Elliott, Grace Frew, Lily Stenhouse

**Others:** Kevin McCall (SBC), Martin Moroney, Chris Knight, Ruth Brain, Gill Gracie, Carolyn Dunmore, Ed Molyneux, Jenny Clements

**Apologies:** Martha Caddell, Ruth Doherty

### 1. Introductions and Apologies

All were welcomed to the meeting

### 2. Minutes of Previous Meeting and Matters Arising

The Minutes of the meeting held on Monday 2<sup>nd</sup> June 2014 were approved as accurate. Matters arising were as follows:

#### **Item 4. Friendship bench**

This will be progressed this year.

The P7s are to design

The bench will be sited somewhere near the community entrance

G Frew will take forward the approval by SBC of local tradesmen completing the bench

#### **Item 4. Feedback on School Sports Day**

M Elliott will be surveying parents about this

#### **Item 9. Review of school website and Facebook page**

M Elliott is still progressing the update of the school website

#### **Item 11. New School Update**

T Compton advised that the FOI request to SBC regarding possible compensation for late completion of the new school building is still ongoing.

## **ACTIONS**

- 1. G Frew to seek approval from SBC for local tradesmen to complete the friendship bench**
- 2. G Frew to arrange for current P7s to suggest designs for friendship bench**
- 3. M Elliott to survey parents for feedback on school sports day**
- 4. T Compton to continue progressing the FOI request**

### **3.Head Teacher's report**

(a) Maureen Swinburn (P5 teacher) has been promoted to the role of Principal Teacher at Broughton. Her post will be advertised tomorrow with interviews expected to take place on the 8<sup>th</sup> & 10<sup>th</sup> October. The school are working hard to try to ensure a quick turnaround on her replacement to avoid the need for supply teachers. An issue which this year group have suffered from in the past.

K McCall confirmed that SBC have committed to bearing any additional costs required to ensure a smooth turnaround/consistent handover on this.

(b) Barbara Adams is to finish her work within the school shortly for health reasons. SBC have committed to providing the school with an additional Depute Head (DH) until at least Christmas, which was the balance of Barbara's original contract. The additional DH will focus on the Early Years.

(c) The school calendar is ready to go out tomorrow. M Elliott is populating the online calendar

(d) The curriculum overviews have been sent out to parents

(e) The Playground Equipment has been out for the children to use. The school are thinking about where is best to play ball games. They would like to widen the range of equipment available. Staff can post their wish list in a PTA pigeon hole. The school are also thinking about creating zones within the playground e.g. a ball zone, a quiet zone.

(f) The outer door to the office will be normally unlocked from tomorrow while the office is manned.

(g) N Clunie and T Compton are to receive a key to the Parent Council noticeboard

(h) The school is trying to encourage more outdoor play. Parents will be asked to include waterproof jackets in their child's bag if they are not wearing one.

(i) The children are enjoying their mixed lines and mixed seating in the dining hall. They also enjoyed taking part in the Moztec Museum and the Woodland Walks last week.

#### **Questions on HT report:**

T Compton – could a suitably trained parent representative sit on the interview panel for teachers, as is the case in neighbouring local authorities, starting with the new P5 teacher?

G Frew and K McCall agreed this is a possibility if not for this post then certainly for future posts. It was noted that currently there are 2 parent council members who have completed SBC's interview training course.

## **ACTIONS**

- 1. G Frew to confirm how parents will be involved in staff interviews, and liaise with SBC for appropriate training**

#### **4. Draft School Action Plan**

T Compton introduced the Draft School Action Plan. It is important to note it is a work in progress. It is not to be shared with the wider school community as yet. Parent Council feedback will feed into the work of the Parent Reference Group who are to review the final plan.

K McCall (SBC) presented the Plan. Important points to note are:

- (a) Alison Drever – HMIE inspector – will engage with and provide support to the school over the next 12 months while they implement the Action Plan
- (b) Staff are working hard on driving the action plan forward. The process began with input from the staff
- (c) The Parent Reference Group will have the final look at the draft
- (d) K McCall is meeting with Marion Burns of HMIE next week to discuss this document.
- (e) It is expected that a final version will be complete no later than 20<sup>th</sup> October, but some of the actions identified are already being implemented

The meeting then split into 6 groups who each looked at a different section of the Draft Plan considering the following questions;

- (a) Does the Plan include all of our concerns/issues?
- (b) Is it written in Plain English?
- (c) Is evidence of progress sufficient? Are the measures solid & robust enough?

A discussion about the loss of confidence parents feel in SBC then took place. Parents looking for assurances that SBC internal reviews are robust/visible. K McCall commented that SBC had introduced a new Quality Improvement Framework for schools since April 2014 which should deliver the necessary changes, along with changes in personnel. K McCall noted that HMIE would be reviewing the action plan and providing input and agreed to invite HMIE representative to either a future Parent Council meeting or the full-parents' meeting to present the action plan and the progress.

Parent members asked how staff were. G Frew said that staff were working exceedingly hard to move the school forward but that morale was low. Staff need the positive support of parents. G Frew noted it is important to highlight that the inspection report also highlighted areas of best practice which are taking place within the school.

Parents would like staff to know they have our support. Parents had the idea of working collaboratively with pupils to make something for the teachers to show them our support. A group will take this forward.

#### **ACTIONS**

- 1. Each group representative to email feedback to M Elliott by Wednesday 24/09/14**
- 2. K McCall to forward copy of Audit Scotland report into Education to Parent Council via T Compton**
- 3. T Compton and K McCall to work together to invite an HMIE member to a PC meeting**

#### **4. E Wood, R Hall, C Rose & V Harburn to work together with pupils on ways of showing appreciation to teachers**

#### **5 Parent Council Chair's Report**

T Compton continues to meet with SBC representatives on follow-ups arising from the inspection report. A response to the PC letter of 26-08-14 has now been received. This will be shared with parents. T Compton gave a brief summary of the response.

PC need to consider whether we are happy with the response received.

PC members were asked to email Emma Downie with answers to the following questions;

- (a) Are we happy with the response received?
- (b) Are there things not answered that we want to ask?
- (c) Only Councillor Bhatia responded. Are we happy about that or do we wish to contact the other Councillors again? How do we want to take that forward?

Abraham van Aswegan & Zoe Allen have, subsequent to the AGM, decided not to join Parent Council this year.

PC agreed a budget of £120 this year for a photographer and printed photographs for the new school photoboard.

Ruth Doherty is to update the parents skills database and pass this to the school

A parental survey covering various smaller issues passed to PC was proposed. These issues may include school photographs, uniform supplier, road safety, playground equipment etc. Martin Elliot to work with Maggie Shearer and Sheena Robson on this.

T Compton presented the school with a book on Outdoor Learning which he won in an SPTC competition.

#### **ACTIONS**

- 1. T Compton to share SBC response letter with all parents**
- 2. All PC members to email E Downie with responses to the above questions by 26-09-14**
- 3. T Compton to email PC members with details of all SPTC courses this year**
- 4. T Compton to send more info on follow up SPTC training night and propose a date for this**
- 5. M Elliott, M Shearer & S Robson to compose parental survey**

#### **6. Reports from sub-groups**

M Everest agreed to be the PC link to the Nursery Focus Group. It was pointed out by G Frew that the Nursery is now to be referred to as Early Learning and Childcare

## **ACTIONS**

- 1. E Wood to email winter resilience volunteers to see whether they are happy to continue volunteering, and seek new volunteers**
- 2. E Wood to ensure winter resilience volunteers sign the risk assessment protocol documents**
- 3. M Everest to report back to next meeting on the Early Learning and Childcare Action Plan**
- 4. E Wood and N Clunie to co-ordinate work on the Clubs & Activities sub group and report back to next PC meeting.**
- 5. N Clunie to report back on PTA at next meeting**

### **7. Proposal for official school Facebook page**

The proposal as issued in pre-reading to the meeting was approved. The Parent Council thanked Chris Knight for all his hard work on this.

### **8. Resources for Parents to support children's Maths & Numeracy Learning**

Due to lack of time, this item is to be carried forward to the next meeting. It is to be placed higher up on the Agenda, straight after the Minutes. T Compton noted that agreement had already been obtained for the website to provide links to learning resources similar to those on other Tweeddale school's websites. It was also noted that some aspects of the action plan were designed to address these points.

## **ACTION**

- 1. T Compton to arrange for learning resources to be updated on the website**

### **9. Road Safety**

A discussion was had about the issue of road safety outside the school. Various suggestions including reminding parents to reverse into spaces and perhaps having timed zig zag yellow lines outside the school were put forward. M Elliott is working with the community police officer on this.

## **ACTION**

- 1. T Compton and G Frew are to progress this issue together with SBC and other relevant parties and report back to Parent Council**

### **10. Dates of future PC meetings**

These were agreed as follows:

Tuesday 4 November 2014

Monday 19 January 2015

Tuesday 10 March 2015

Monday 27 April 2015

Tuesday 9 June 2015

AGM – Monday 7 September 2015

Tuesday 22 September 2015

## **SUMMARY OF ACTION POINTS**

- 1. G Frew to seek approval from SBC for local tradesmen to complete the friendship bench**
- 2. G Frew to arrange for current P7s to suggest designs for friendship bench**
- 3. M Elliott to survey parents for feedback on school sports day**
- 4. T Compton to continue progressing the FOI request**
- 5. G Frew to confirm how parents will be involved in staff interviews and liaise with SBC for appropriate training**
- 6. Each group representative to email feedback on the Draft Action Plan to M Elliott by Wednesday 24/09/14**
- 7. K McCall to forward copy of Audit Scotland report into Education to Parent Council via T Compton**
- 8. T Compton and K McCall to work together to invite an HMIE member to a PC meeting**
- 9. E Wood, R Hall, C Rose & V Harburn to work together with pupils on ways of showing appreciation to teachers**
- 10. T Compton to share SBC response letter with all parents**
- 11. All PC members to email E Downie with responses to the questions about the SBC response letter by 26-09-14**
- 12. T Compton to email PC members with details of all SPTC courses this year**
- 13. T Compton to send more info on follow up SPTC training night and propose a date for this**
- 14. M Elliott, M Shearer & S Robson to compose parental survey**
- 15. E Wood to email winter resilience volunteers to see whether they are happy to continue volunteering and seek new volunteers**
- 16. E Wood to ensure winter resilience volunteers sign the risk assessment protocol documents**
- 17. M Everest to report back to next meeting on the Early Learning and Childcare Action Plan**
- 18. E Wood and N Clunie to co-ordinate work on the Clubs & Activities sub group and report back to next PC meeting.**
- 19. N Clunie to report back on PTA at next meeting**
- 20. T Compton to arrange for learning resources to be updated on the website**
- 21. T Compton and G Frew are to progress the issue of road safety together with SBC and other relevant parties and report back to PC**