

# West Linton Primary School Parent Council Meeting

## Minutes

Tuesday 2<sup>nd</sup> June 2015

### Present:

**Parent Council:** Tristan Compton (Chair), Louise Fraser (Secretary), Emma Downie (Deputy Chair), Gail Jackson, Neil Robson, Ruth Doherty, Tamsyn Weston, Connor Rose, Debbie Moroney

**Staff:** Martin Elliott, Jill Doyle (Headteacher), Lily Stenhouse, Alison Saxon

**Others:** Liz Wharton (Senior Education Officer), Zoe Allen, Katherine Walpole, Kate Orchard & Di West (Whitmuir Farm Project)

**Apologies:** Morag Everest, Rachel Hall, Emma Wood, Sandie Lloyd, Victoria Harburn, Neil Clunie, Maggie Shearer, Donna Manson

### 1. Introductions and Apologies

All were welcomed to the meeting and apologies noted.

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

The Minutes of the meeting held on 27<sup>th</sup> April 2015 were approved as accurate. Updates on actions arising were as follows:

- **Action Point 2: website update of which Parent Council members have children in which year groups**  
It was decided to wait until after the AGM in September when we have a new Parent Council to do this
- **Action Points 4&5: action group to be set up to gain feedback on what assessment/tracking information of pupils parents would like**  
A workshop for parents is hopefully to be held before the end of term. It is hoped this will replace the need to set up a group
- **Action Point 6: T Compton to ask for Parent Council volunteers to attend the Meet the Teacher events next term**  
This is still outstanding

All other action points have been completed or were dealt with later in the meeting.

### ACTIONS

1. **T Compton to organise Parent Council volunteers to attend the Meet the Teacher events**
2. **T Compton to arrange for Parent Council information to be put on school website detailing which parents have children in which year group AFTER the AGM**

### **3. Treasurers Report**

R Doherty provided the meeting with an update on the Parent Council bank balances, which now stand at £492.56. A deposit of £500 donation for the New Families Event is expected to be received soon.

### **4. Whitmuir Farm Project**

A very informative presentation was given by Kate Orchard the project manager of the Whitmuir Farm Project. Children have been busy planting and look forward to seeing the fruits of their labours when they return after the summer holidays.

There will be various activities available at Whitmuir over the summer holidays. Details of these will be sent out to parents.

### **5. New Families Event for P1 and Nursery**

Zoe Allen (parent) gave a brief presentation on the New Families Event planned for the afternoon of Sunday 23<sup>rd</sup> August.

The aims of the event are to 1. Help new families meet each other and 2. Provide the opportunity for new parents to have informal chats with teachers.

The event will take the format of an Afternoon Tea & Childrens Party with a children's entertainer.

Parent Council were happy with all the arrangements and wished to record their thanks to Zoe for organising this important event.

### **6. Parental survey feedback**

N Robson is to summarise the data received from this and present back to the next Parent Council meeting. This will be used to inform our priorities for next year.

T Compton will put the high level graphs/results on the Facebook page and email them to parents also. Comments will be included to say that after the AGM we will come back with proposals on how to progress actions arising.

Brief discussions took place around some issues raised including school photographs and After School Clubs. J Doyle is to contact Tempest Photography to ask for a summary of what other services/types of photos they offer. R Doherty is to investigate the Edinburgh system where companies run After School Clubs.

### **ACTIONS**

- 1. J Doyle to contact Tempest Photography to ask for a summary of what other services/types of photos they offer**
- 2. R Doherty to investigate Edinburgh system of After School Clubs and report back to Parent Council**
- 3. N Robson to summarise survey data and present to Parent Council**
- 4. T Compton to put high level graphs/results of survey on Facebook page and email to parents**

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

The positive results of the school survey were highlighted.

Calendar:

- J Doyle was working on the calendar for 2015/16, and asked for feedback on what had gone well, and what could be improved. All agreed the calendar itself had been a good means for parents to plan ahead for activities during working hours, and that open mornings/afternoons had been well received by parents generally.

Staffing:

- The school roll will drop next year and as a result, there will be only 9 classes instead of the current 10.
- Fewer than 30 children are enrolled for Early Learning class, and following parental consultation, only an afternoon session would run.
- This will result in a small management budget reduction
- Recruitment for a 0.2 FTE Principal Teacher is underway
- A 1.0 FTE intervention post will be recruited to work with the senior management team

Education Performance Sub-Committee:

- This SBC committee considers the outcomes of inspection reports and looks at what actions have been taken to address points raised.
- J Doyle has been called to attend this on Thursday 4<sup>th</sup> June 2015
- T Compton and L Wharton will also attend

In-Service Day:

- The SIP (School Improvement Plan) was discussed at this.
- A high level approach to the curriculum will be taken using the Cloud 10 program (this is a 3 year program). Self-evaluation will feature heavily also.
- As many parents as possible are encouraged to attend the meetings planned for 15&16 June to discuss the School Improvement Plan

Parent Pay:

- This is an online payment for lunches, school trips etc. It will be available to parents for the start of the next academic year. Information will be sent out to parents when available.

## **8. P7 allocation of positions of responsibility**

Some parents feel that the current system for this can cause problems between pupils if it becomes no more than a popularity contest when pupils vote for the allocation of various roles. Suggestions to improve the system included:

- A secret ballot
- Each child only having one responsibility
- Describing/offering all the roles at the same time

- Splitting the roles so they are only occupied for half the year at a time, giving more than one pupil the chance to fulfil that role.

J Doyle responded by saying the school are currently working on this. Discussions are being held with teachers and pupils to find out how the current system works and how to improve it in the future. J Doyle will provide the next meeting with an update on this.

### **ACTIONS**

- 1. J Doyle to provide the next meeting with an update on changes proposed to the system of allocating P7 roles of responsibility**

## **9. Updates from sub-groups**

### **PTA**

£810 was raised at the Spring Fair. The PTA will run the Whipman disco.

### **Early Learning**

The handbook is now complete. M Everest will stay on the sub-group next year to provide continuity.

### **Community Use of Facilities**

Mixed feedback was received at the last meeting. A follow up meeting is arranged for 15 June to form the Committee.

### **Clubs & Activities**

Parent Council wished to record their thanks to all parents involved in these as the children have really enjoyed all the new activities offered this year. M Elliott is to look at the database of parent skills to see if any specific scientific skills exist to ask a parent to do a presentation to the Young Engineers Club.

### **Library**

T Weston is to email M Elliott a list of books they'd like to add to the library. Book Fair receipts, PTA and the Book Sale will fund this.

### **ACTIONS**

- 1. T Weston to email M Elliott a list of books they'd like to add to the school library**
- 2. M Elliott to look through parent skills database to identify any parents who could be approached to do a presentation to the Young Engineers Club**

## **10. Other meetings attended/planned & other relevant business**

### **Building Project Late Completion**

T Compton and J Doyle held a meeting with S Renwick about this. Any late completion penalties had been set off against other contractual claims and changes to building, and only £10,000 per year for each of the next 2 years was set aside in the project budget for snagging and completion work. The general feeling of Parent Council was that we have taken this issue as far as we can now.

### **School Uniform Supplier**

Following a short project to look at school uniform supplies and processes. It had been agreed that Border Embroideries would retain the contract to supply West Linton uniform, would put in place an online ordering facility, and more regular ordering throughout the year would be possible. Sizing sets would be available in school in the summer term to assist parents when ordering, and some items (mainly winter jackets) had been added to the scope of supply.

Border Embroideries have offered the school a set of 15 sports kits (various sport options), and M Elliott agreed to see how these could best be used.

### **ACTIONS**

- 1. M Elliott to decide what type of sports kits should be ordered (15 are available free from Border Embroideries)**

### **Next Meetings:**

PC and PTA AGM - Monday 7th September at 7pm  
PC Meeting - Monday 21st September at 6.30pm

## **SUMMARY OF ACTION POINTS**

- 1. T Compton to organise Parent Council volunteers to attend the Meet the Teacher events**
- 2. T Compton to arrange for Parent Council information to be put on school website detailing which parents have children in which year group AFTER the AGM**
- 3. J Doyle to contact Tempest Photography to ask for a summary of what other services/types of photos they offer**
- 4. R Doherty to investigate Edinburgh system of After School Clubs and report back to Parent Council**
- 5. N Robson to summarise survey data and present at Parent Council AGM**
- 6. T Compton to put high level graphs/results of survey on Facebook page and email to parents**
- 7. J Doyle to provide the next meeting with an update on changes proposed to the system of allocating P7 roles of responsibility**
- 8. T Weston to email M Elliott a list of books they'd like to add to the school library**
- 9. M Elliott to look through parent skills database to identify any parents who could be approached to do a presentation to the Young Engineers Club**
- 10. M Elliott to decide what type of sports kits should be ordered (15 are available free from Border Embroideries)**